



**PORTSMOUTH NORTHSEA SWIMMING CLUB
CONFIDENTIAL MINUTES POLICY**

January 2021

PNSC Committee has a commitment to transparency and aims to publish the fullest possible committee minutes. Certain elements of the minutes need to remain confidential in accordance with this policy.

This policy, for dealing with confidential minutes, is to be implemented when a decision has been made by the Committee and publication of Confidential minute items might be prejudicial to the organisation. The matter is therefore recorded in the archived copy of the Committee Meeting minutes only.

A record of all confidential minutes is to be kept in a separate file.

Minute items and actions will be treated as confidential on the grounds that they contain information regarding and reference to any or a combination of:

- an employee, former employee or potential employee,
- a particular applicant or recipient of any services provided by the organisation,
- the financial or business affairs of any particular person,
- the amount of expenditure proposed to be incurred by the organisation under a contract,
- any person subject to Code of Ethics, Child Protection or Doping Control Protocols,
- any other information, the publication of which might be prejudicial to the interests of the organisation.

Reference will be made in the published minutes to any item that is redacted in order that members can see that confidential business was transacted.