CABINET FORWARD PLAN

1. TIMING OF FORWARD PLANS

1.1 The Chief Executive will prepare a forward plan each month. Forward plans may be prepared or updated more frequently than monthly if this is necessary to comply with paragraph 2.2.

2. CONTENTS OF FORWARD PLANS

2.1 The forward plan will contain information on matters which are intended to be the subject of a key decision to be taken by the Cabinet, any Committee of the Cabinet, individual Portfolio Holders or Officers in the course of the discharge of an executive function.

2.2 Information on key decisions will be included in a forward plan at least 28 clear days before the decision is made.

2.3 Forward plans will include the following particulars:

(a) That a key decision(s) is/are expected to be made;
(b) The matter on which a decision is to be made;
(c) Where the decision is to be taken by an individual, his or her name and title (if any). Where the decision is to be taken by a body, its name and details of membership;
(d) The date on which, or the period within which, the decision will be taken;
(e) A list of the documents submitted to the decision maker for consideration in relation to the matter*;*
(f) The address from which (subject to any prohibition or restriction on their disclosure) copies of, or extracts from, any document listed under (v) is available;
(g) that other documents may be submitted to the decision maker; and
(h) the procedure for requesting details of those documents (if any) as they become available.

2.4 Where a key decision is intended to be made, but the public may be excluded from a meeting at which it is to be discussed and/or documents related to it need not be disclosed to the public because confidential or exempt information would likely be disclosed, the forward plan will contain particulars as in paragraph 2.2, but excluding any confidential or exempt information.

3. PUBLICATION OF FORWARD PLANS

3.1 The forward plan will be available for inspection at the Council's offices during office opening hours, and will be published on the Council's website.