

## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL CONSTITUTION

- 6.1.1 A copy of the agenda including the item (or a copy of the item) is open to inspection by a member of the public for at least five clear days before the meeting or, where the meeting is convened at shorter notice, from the time the meeting is convened, or
- 6.1.2 By reason of special urgency, which shall be specified in the minutes, the Chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.
- 6.2 “Five clear days” excludes the day of the meeting, the day on which the meeting is called, weekends and bank holidays.
- 6.3 “Special urgency” justifying an item being considered as a matter of urgency will relate to both why the decision could not be made by calling a meeting allowing the proper time for inspection as well as why the item of report could not have been available for inspection for five clear days before the meeting.
- 6.4 Where the item of business relates to an executive decision Rules 14-17 will apply.

### 7. SUPPLY OF COPIES

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- 7.1 The Council will in the first instance direct an interested person to the Council’s website and offices where such information is available, but where copies are required the Council will supply copies of:
- 7.1.1 any agenda and reports which are open to public inspection;
- 7.1.2 any further statements or particulars necessary to indicate the nature of the items in the agenda; and
- 7.1.3 any other documents not exempt or excluded in connection with an item to any person on payment of a charge for postage and any other costs.

### 8. ACCESS TO MINUTES, ETC AFTER THE MEETING

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- 8.1 The Council will make available at its offices and on its website copies of the following for six years immediately after a meeting of a decision making body at which a decision is made:
- 8.1.1 Records of all decisions taken by:
- [a\) -Cabinet-; and](#)
- [b\) Where an officer makes a delegated decision following a delegation from Council, a committee, sub-committee or a joint committee in the following circumstances:](#)

- i) Under a specific authorisation; or
- ii) Under a general authorisation to officers to take such decisions and, the effect of the decision is to:-
  - a) Grant a permission or licence
  - b) Affect the rights of the individual; or
  - c) Award a contract or incur expenditure which, in either case materially affects the the Council's financial position

8.1.2 Any report considered by the decision maker in making the decision excluding any part which discloses exempt or confidential information.

## 9. BACKGROUND PAPERS

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### 9.1 List of Background Papers

- 9.1.1 The Proper Officer will set out in every report a list of those documents (background papers) relating to the subject matter of the report which in his/her opinion:
- disclose any facts or matters on which the report or an important part of the report is based; and
  - which have been relied on to a material extent in preparing the report;
  - but does not include published works or those which disclose exempt or confidential information (as defined in Rule 11).

### 9.2 Public Inspection of Background Papers

- 9.2.1 Where a report is made available to the public a list of the background papers connected to the report will also be available together with at least one copy of each of those papers. The documents will also be available on the Council's website.

## 10. SUMMARY OF PUBLIC'S RIGHTS

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- 10.1 A written summary of the public's rights to attend meetings and to inspect and copy documents must be kept at and available to the public at the Council Offices, Coalville.

## 11. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS