

## **NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY<sup>1</sup>**

*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.*

---

<sup>1</sup> 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 meeting<sup>2</sup> of a decision-making body, public notice<sup>3</sup> 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 notice<sup>4</sup> 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.
13/02/2020	EX3744	<b>Proposed Property Investment</b>	<i>To agree to the potential purchase of a property which does not conform with the criteria of the Property Investment Strategy</i>	Executive	Finance Richard Turner		(Paragraph 3 – information relating to financial/business affairs of a particular person)
13/02/2020	EX3861	Contract Award Summary Report – Education Packages for Young People with Severe Social Emotional and Mental Health Difficulties	<i>To seek Executive approval to award a contract which is over £2.5m</i>	Executive	Children, Education and Young People Vickie Collins		(Paragraph 3 – information relating to financial/business affairs of a particular person)

Sarah Clarke  
Head of Legal and Strategic Support  
West Berkshire Council

Date: 20 December 2019

---

<sup>2</sup> 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.

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

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