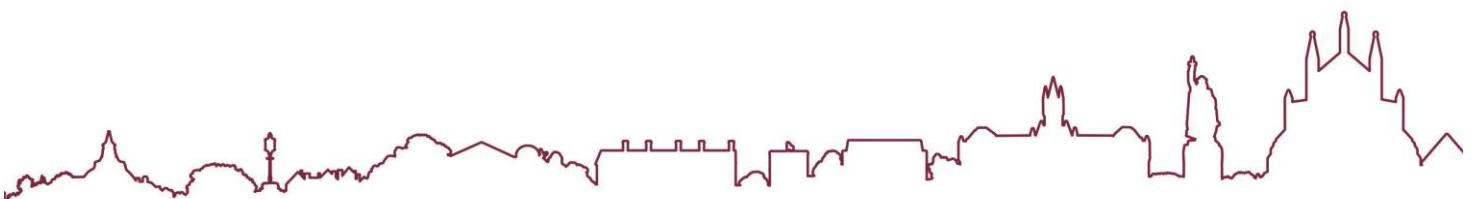


Exempt report review – Procedure (summary)

1. Democratic Services Team will maintain a spreadsheet of exempt items (reports, appendices etc) as and when they are published and will set a review date of 6 months from the date of publication.
NB the report template will be amended to include a note to report authors highlighting that an exempt item will be subject to review of after 6 months.
2. On a monthly basis, the Democratic Services Team will check to see which exempt items are due for review and will email the report author to ask them to recommend whether or not the item should be reclassified as open and to give reasons for their decision. Report author will be advised to contact the Legal Services team for advice if required and given 10 working days to respond.
3. After 10 working days, Democratic Services Team will email the Monitoring Officer with a table detailing the item under review (including SharePoint link) and the recommendation from the report author, including their reasons.
4. The Monitoring Officer confirms whether or not the item should be reclassified as open:
 - a) If decision to publish as open, the Democratic Services Team will publish the report as a new item on the original meeting page. **Example attached.** An email will be sent by Mod Gov (including to all councillors) to advise.
 - b) If the information is to remain exempt, the Democratic Services Team will set a new review date for 6 months' time.
5. Summary of items reviewed and the decision made by the Monitoring Officer reported to Audit & Governance Committee as part of the quarterly governance performance report.





Meeting Cabinet

Date 12 October 2021

The following item should no longer be classified as exempt under Part 1 of Schedule 12A of the Local Government Act 1972 (as amended):

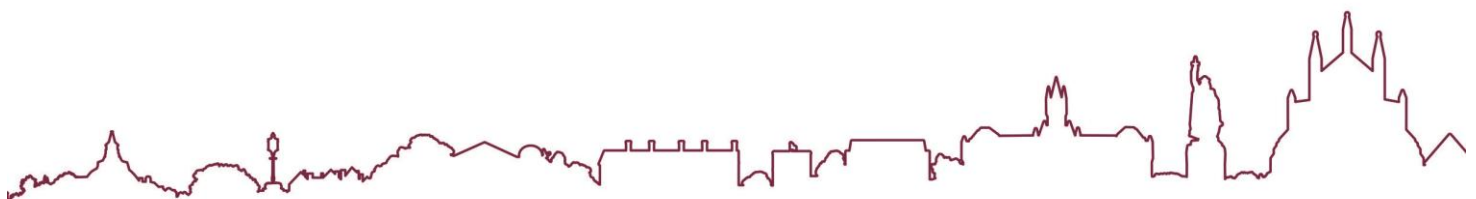
Agenda Item.

Eg – “Central Winchester regeneration costing – report CAB#####”

Lisa Kirkman
Strategic Director and Monitoring
Officer

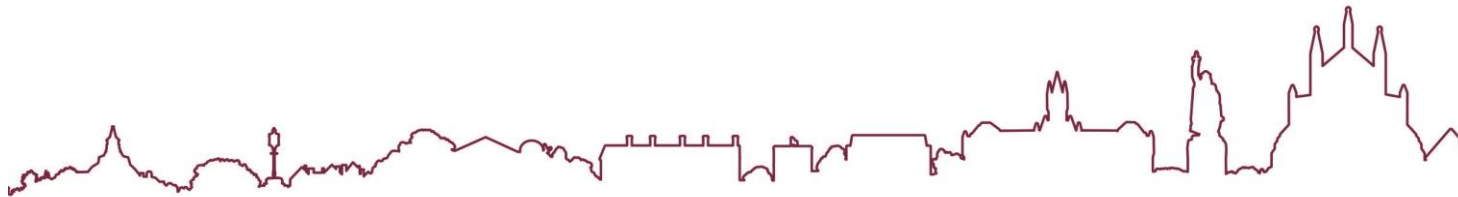
3 May 2022

Agenda Contact: Nancy Graham, Senior Democratic Services Officer Tel: 01962 848 235, Email: ngraham@winchester.gov.uk



Exempt classification removed 3 May 2022

SAMPLE REPORT



City Offices, Colebrook Street, Winchester, Hampshire SO23 9LJ

www.winchester.gov.uk

