



Department for Communities and Local Government

Department for Communities and Local Government

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www.gov.uk/dclg

Mr Bill Ellson
Via WhatDoTheyKnow.com

Date: **23 October 2017**

Dear Mr Ellson

Freedom of Information Act 2000 - 3526563

Thank you for your request for information, which we received on 23 October 2017 and processed under the Freedom of Information Act 2000.

Your request was for a *copy of, or a link to, the relevant guidance requiring local authorities to publish agendas and minutes of committee meetings on their websites in much the same way S.100B Local Government Act 1972 requires principal councils to make such documents "open to inspection by members of the public at the offices of the council"*.

I can confirm that the information requested is held by the Department for Communities and Local Government and we are able to provide you with all this information. The link you require is below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf

Complaints procedure

If you are unhappy with this response, we will review it and report back to you. (This is called an internal review.) If you want us to do this, let us know by return email within two months of receiving this response. You can also ask by letter addressed to:

Department for Communities and Local Government
Knowledge and Information Access Team
1st Floor NW, Fry Building
2 Marsham Street
London, SW1P 4DF

If you are unhappy with the outcome of this internal review, you can ask the independent Information Commissioner to investigate. The Information Commissioner can be contacted at email address ico@ico.org.uk or use their online form at ico.org.uk/concerns or call them on 0303 123 1113.

Yours sincerely

Ben Heathcote
FOI Business Partner

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