

CONFIDENTIALITY AGREEMENT

(Report by the Head of Legal and Estates)

1 PURPOSE OF REPORT

To obtain authority to enter into a Confidentiality Agreement with Marshall of Cambridge Aerospace Limited ("Marshall").

2 BACKGROUND

- 2.1 The Council is, together with a number of other local authorities and Cambridgeshire Horizons, in discussions with Marshall regarding its possible relocation.
- 2.2 To assist those discussions Marshall is prepared to provide relevant parties with a copy of their Business Plan. As the Business Plan is a commercially sensitive document, Marshall require any person to whom a copy is provided first to enter into a Confidentiality Agreement.
- 2.3 The Confidentiality Agreement requires the Council to designate an officer at Director level who will be responsible for the security of the document, maintaining a register of copies that are issued and ultimately ensuring all copies are destroyed. It is intended that the Confidentiality Agreement will remain in force for 3 years from either relocation by Marshall or a decision by Marshall not to relocate.
- 2.4 As the Agreement will be used primarily in a planning context, it is considered that the Director of Operational Services should be the Designated Officer responsible for control of the Business Plan under the Confidentiality Agreement.

3 RECOMMENDATIONS

- 3.1 It is recommended that Cabinet authorise the Director of Central Services to sign the Confidentiality Agreement on behalf of the Council and that the Director of Operational Services be appointed as the Designated Officer under the Agreement.

BACKGROUND INFORMATION

Confidentiality Agreement

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