



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.
15 June 2017	EX3312	Debt Write Off - JB	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	Executive	Councillor Rick Jones Tandra Forster	Report and associated appendices	(Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual)

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.
15 June 2017	EX3313	Bad Debt – Write Off Request - SKW	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	Executive	Councillor James Fredrickson Desre Wicks	Report and associated appendices	(Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual) (Paragraph 7 – action taken in relation to crime prevention)
15 June 2017	EX3314	Bad Debt – Write Off Request - TH	To write off a debt or the unpaid portion of it, where either: (a) the debt is not enforceable or that attempted recovery is likely to involve expensive litigation with limited hope of success; or (b) the cost of recovery would be disproportionate to the amount involved.	Executive	Councillor James Fredrickson Desre Wicks	Report and associated appendices	(Paragraph 1 – information relating to an individual) (Paragraph 2 – information identifying an individual) (Paragraph 7 – action taken in relation to crime prevention)

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