

NOTICE OF A PRIVATE MEETING OF A DECISION-MAKING BODY TO WHICH THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE HAS AGREED¹

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 and which the Chair of the Overview and Scrutiny Committee has agreed is urgent and cannot reasonably be deferred.

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 Committee.⁵
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.

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.
⁵ in accordance with regulation 5(6) 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	Matter in respect of which the decision is to be made	Short Description	Decision maker	Cabinet Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
21 January 2020	Annual Leasehold Service Charge - Review of Management Fee	An update on the Management Fee, including the introduction of a further management band fee, which Cabinet will be asked to approve.	Cabinet	Cabinet Member for Housing and Estate Renewal Director of Housing Regeneration and Planning	Report of the Director of Housing, Regeneration and Planning	Part exempt Paragraph 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

5. The Chair of the Overview and Scrutiny Committee has agreed that the Cabinet may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

Date of Chair's agreement	Matter in respect of which the decision is to be made	Reasons why meeting urgent and cannot reasonably be deferred
21 January 2020	Annual Leasehold Service Charge - Review of Management Fee	This decision was included in the December edition of the Forward plan [version 86] However, it has been ascertained in the compilation of this report that the Legal comments must be exempt from disclosure. These recommendations cannot await the February meeting due to the fact that the proposed changes need to be agreed prior to the Budget report in February.

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