

SUMMARY OF CHANGES TO THE FORMAT OF THE FORWARD PLAN

Updated text in the introduction to the Forward Plan to make it more accessible

The introductory text before the items of the Forward Plan contains a lot of information about the decision making process and the legal requirements. The text has been broken up into questions and answers with the intention of making this easier to follow and understand.

Removal of fields for details of consultation/consultees

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, removed the requirement to include details of 'consultees' and 'process of consultation' in the Forward Plan.

The range of consultees and the various consultation methods used by the Council could not be detailed in the space available in the format of the Forward Plan that was being used. The brief or incomplete information that was included could have been misleading, suggesting no public consultation or community engagement had been carried out.

The column for 'consultees' and 'process of consultation' have therefore been removed from the Forward Plan. There is now a paragraph in the introductory text explaining how consultation and community engagement is carried out and details may be found in the individual reports.

Adding further details and description of the decision to be taken

The removal of the consultation columns allows for more space on the Forward Plan for greater description of what a decision is about, where the title is not self-explanatory.

Identifying decisions to be taken under urgency provisions

From time to time, urgent decisions may need to be taken by Cabinet or individual Executive Members which mean that notice of at least 28 days is not practicable. When the urgency procedures are used (Rule 15- General Exception and Rule 16- Special Urgency of the Council's Access to Information Procedure Rules), this will now be indicated on the Forward Plan in the final column as well as a separate notice that is published with additional details.