

Civil Service Commission Board - transparency

The Civil Service Commission publishes a public version of minutes for each of its quarterly Board meetings in order to enhance the transparency and accountability of its operations.

Minutes are published one quarter after the meeting, following approval by the Board at the subsequent meeting.

Published detail includes:

- Commissioner attendance information (also published in a consolidated form in the annual report and accounts); and
- Information on and summaries of each agenda item, provided at a level of detail deemed to be useful to the public or sufficient to meet the public interest.

Withheld detail includes:

- Detail deemed likely to be exempt according to the expectations of relevant sections of the Freedom of Information Act, including, but not limited to, section 35 (formulation of government policy), section 36 (conduct of public affairs), section 40 (personal information), and section 41 (information obtained in confidence);
- Detail which would undermine the effective development of the organisation's strategy and operations;
- Information due to be made public at a known future date; and
- The names, roles or contributions of officials and other individuals who are not formal members of the Board.

This policy follows relevant [guidance](#) set out by the Information Commissioner's Office and will be kept under review.