

PTUK Transparency and Publication of Non-Confidential Board Papers Policy

1. Purpose

This policy sets out PTUK's commitment to enhancing transparency and accountability in its governance by making certain non-confidential Board papers and related materials publicly available. The aim is to build trust among members, stakeholders, and the wider public by providing insight into how decisions are made at the Board level.

2. Scope

This policy applies to all members of the PTUK Board of Directors and any staff or individuals responsible for preparing, handling, or disseminating Board-related documentation. It covers all materials deemed non-confidential and appropriate for public release.

3. Principles

- To promote transparency in governance and decision-making.
- To support ethical practice and public accountability.
- To ensure compliance with data protection and confidentiality obligations.
- To inform members, stakeholders, and the public about PTUK's strategic direction, operations, and governance activity.

4. Definition of Non-Confidential Board Papers

For the purposes of this policy, "non-confidential Board papers" are defined as documents circulated to the Board that do not contain sensitive personal data, confidential business information, legal privilege, or commercially sensitive content.

Examples include but are not limited to:

- Board meeting agendas
- Approved minutes of Board meetings (with redactions where necessary)
- Strategic plans and updates
- Drafts or summaries of proposed policy changes
- Reports from member or stakeholder consultations
- Registers of interests for Board members

5. Publication Process

- The Chair of the Board / Chief Executive will determine which documents are suitable for public release following each Board meeting.
- A redaction process will be applied as necessary to remove confidential or sensitive content prior to publication.
- Approved materials will be published on the PTUK website or made available through other appropriate channels within 30 days of the relevant Board meeting.
- A register of interests for all Board members will be updated annually and published on the PTUK website.

6. Exemptions

Documents will not be published if they:

- Contain personal information about individuals (e.g. staff, members, trainees, or service users)
- Are subject to legal privilege or ongoing legal proceedings
- Relate to confidential financial arrangements, tenders, or partnerships
- Contain information that could compromise commercial or strategic interests
- Are draft documents that have not yet been reviewed or approved by the Board

7. Responsibilities

- The PTUK Board is responsible for upholding this policy.
- The Operations Director (or equivalent role) is responsible for coordinating the review, redaction, and publication of eligible Board papers.
- All staff and Board members must comply with PTUK's confidentiality and data protection obligations when handling Board materials.

8. Review and Compliance

This policy will be reviewed annually or more frequently if required by changes in law, regulation, or PTUK governance standards. Non-compliance may result in disciplinary action in line with PTUK internal procedures.

Reviewed by Maria Bayne on 01/05/2025