

Protocol on the publication meetings

Southend SEND Partnership

1. Introduction

The SEND partnership governance meetings were implemented in November 2020 and includes three main groups; the SEND Strategic Partnership Board, Joint Commissioning Group and SEND Operations Group all of whom have clear workstreams and involve a number of partners.

To ensure openness and transparency at all levels the SEND Strategic Partnership Board has agreed to publish in the public domain papers, agendas and minutes of its meetings.

This protocol sets out the expectations around content, style, deadline for publishing and outlines where information may be omitted or redacted from being published including any legal parameters for these.

2. Scope

This protocol applies to the SEND Strategic Partnership Board.

The papers will be intended for information only. The meetings are not public and members of public are not invited to raise questions for the meeting. The meetings will not be webcast.

Agendas, minutes and papers will be available via the Council's democratic system which carries all public Council minutes and meetings (<https://democracy.southend.gov.uk>).

There will be a Local Offer page providing information on the governance groups and will include an external link to the democracy site.

3. Access to agenda and papers before the meeting

The chair will agree the agenda and papers 7 days ahead of the meeting.

The agenda and papers will be available at least 3 calendar days ahead of any meeting on the democracy site.

If an item is added to the agenda later, the revised agenda will be updated from the time the item was added to the agenda.

4. Access to minutes after the meeting

The chair will review and agree circulation of the *final draft* minutes and action log of the meeting within 5 days. The administrator will circulate these to all members within 7 days.

The *final agreed* minutes from the previous meeting will be published within 7 days following the subsequent meeting.

Updated links will be added to the Local Offer page for one year after a meeting. After one year the agenda, minutes and papers will be archived from the Local Offer website.

This excludes any part of the minutes which disclose exempt or confidential information as set out in section 6 below.

5. Content and style

Minutes will be written in line with Southend Borough Council 'house style' guide and written in plain English as far as possible.

Agendas, papers and minutes will be published in PDF format.

All papers will be available in alternative format upon request to satisfy accessibility requirements.

6. Confidential Information

The minutes or papers may include information of a confidential or commercially sensitive nature which may be covered by the Data Protection Act. In such circumstances confidentiality must be maintained.

The criteria to exclude confidential information to the public:

- Information will not be made public whenever the nature of the business to be transacted or the nature of the proceedings will be affected by the disclosure of that confidential information, such as procuring or commissioning services.
- Information will not be made public if there are references to named individuals (i.e. parents/child identified in a report). If a named individual needs to be reflected in the minutes or reports they may be redacted or instead referred to Child or Family X...

Legislative Framework

When publishing papers consideration will be given to the Accessibility Regulations 2018 (Public Sector Bodies - Websites and Mobile Applications) (No. 2), which sets out the accessibility law. Wherever possible papers will be published in line with Southend Borough Council's web content policy.

Minutes and papers will be made available to the public, but certain information and discussion may need to be restricted in line with relevant Data Protection laws and regulations such as the Data Protection Act 2018, GDPR 2016 and the UK GDPR 2021.

Review of the Protocol

This protocol will be reviewed and updated within 12 months and no later than (28.05.2022).

Version: Final (28th May 2021)