

**CONSTITUTION**  
**Part 4**  
**Access to Information Procedure Rules**

**10.4 Meaning of exempt information**

Exempt information means information falling within the following 7 categories (subject to any condition):

	Category	Condition
1.	Information relating to any individual.	<p>Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992</p> <p>Information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
2.	Information which is likely to reveal the identity of an individual.	<p>Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.</p> <p>Information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
3.	Information relating to the financial or business affairs of any particular person (including the authority holding that information).	<p>“Financial or business affairs” includes contemplated, as well as past or current, activities.</p> <p>“person” includes any public authority, company, or other legally constituted organisation and the partners in a partnership or firm.</p> <p>Includes information relating to the Council.</p> <p>Information falling within paragraph 3 is not exempt by virtue of that paragraph if it is required to be registered under:</p> <p>a) the Companies Act 1985</p>

## APPENDIX 7

		<p>b) the Friendly Societies Act 1974  c) the Friendly Societies Act 1992  d) the Industrial and Provident Societies Acts 1965 to 1978  e) the Building Societies Act 1986  f) the Charities Act 1993</p> <p>“Registered” in relation to information required to be registered under the Building Societies Act 1986, means recorded in the public file of any building society (within the meaning of that Act).</p> <p>Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.</p> <p>Information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>Also see note 1 below</p>
4.	<p>Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.</p>	<p>“Employee” means a person employed under a contract of service.</p> <p>“Labour relations matter” means:-</p> <p>a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (matters which may be the subject of a trade dispute, within the meaning of that Act); or</p> <p>b) any dispute about a matter of falling within paragraph (a) above;</p> <p>and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority.</p> <p>“office holder”, in relation to the authority means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by</p>

## APPENDIX 7

		<p>any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.</p> <p>Information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	<p>Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.</p> <p>Information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
6.	<p>Information which reveals that the authority proposes:-</p> <p>a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>b) to make an order or direction under any enactment.</p>	<p>“Person” includes any public authority, company, or other legally constituted organisation and the partners in a partnership or firm.</p> <p>Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.</p> <p>Information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>Also see Note 1 below</p>
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	Information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
<p>The above 7 categories of exemption apply to all meetings of the Council, Scrutiny, Area Committees (if any), Regulatory Committees, the Standards Committee, and public meetings of the Executive (including single member decision meetings) and any sub-committees thereof. In addition, when the Standards Committee, and any sub-committees thereof are convened to consider an investigation or a matter for local determination, the following 3 additional categories of exempt information will apply</p>		

## APPENDIX 7

7A.	Information which is subject to any obligation of confidentiality.	
7B.	Information, which relates in any way to matters concerning national security.	
7C.	The deliberations of a standards committee or of a sub-committee of a standards committee established under the provisions of Part 3 of the Local Government Act 2000 in reaching any findings on a matter referred under the provisions of section 60(2) or (3), 64(2), 70(4) or (5) or 71(2) of that Act.	
<p>Note 1. All Members of the Council (but not members of the public or press) are entitled to access to documents which:</p> <ul style="list-style-type: none"><li>(a) are “exempt” under category 3 (unless the information relates to terms proposed or to be proposed in relation to a Council contract) and</li><li>(b) to any documents which are “exempt” under category 6, if they so request.</li></ul>		