



**The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (“the Regulations”)  
(Regulation 9)**

**NOTICE OF CONSIDERATION OF A CONFIDENTIAL DECISION THAT  
HAS NOT BEEN INCLUDED ON THE FORWARD PLAN AS SUCH**

**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE  
27 JANUARY 2022**

The reason why the decision is urgent and cannot reasonably be deferred is that East Suffolk Council needs to consider an exempt report on Asset Rental Summary and Proposed Future Reviews. It is important for the Southwold Harbour Management Committee (HMC) to have an overview of the existing lease and licence arrangements within Southwold Harbour and to consider the mechanisms for reviewing rents and renewing agreements. The HMC will then need to make a recommendation to East Suffolk Council’s Cabinet on how to proceed, regarding reviewing the rents and renewing the agreements. To delay the consideration of the report, to the next scheduled meeting of the HMC on 10 March 2022, would significantly delay the HMC’s work programme and negatively impact upon the progress of the development of Southwold Harbour.

In accordance with the General Provisions (Paragraph 10) of the Local Authorities (Executives Arrangements (Meetings and Access to Information) England) Regulations 2012 (the Regulations), a key decision that has not been included on the Forward Plan can still be taken provided that:

- a) It is impractical to defer the decision until it has been included on the next Forward Plan.
- b) The Chairman of the Scrutiny Committee has been informed.
- c) The Proper Officer has made available to the public copies of the notice given to the Chairman of the Scrutiny Committee at the offices of the Council and its website.
- d) At least five clear days have elapsed since the Proper Officer complied with b) and c) above.

Where the date by which a meeting must be held makes compliance with this regulation impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Scrutiny Committee that the meeting is urgent and cannot reasonably be deferred. This is also reflected in the Access to Information Rules (ATIR) which form part of the Council’s Constitution.

As soon as reasonably practicable after the decision-making body has obtained agreement to hold a private meeting, it must make available at the offices of the local authority a notice setting out the reasons why the decision is urgent and cannot reasonably be deferred and publish that notice on the

local authority's website.

The Forward Plan (FP) contains details of all the matters likely to be the subject of Key Decisions and confidential and exempt decisions which will be taken by the Cabinet. The FP is updated on a monthly basis or as required, ensuring that all Key Decisions and confidential/exempt decisions that are due to be taken are included in the FP. The FP is published at least 28 days before the start of the period covered by the FP.

It is important for the (HMC) to see and comment on the report at its scheduled meeting on 27 January 2022 as they need to be fully aware of the existing lease and licence arrangements that are in place, in order to make any recommendations to East Suffolk Council's Cabinet. To delay the consideration of the report, to the next scheduled meeting of the HMC on 10 March 2022, would significantly delay the HMC's work programme and negatively impact upon the progress of the development of Southwold Harbour.

The report needs to be exempt because it will contain confidential financial and commercial information which may affect future negotiations with tenants.

It is deemed important that the Southwold Harbour Management Committee considers this exempt report as soon as possible and should not be delayed until the next scheduled meeting of the HMC, which is on 10 March 2022.

Regulation 10 of the Regulations (General Exception) allows for a key decision to be made if it is impracticable for notice of the intention to take a key decision under Regulation 9 to be given 28 clear days in advance of the taking of the decision.

Regulation 10 sets out the actions required to be taken in those circumstances which includes setting out the reasons for General Exception.

This Notice has not provided the relevant 28 days. However, in accordance with Regulation 5(6) of the Regulations where the Chairman of the Scrutiny Committee considers that there is urgency which dictates that this decision is urgent and cannot be reasonably deferred to allow compliance with Regulation 5 the decision may still be taken.

The Chairman of the Scrutiny Committee has been notified that the making of the key decision in private detailed below is urgent and cannot reasonably be deferred and has agreed for it to proceed. The reason for this is as set out below.

The reason why the matter is to be considered in private is that it includes information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3 – Schedule 12A of the Local Government Act 1972).

Nicola Wotton  
Deputy Democratic Services Manager  
17 January 2022