

Report to:	MSMTM
Report by:	Head of Corporate Services (HOCS) - Helen Gardner-Swift
Meeting Date:	7 November 2019
Subject/ Title: (and VC no)	Key Document Review – C5 Publication Scheme Handbook VC 125259
Attached Papers (title and VC no)	C5 Publication Scheme Handbook VC103665

Purpose of report

1. To seek the approval of the Senior Management Team (SMT) to the review of the Key Document - C5 Publication Scheme Handbook (the key document).

Recommendations

2. I recommend that the SMT
 - (i) approves the revised key document
 - (ii) agrees the publication actions set out below in paragraphs 12 and 13

Executive summary

Background

3. A review of the key document has been carried out in accordance with the Key Document procedures.
4. The reviewed key document has been circulated to the SMT for comment and their comments have been taken into account and are shown on the draft attached.

Risk impact

5. There is a specific operational risk relating to the Publication Scheme and there are also risks relating to publishing information and website content which are also relevant.

Equalities impact

6. There is no direct equalities impact arising from this report.

Privacy impact

7. There is no direct privacy impact arising from this report.

Resources impact

8. There is no direct resources impact arising from this report.

Operational/ strategic plan impact

9. None at present.

Records management impact (including any key documents actions)

10. Once approved, the key document will be published and issued in accordance with the Key Documents Handbook.

Consultation and Communication

11. QSMTM minute and internal blog.

Publication

12. This committee report should published in full.
13. The revised draft key document is still in draft form and should be withheld from immediate publication under Section 27 (1) of FOISA. This allows information to be withheld if it is held with a view to it being published within 12 weeks and it is reasonable for the information to be withheld from disclosure. It is reasonable to allow time to put the draft document, if approved, into its final form before publication.