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STATUTORY INSTRUMENTS

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**2012 No. 2089**

**The Local Authorities (Executive Arrangements) (Meetings  
and Access to Information) (England) Regulations 2012**

**PART 3**

**Key decisions**

**Publicity in connection with key decisions**

**9.—(1)** Where a decision maker intends to make a key decision, that decision must not be made until a document has been published in accordance with paragraph (2), which states—

- (a) that a key decision is to be made on behalf of the relevant local authority;
- (b) the matter in respect of which the decision is to be made;
- (c) where the decision maker is an individual, that individual's name, and title if any and, where the decision maker is a decision-making body, its name and a list of its members;
- (d) the date on which, or the period within which, the decision is to be made;
- (e) a list of the documents submitted to the decision maker for consideration in relation to the matter in respect of which the key decision is to be made;
- (f) the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed is available;
- (g) that other documents relevant to those matters may be submitted to the decision maker; and
- (h) the procedure for requesting details of those documents (if any) as they become available.

**(2)** At least 28 clear days before a key decision is made, the document referred to in paragraph (1) must be made available for inspection by the public—

- (a) at the offices of the relevant local authority; and
- (b) on the relevant local authority's website, if it has one.

**(3)** Where, in relation to any matter—

- (a) the public may be excluded under regulation 4(2) from the meeting at which the matter is to be discussed; or
- (b) documents relating to the decision need not, because of regulation 20(3), be disclosed to the public,

the document referred to in paragraph (1) must contain particulars of the matter but may not contain any confidential, exempt information or particulars of the advice of a political adviser or assistant.