

CHAPTER -9: STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR MINUTES OF SUCH MEETINGS ARE ACCESSIBLE TO THE PUBLIC [SECTION 4(l)(b)(viii)J

NPC function through the following organs:

Council

Composition:

The Council regulates the policies of NPC. It has 30 members comprising the following:

- a) President, Chairman of the Governing Body and Director General, all nominated by the Government of India;
- b) 5 Representatives of the Government of India ;
- c) 5 representatives of the organizations of employers & Chambers of Commerce & Industry,
- d) 5 representatives of the organizations of National Trade Unions/Workers;
- e) 3 representatives of technical organizations and Institutions
- f) 3 representatives of Association of Local or regional or industry-wise productivity organizations which are recognized by the council for this purpose;
- g) 3 representatives from scholars, research workers, consultants, consumers, small and Services Companies (NASSCOM).
- h) 3 special invitees from emerging areas such as All India Council for Technical Education (AICTE), Indian Institute of Technology (IIT), Madras , Centre for Product Design and Manufacturing (CPDM), Indian Institute of Sciences (IISc), Bengaluru (Manufacturing 4.0 and IOT) .

The present composition of the Council is as follows:-

LIST OF COUNCIL MEMBERS

I.	President, Chairman and Director General
1.	Hon'ble Minister of Commerce and Industry & President, NPC
2.	Secretary, DPIIT & Chairman, National Productivity Council,
3.	Director General, National Productivity Council,
4.	Additional Secretary & Financial Adviser (ASFA), Department for Promotion of Industry and Internal Trade (DPIIT)
II.	Government representatives (5)
5.	Chief Executive Officer, NITI Aayog,
6.	Secretary, Ministry of Environment & Forests & Climate Change
7.	Secretary, Ministry of Micro, Small & Medium Enterprises,
8.	Secretary, Ministry of Power,
9.	Secretary, Department of Public Enterprises (DPE)
III.	REPRESENTATIVES OF EMPLOYERS (5)
10.	President, Confederation of Indian Industry (CII)
11.	President, Federation of Indian Chambers of Commerce & Industry (FICCI),
12.	Director General, Standing Conference of Public Enterprises (SCOPE)
13.	National President, Federation of Associations of Small Industries of India (FASII)
14.	President, Manufacturers' Association for Information Technology (M A I T)
IV.	REPRESENTATIVES OF LABOUR (5)
15.	President, Bhartiya Mazdoor Sangh (BMS)
16.	President, Indian National Trade Union Congress (INTUC)
17.	President, Centre of Indian Trade Unions (CITU)
18.	National Secretary, All India Trade Union Congress (AITUC)
19.	General Secretary, Hind Mazdoor Sabha (HMS)
V.	REPRESENTATIVES OF INSTITUTIONS (3)
20.	Chairman, Quality Council of India (QCI)
21.	Director, Indian Institute of Technology (IIT), Delhi
22.	Director, Indian Institute of Management (IIM) Bengaluru
VI.	Representative of local or regional or industry-wise productivity organizations (3)
23.	President, All India Federation of Local Productivity Council (AIFLPC)
24.	Hony. Secretary, Andhra Pradesh Productivity Council
25.	Chairman, Assam Productivity Council
VII.	Representatives from scholars, research workers, consultants, consumers, small industries, technicians, and other interests (3)
26.	Director General, Council of Scientific and Industrial Research (CSIR)
27.	Director General, Indian Council of Agriculture Research (ICAR)
28.	President, National Association of Software Companies (NASCOM),
VIII.	Special Invitees
29.	Chairman, All India Council for Technical Education (AICTE)
30.	Director, Indian Institute of Technology (IIT), Chennai
31.	Chairman, Centre for Product Design & Manufacturing (CPDM), Indian Institute of Science, Bangalore

LIST OF GOVERNING COUNCIL MEMBERS

S.No.	Name & Address	Tele. No.	Fax No./ e-mail id
I.	PRESIDENT, CHAIRMAN AND DIRECTOR GENERAL		
1.	Hon'ble Minister of Commerce and Industry & President, NPC, Ministry of Commerce & Industry, Udyog Bhavan, New Delhi-110 011	23061008, 23061492	23013086 23062947(F)
2.	Sh. Amardeep Singh Bhatia, Secretary, DPIIT & Chairman, National Productivity Council, Room No.157, 1 st Floor, Udyog Bhavan, New Delhi-110 01	23061815/ 23061667 (UB)	23013655 Ssecy-ipp@nic.in 23061598(F)
3.	Smt. Neerja Shekhar, IAS Director General, National Productivity Council, 5-6 Institutional Area, Lodi Road, New Delhi-110 003	24618480	24616579 dg.npc@npcindia.gov.in
	Ministry of Commerce & Industry, Deptt. of Industrial Policy & Promotion		
4.	Ms. Arti Bhatnagar Additional Secretary & Financial Adviser, Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Udyog Bhavan (Room No.244), New Delhi-110 011	23062756 Fax – 2101(F)	arti.bhatnagar@nic.in
II.	GOVERNMENT REPRESENTATIVES-5		
	Niti Aayog		
5.	Shri B V R Subrahmanyam Chief Executive Officer, NITI Aayog, Room No.241, 2nd Floor, Yojana Bhavan, Sansad Marg, New Delhi-110 001	23096574,	23096575 CEO-niti@gov.in
	Ministry of Environment, Forests & Climate Change		

6.	Sh, Tanmay kumar IAS Secretary, Ministry of Environment & Forests & Climate Change, Indira Paryavaran Bhawan, Aliganj, Jorbagh Road, New Delhi-110 003	24695262, 24695265	24695270 secy-moef@nic.in
	Ministry of Micro, Small & Medium Enterprises		
7.	Shri S C L Das Secretary, Ministry of Micro, Small & Medium Enterprises, Room No.169, 1st Floor, Udyog Bhavan, Rafi Marg, New Delhi-110 011	23062107, 23061023	23063045 (Fax) secretary-msme@nic.in
	Ministry of Power		
8.	Sh. Pankaj Agarwal Secretary, Ministry of Power, Shram Shakti Bhavan, Rafi Marg, New Delhi-110 001	23710271 23711316	23721487 secy-power@nic.in
	Department of Public Enterprises		
9.	Shri Arunish Chawla, Secretary Room No- 305 Public Enterprises Bhawan Lodi Road CGO Complex, Block No. 14 New Delhi-110003	24366171, 24360402, 24362613	secy-dpe@nic.in

III.	REPRESENTATIVES OF EMPLOYERS- 5
	Confederation of Indian Industry (CII)

10.	Sh. Sanjeev Puri President Confederation of Indian Industry 23, 26, Institutional Area, Lodi Road, New Delhi-110 003	24621874/ 2462994	24633168/ 24626149 e-mail : president@cii.in cb@cii.in
Federation of Indian Chambers of Commerce & Industry (FICCI)			
11.	Sh. Harsha Vardhan Agarwal President, Federation of Indian Chambers of Commerce & Industry (FICCI), Federation House, Tansen Marg, New Delhi-110 001	23315442 9873947476- Sh.R.R.Khurana	23320714/ 23721504 e-mail : president@ficci.com
Standing Conference of Public Enterprises(SCOPE)			
12.	Mr. Atul Sobti Director General, Standing Conference of Public Enterprises (SCOPE), Core-8, 1 st Floor, SCOPE Complex, 7, Lodi Road, New Delhi-110 003	Ph: (O) 24362604, 24361757 ® 95120- 2511826	Fax: 011-24361371, E-mail: scopedg@yahoo.com

Federation of Associations of Small Industries of India (FASII)			
13.	Sh. Raja Polan, National President FASII, Laghoodyog Kutee, 23/B/2, Govind Singh, Marg, New Rohtak, Road, New Delhi-110005	9433218387 9830125242 9674437342 9831262389	http://www.fassi-india.org www.fasii-er.org
Manufacturers' Association for Information Technology (M A I T)			
14.	Mr. Amit Jiwan President, Ramakrishna Dalmia Wing, 4th Floor, PHD House, 4/2, Siri Institutional Area, August Kranti Marg, New Delhi -110 016.	011-35083169/269 9355144223	2685 1321 E-mail: mait@mait.ac.in contact@mait.com

IV.	REPRESENTATIVES OF LABOUR – 5		
	Bharatiya Mazdoor Sangh (BMS)		
15.	Shri Hiranmay Pandya President, BMS BMS, 27, Deendayal Upadhyay Marg New Delhi 110002	9825580365	23582648(Delhi) bmsdtb@gmail.com
	Indian National Trade Union Congress (INTUC)		
16.	Shri G. Sanjeeva Reddy President Muttathara, Paruthikuzhi, Manacaud PO – Trivendram – Kerala - 695009	0482-925744 09447157455 0471-215578	FAX:- 23364244 Email:-intuchq@gmail.com
	Centre of Indian Trade Unions (CITU)		
17.	Ms. K. Hemlata President Centre of Indian Trade Unions B.T.Ranadive Bhawan 13A, Rouse Avenue, New Delhi 110 002	23221288	23221284 citubtr@gmail.com
	All India Trade Union Congress (AITUC)		
18.	Ms. Amarjeet Kaur, General Secretary, AITUC 139 E, Kitchlu Nagar, Civil Lines, Ludhiana-141001 (M)09810144958	AITUC Bhawan, 35-36 DDU Marg, Rouse Avenue, New Delhi-2 23217320/23220264 M.09437036342/09861239221 /0674-2392086	044 28454869: aitucong@bol.net.in , aituchq@gmail.com . Com cituorissa@rediffmail.com vsgribokaro@gmail.com ;

	Hind Mazdoor Sabha (HMS)		
19.	Shri Harbhajan Singh General Secretary NWREU(HMS) Plot No.12, Pushp Vihar, Sector-VI, M.B.Road, Saket, New Delhi – 110030	M.no. 09414007260 Delhi 23413519 <i>Hind Mazdoor Sabha, 120 – Babar Road, New Delhi 1</i>	e-mail nwreuajm@gmail.com gsnwreu@yahoo.com mail@hindnazdoorsabha.co.in hms1gs@gmail.com
V.	REPRESENTATIVES OF INSTITUTIONS- 3		
	Quality Council of India (QCI)		

20.	Sh. Jaxay Shah Chairman Quality Council of India Institution of Engineers Building (2nd Floor), Bahadurshah Zafar Marg, New Delhi-110 002	23379321, 23378217, 23378056	23378678
Indian Institute of Technology, Delhi(IIT)			
21.	Prof. Rangan Banerjee, Director Indian Institute of Technology Hauz Khas, New Delhi-110 016.	2659 1701 26582020	658 2659 director@admin.iitd.ac.in
Indian Institute of Management, Bangalore (IIMB)			
22.	Rishikesha T Krishnan Director Indian Institute of Management Bannerghatta Road, Bangalore-560 076	080- 26993002 26583901	080- 26584004 / 26584181 / 26581602 director@iimb.ac.in ds@iimb.ac.in rishi@iimb.ac.in
VI. Representative of local or regional or industry-wise productivity organizations - 3			
23.	Sh. B.P. Bakshi President All India Federation of Local Productivity Council (AIFLPC) C/O Delhi Productivity Council 1E/10, Jhandewalan Extension, New Delhi – 110055	011-45575733/ 45575734	Dpc_1959@rediffmail.com
24.	Dr. S. Rajagopala Reddi, Hony. Secretary, Andhra Pradesh Productivity Council 'Productivity House' Plot No. 87, Road No. 2, Banjara Hills Hyderabad-500 033	Phone : 040- 23545232, 23545102 9849997591 Anuradha: 9369383882	appchyd@yahoo.co.in ; admn@appc.in
25.	Shri B.P Bakshi , Chairman, Assam Productivity Council Lions Sewa Kendra Complex Makum Road, Udyog Nagar Tinsukia – 786 146 (Assam)	Phone : 0374- 2352405, 6003180368 S. Pal Mb: 9435335346	bp.bakshi@rediffmail.com
VII. Representatives from scholars, research workers, consultants, consumers, small industries, technicians and other interests - 3			
Council of Scientific & Industrial Research (CSIR)			
26.	Sh. N. Kalaiselvi Director General Rom No.128, 1 st Floor Council of Scientific and Industrial Research Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001	23710472 23717053	23710618 e-mail : dgcsir@csir.res.in dg@csir.res.in
Indian Council of Agriculture Research (ICAR)			

27.	Dr. Mangi Lal Jat, Secretary (DARE) & Director General (ICAR) Indian Council of Agriculture Research Krishi Bhavan, New Delhi 110 001	Phone: (Off.) 91-11-23382629, 91-11-23386711	23384773 dg.icar@nic.in
	National Association of Software and Services Companies (NASSCOM)		
28.	Sh. Rajesh Nambiar President, National Association of Software Companies (NASCOM), International Youth Centre, Teen Murti, New Delhi -110 021. Plot No.7-10, Sector 126 Noida, UP 201303	4767 0100 Ph.No.91 120 4990111	23015452 info@nasscom.in aruna@nasscom.in (9910047018)
VIII.	Special Invitees		
	All India Council for Technical Education		
29.	Sh. T.G. Sitharam, Chairman All India Council for Technical Education Nelson Mandela Marg, Vasant Kunj, New Delhi-110070	011-26131498 011-26131578	chairman@aicte-india.org
	Indian Institute of Technology, Madras		
30.	Prof. Kamakoti Veezhinathan, Director Indian Institute of Technology Madras IIT P.O., Chennai 600 036	(044) 2257- 8001	bhaskar @iitm.ac.in
	Centre for Product Design and Manufacturing (CPDM) ,Indian Institute of Science's (IISc), Bengaluru (Manufacturing 4.0 and IOT)		
31.	Prof. Amaresh Chakrabarti Chairman Centre for Product Design & Manufacturing, Indian Institute of Science, Bangalore- 560012	+91-080-22932359	ac123@iisc.ac.in

LIST OF LOCAL PRODUCTIVITY COUNCIL (21)

S.N.	Company Name	Name	Position	Mobile No.	E-mail ID
1	LPC Poona	Dr. (Ms.) Sushama Keskar	President/Secretary	9960669411	sushama_keskar@yahoo.com
2	LPC Madurai	Shri K. Rajendra Babu	President	9443258770	snp.dairy@gmail.com
3	LPC Madurai	Dr. M. Jeganmohan	Secretary	9344152153	jeganmohanmuthukrishnan@gmail.com
4	LPC Faridabad	Shri H.L. Bhutani	President	9873129014	hyfitengineers@gmail.com
5	LPC Dehradun	Shri S.P. Singh	Secretary	8901285960	sps1512@gmail.com
6	LPC Lucknow	Shri J.S. Mishra, IAS	President	8765699999	jsmishralko@gmail.com
7	LPC Delhi	Shri Sampat Toshniwal	President	9312212362	toshniwalsampat@gmail.com
8	LPC Noida	Dr. Ashok Kumar Raghav	President	9457290485	ashok_raghav@yahoo.com
9	LPC Baroda	Shri Vipinchandra R. Patel	President	9909912231	vcrpatel154@gmail.com
10	LPC Baroda	Shri GP Namdeo	ED & Secretary	9979892996	gpnandeo@gmail.com
11	LPC Kerala	A P Jose	Director	9447105954	kspckalamassery@gmail.com
12	LPC Assam	Shri B.P. Bakshi	Chairman	9435335346	bp.bakshi@rediffmail.com
13	LPC Jharkhand	Dr. Arvind Pandey	President	8340575699	arvindpandey@hotmail.com
14	LPC Salem	Shri M. Ilangovan	President	9444252535	milangovan2009@gmail.com
15	LPC Tirunelveli	Shri Srinivasan Sundaresan	President	9840624627	bdenergypl@gmail.com
16	LPC Bihar	Shri Dharmendra Kumar Srivastava	President	9334330557	dharmendra.srivastawa28@gmail.com
17	LPC Coimbatore	Dr. K. Chitra	Vice President	9842648828	profkchitra@gmail.com
18	LPC Kanpur	Mohd Umar	Director & Secretary	9935054570	kpckanpur@yahoo.com
19	LPC Rajsasthan	Sh. Sanjay Kr. Sharma	Consultant	9588029920	sanjaysdewang@yahoo.com/rspcjaipur@yahoo.com
20	LPC Rajsasthan	Sh. Vishal Pareek	Consultant	9414520425	vishalpareek1310@gmail.com
21	LPC Faridabad	Sh. JP Malholtra	IPP	9810012999	bharatvalves@gmail.com
22	LPC Salem	Sh. K. Mariappan	Chairman	9663248877	mariappan49@gmail.com
23	LPC Salem	Sh. Karith Kandappan	Governing body EC Member	9488465050	realenergy999@gmail.com
24	LPC Tirunelveli	Shri L.K. Anantha Raman	Secretary	9865157857	elkayengineerss@gmail.com
25	LPC Bihar	Adv. B.K. Sinha	Secretary General	9431496687	prductivitybihar@gmail.com
26	LPC Greater Noida	Dr. R.D.Mishra	Secretary	9415474544	rdmishra1234@gmail.com
27	DPC	Ms. Anju Bajaj	Jr. Treasurer	9810889787	praindustires@hotmail.com
28	LPC Assam	Shri R.K. Agarwal	Hony. Secretary	9435036288	bijox_kr_agarwal@yahoo.com
29	South Gujarat productivity Council	Sh. D.H. Solankhi	IPP	9825570682	dhansrabhsolkhani73@gmail.com
30	LPC Odissa	Sh. TC Hota	Vice President	9937006868	tcgota02@yahoo.com
31	South Gujarat productivity Council	Sh. Bhadesh J. Shah	President(Election)	9327333107	bfbshah@yahoo.com
32	Divisional PC Poona	Sh. Pramod Wadikar	ED.	9422331009	head@pdpcpune.com

S.N.	Company Name	Name	Position	Mobile No.	E-mail ID
33	LPC Andhra Pradesh	Sh. T. Srinivas Ragho	Principal Director	9989334041	edapp1@gmail.com/appchyd@yahoo.com
34	LPC Rajkot	Sh. Kirit vora	Governing body EC Member	9824226156	advocatekiritvora69@gmail.com/kiritvora69@yahoo.com
35	Kutch LPC	Sh. Deepak Suchde	Governing body EC Member	9898091981	deepaksuchde2003@yahoo.com
36	LPC Kerala	Sh. A.R. Satheesh	Hony. Secretary	9447483900	ar.satheesh@gmail.com
37	LPC Jharkhand	Smt. Sarita Pandey	Executive Member	9431360000	nishipuja@gmail.com

Governing Body (GB)

Composition:

The GB regulates the rules and regulations of NPC. It has 12 members comprising the following:

1. Chairman, nominated by the Government of India;
2. Director General;
3. 2 Members each represent Government of India, Employers and Workers, 3 Members representing technical organizations & institutions and 1 members representing LPOs. The present composition of the GB is as follows:-

I.	Chairman and Director General
1.	Secretary, DPIIT & Chairman, National Productivity Council
2.	Director General, National Productivity Council
3.	Additional Secretary & Financial Adviser, Department for Promotion of Industry and Internal Trade (DPIIT)
II.	Government Representatives (2)
4.	Secretary, Ministry of Micro, Small & Medium Enterprises (MSME)
5.	Secretary, Department of Public Enterprises (DPE)
III.	Representatives of Employers (2)
6.	President, Federation of Indian Chambers of Commerce & Industry (FICCI)
7.	President, Confederation of Indian Industry (CII)
IV.	Representatives Of Labor (2)
8.	President, Bhartiya Mazdoor Sangh (BMS)
9.	Secretary, Indian National Trade Union Congress (INTUC)
V.	Representatives of Institutions (3)
10.	Director, Indian Institute of Technology (IIT), Delhi
11.	Director General, Indian Council of Agriculture Research (ICAR)
12.	Director General, Council of Scientific and Industrial Research (CSIR)
VI.	Association All India Federation of Local Productivity Councils
13.	President, All India Federation of Local Productivity Council (AIFLPC)

S.No.	Name & Address	Tele. No.	Fax No./ e-mail id
I.	CHAIRMAN AND DIRECTOR GENERAL		
1.	Sh. Rajesh Singh, Secretary, DPIIT & Chairman, National Productivity Council, Room No.157, 1 st Floor, Udyog Bhavan, New Delhi-110 01.	23061815/ 23061667 (UB)	23013655 secy-ipp@nic.in 23061598(F)
2.	Sh. S Gopalakrishnan, IAS Director General, National Productivity Council, 5-6 Institutional Area, Lodi Road, New Delhi-110 003.	24618480	24616579 dg.npc@npcindia.gov.in
3.	Ms. Arti Bhatnagar, Additional Secretary & Financial Adviser, Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Udyog Bhavan (Room No.244), New Delhi-110 011.	23062756 Fax – 2101(F)	spriya@nic.in
II.	GOVERNMENT REPRESENTATIVES-2		
	Ministry of Micro, Small & Medium Enterprises (MSME)		
4.	Sh. S.C.L. Das, Secretary, Ministry of Micro, Small & Medium Enterprises, Room No.169, 1 st Floor, Udyog Bhavan, Rafi Marg, New Delhi-110 011.	23062107, 23061023 23061543	23063045 (Fax) secretary- msme@nic.in
	Department of Public Enterprises		
5.	Shri Ali Raza Rizvi Secretary Room No- 305 Public Enterprises Bhawan Lodi Road CGO Complex, Block No. 14 New Delhi-110003	24366171, 24360402, 24362613	secy-dpe@nic.in

III.	REPRESENTATIVES OF EMPLOYERS-2		
	Federation of Indian Chambers of Commerce & Industry (FICCI)		
6.	Sh. Subhrakant Panda, President, Federation of Indian Chambers of Commerce & Industry (FICCI), Federation House, Tansen Marg, New Delhi-110 001	23315442 23320714/23721504	23320714/ 23721504 e-mail : president@ficci.com
	Confederation of Indian Industries (CII)		
7.	Shri R Dinesh President Confederation of Indian Industry 23, 26, Institutional Area, Lodi Road, New Delhi-110 003	24621874/ 2462994	24633168/ 24626149 e-mail : president@cii.in cb@cii.in

IV.	REPRESENTATIVES OF LABOUR – 2		
	Bharatiya Mazdoor Sangh (BMS)		
8.	Shri Hiranmay Pandya President, BMS BMS, 27, Deendayal Upadhyay Marg New Delhi 110002	9825580365	23582648(Delhi) bmsdtb@gmail.com
	Indian National Trade Union Congress (INTUC)		
9.	Dr. G Sanjeeva Reddy, Secretary, NTUC Shramik Kendra" 4, Bhai Veer Singh Marg, New Delhi - 110 001	0788/3121225 9825580365	0788-2222855 sksinghintuc@gmail.com (7415311111)

V.	REPRESENTATIVES OF INSTITUTIONS-3		
	Indian Institute of Technology, Delhi		
10.	Prof. Rangan Benerjee, Director Indian Institute of Technology Delhi IIT Delhi Main Rd, IIT Campus, Hauz Khas, New Delhi, Delhi 110016	2659 1701 26582020	658 2659 director@admin.iitd.ac.in
	Indian Council of Agriculture Research (ICAR)		

11.	Dr. Himanshu Pathak, Secretary (DARE) & Director General (ICAR) Krishi Bhavan, New Delhi 110 001.	Phone: (Off.) 91-11-23382629, 91-11-23386711	23384773 dg.icar@nic.in
Council of Scientific & Industrial Research (CSIR)			
12.	Dr. (Mrs.) N. Kalaiselvi Director General Rom No.128, 1 st Floor Council of Scientific and Industrial Research Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001.	23710472 23717053	23710618 e-mail : dgcsir@csir.res.in dg@csir.res.in
VI.	Association All India Federation of Local Productivity Councils (Association of Local Productivity Councils)		
13.	Sh. B.P. Bakshi President All India Federation of Local Productivity Council (AIFLPC) C/O Delhi Productivity Council 1E/10, Jhandewalan Extension, New Delhi - 110055	011-45575733/ 45575734	Dpc_1959@rediffmail.com

9.1.2 Powers and Functions:

All the powers, functions and responsibilities of NPC are vested in the Council and the Governing Body.

Meetings of the above council/committee/boards are not open to the public.

The minutes of the meetings of the Council and the Governing Body are kept by the Secretary and are available at the Council's corporate office.