



DEMOCRATIC AND COMMITTEE ADMINISTRATION PROGRAMME 2023

AGENDA & REPORTS – GROUP DISCUSSION

1. Where an item of business on the agenda is not open to inspection by the public for at least 5 clear days before the meeting, the chair may still agree that the item should be considered as a matter of urgency, subject to the grounds of urgency being specified and recorded in the minutes.

How does your council handle urgent reports? Is this an area of risk?

2. **What arrangements do you have in your council for vetting draft reports? Who signs off final reports? Are you making good use of Modern.Gov or other systems to help with this?**
3. **How do you manage exempt information in your authority's meetings? What do you regard as good practice for handling exempt business?**