

## Notice of Meetings where Executive Decisions may be taken in Private

### Private meetings

A decision-making body may only hold a meeting in private if a minimum of 28 clear days public notice has been given.

As it is probable that some of the business at any of the meetings listed above that have yet to be held will include some business that will need to be transacted in private, notice is hereby given that it may be necessary to exclude the press and public from part of each meeting listed, due to the likelihood that, if members of the press or public were present during an item of business, confidential or exempt information would be disclosed to them.

A statement of reasons for the meeting to be held in private will given in each case with reference to the definitions of confidential and exempt information below will be published at least 5 clear days before a private meeting and available for inspection on the Council's website.

A 'private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

'Confidential information' means information provided to the Council by a Government Department on terms (however expressed) which forbid the disclosure of the information to the public or information the disclosure of which to the public is prohibited by or under any enactment of a court.

'Exempt information' comprises the descriptions of information specified in Paragraphs 1-7 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. Information falling within the above categories is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

If you wish to make any representations as to why the proposed private meeting should be held in public please write to contact the Proper Officer who is Andrew Beesley , Committee Administration & Member Support Manager, Town Hall, Main Road, Romford. RM1 3BD, or email to [Andrew.beesley@oneSource.co.uk](mailto:Andrew.beesley@oneSource.co.uk)

**LONDON BOROUGH OF HAVERING**  
**Notice of Meetings where Executive Decisions may be taken in Private**

What is being decided?	Who is taking the decision?	When will the decision be made? *	Who will be consulted, and how will consultation take place?	How can comments be made on the decision before it is taken, when by and to whom (e-mail addresses)?  Please see bottom of the Internet 'Council and Democracy' page for addresses.	What documents or other information will be available	Public or Private meeting. Statement of reasons if private.
Contract award for Towers Junior School Expansion	Director of Communities and Resources	Not before January		Andy Skeggs Managing Architect andy.skeggs@havering.gov.uk	127 retro authority award contract remodelling and extension Towers Jnr 127 APPENDIX	
Construction of Broxhill Park Pavilion Award of Tender	Cabinet	Not before July	Local residents, Ward Cllrs, Havering Disabled Sports Association, Harold Hill Bowls Club, Broxhill Tennis Club, The Environment Agency.	Martin Stanton martin.stanton@havering.gov.uk	Contract Specifications and detailed evaluation process reports	
External Decoration to Various Properties 2014/15 Capital Programme	Interim Director of Children, Adults and Housing	Not before October	Residents of the scheme have been consulted	Kevin Hazlewood kevin.hazlewood@havering.gov.uk	HRA Capital Programme Delivery Strategy Key Executive	

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			and, where required, leaseholders have been consulted in accordance with the requirements of section 20 of the Housing Act 1985		Decision to seek tenders	
Internal Communal Decorations in Various Blocks - 2014/15 Capital Programme	Interim Director of Children, Adults and Housing	Not before November	Residents of the scheme have been consulted and, where required, leaseholders have been consulted in accordance with the requirements of section 20 of the Housing Act	Kevin Hazlewood kevin.hazlewood@havering.gov.uk	HRA Capital Programme Delivery Strategy	

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Award of contract for Napier and New Plymouth Winter Gardens and Associated Works	Cabinet Member for Housing	Not before November	Residents of the scheme have been consulted and, where required, leaseholders have been consulted in accordance with the requirements of section 20 of the Housing Act 1985	Kevin Hazlewood kevin.hazlewood@havering.gov.uk	HRA Capital Programme Delivery Strategy	
Authority to undertake a tendering process to appoint a Main Contractor for the Langtons Gardens Restoration Project	Director of Communities & Resources	Not before February	Lead Member, Procurement, H.R, Finance and Legal officers	Martin Stanton martin.stanton@havering.gov.uk	Various draft tender documentation, plans, specifications	

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Upminster Windmill Heritage Site - Contract Award for the build of the Heritage and Education Centre	Director of Communities & Resources	Not before July	HR, Equality and Diversity, Legal, and Finance	Kayleigh Pardoe  kayleigh.pardoe@havering.gov.uk	The HLF Stage 2 Upminster Windmill Heritage Site Bid and the Business Plan	
Contract award for Asbestos Removals across Council Premises and Schools	Acting Managing Director, One Source	Not before June		Sue Wilkes  sue.wilks@havering.gov.uk	Pre-tender report signed by Deborah Hindson on 8 May 2015 124 asbestos removal council premises and schools 124 appendix	
Extension of two contracts for gas servicing, maintenance and installation and one contract for electrical services in Council housing for a period of one year	Interim Director of Children, Adults and Housing	Not before October	Consultation with affected residents and leaseholders was carried out at procurement of the contract. This included the contractual provision for	Kevin Hazlewood  kevin.hazlewood@havering.gov.uk	HRA Programme Delivery Strategy Key Executive Decision to seek tenders	

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Award of a pan London fresh meat framework contract on behalf of the London Contracts Supplies Group. The overall value of the framework is c.£12m of which LB Havering's spend is expected to be £2.4m over four years	Director of Communities & Resources	Not before November	A panel of London Borough catering managers who have been involved in the evaluation process	Mark Batchelor  mark.batchelor@havering.gov.uk		
Contract for the surveying, testing and analysis of asbestos containing materials across Council Premises and Schools	Interim Managing Director oneSource	Not before November	Internal consultees	Sue Wilkes  sue.wilks@havering.gov.uk	Key Executive Decision Form and Asbestos Surveying, Testing and Analysis Exempt appendix	
Approval to award the Tree Maintenance Contract	Director of Communities & Resources	Not before November		Paul Ellis  paul.ellis@havering.gov.uk		

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Housing Accommodation Plan	Cabinet	Not before November	Lead Members and officers	Marina Crofts Head of Tenancy and Neighbourhood Services marina.crofts@havering.gov.uk	Havering Housing Strategy 2014 – 2017.	
Executive Decision for the award of a pan London Light Catering equipment framework contract on behalf of the London Contracts Supplies Group. The overall value of the framework is c.£2m of which LB Havering's spend is expected to be £200k over four	Director of Communities & Resources	Not before November	A panel of London Borough catering managers who have been involved in the evaluation process	Mark Batchelor mark.batchelor@havering.gov.uk	Supplier tender submission if required	