

Add to Part 4.2 Access to Information Procedure Rules

**12. Member and Officer Access to Exempt Reports**

All members will be served notice of all meetings of the Council and other committees and will therefore be in receipt of exempt reports. In exceptional circumstances, to be decided by the Monitoring Officer in consultation with the Chair / Vice Chair of the Scrutiny Committee, the exempt report will not be published as part of the full agenda and will instead be tabled at the meeting whereby members and officers will have to sign for a numbered copy of the report which is to be returned at the end of the meeting before leaving the meeting room.

Exceptional circumstances are defined as **but not limited to:**

- (i) Where the business to be conducted involves commercially sensitive information, the disclosure of which could prejudice the Council's negotiating position; or
- (ii) Where there is a need to preserve legal professional privilege, the disclosure of which could prejudice any action contemplated by the Council.