



NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY¹

Notice of an imminent occasion when the public may be excluded from a meeting due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them.

¹ In accordance with Regulation 5(7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1. At least 28 clear days before a private meeting² of a decision-making body, public notice³ must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice⁴ must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.
3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chair of the Overview and Scrutiny Management Commission.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
20 Oct 2016	EX3169	Healthy Child Programme 0-19/25 Commissioning and Service Redesign	To inform the Executive of the intention to commission an integrated Healthy Child Programme (HCP) for 0-19/25 year olds (up to 25 years for young people with special educational needs and disabilities); to share the proposed commissioning model and to obtain sign-off for the proposed tendering exercise or contract extension as appropriate.	Executive	Deputy Leader, Health and Wellbeing Lesley Wyman	Report and associated appendices.	(Paragraph 3 – information relating to financial/business affairs of particular person) (Paragraph 5 – information relating to legal privilege) (Paragraph 6 – information relating to proposed action to be taken by the Local Authority)

² A 'private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

³ In accordance with Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

⁴ In accordance with Regulation 5(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Date of Decision or period within which the decision is to be made	Ref No:	Matter in respect of which the decision is to be made	Short Description	Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
20 Oct 2016	EX3162	Berkshire Community Equipment Service Contract Award	To seek delegated authority for the Head of Service to award the contract for Berkshire Community Equipment Service from 1st April 2017	Executive	Adult Social Care Trish Guest	Report and associated appendices.	(Paragraph 3 – information relating to financial/business affairs of particular person)
20 Oct 2016	EX3175	Contract Award – Complex Needs Service for Clients with a Learning Disability	To inform Executive of the intention to award the contract of a complex needs learning disability service at Blagden House in Newbury	Executive	Children & Young People Karen Felgate	Report and associated appendices.	(Paragraph 3 - information relating to financial/business affairs of particular person)

Andy Day
Head of Strategic Support
West Berkshire Council

Date: 7 September 2016