

Forward Plan template (as amended July 2010)

TITLE OF ITEM (REF FP)

Date first included in the Forward Plan:

The decision

What is the decision? Why is it being made?

Who will make the decision?

*Cabinet (on the recommendation of Councillor (the relevant Cabinet Member)
or the City Council (on the recommendation of Councillor(the relevant Cabinet Member)*

When will the decision be made?

The date of the meeting (or a period between meeting dates)

Who will be consulted and how?

People/organisations to be consulted:

For example: external partners or organisations / scrutiny panel(s) / ward members / all councillors / officers etc.

Process to be used:

How will the above be consulted and when?

Information to be considered by the decision maker

What is going to be presented to the decision maker? For example written report/documents, surveys, consultation results, policies, benchmarking information, legislation, statutory guidance etc.

Is this a part of the Policy Framework or agreed Budget?

If it isn't, the decision must be made by full Council

Representations:

In writing by (date - the day before the Cabinet Planning meeting to finalise the draft report) to -

*The Director or Assistant Director
Councillor(Cabinet Member)*

For further information contact:

Name of lead officer, post

E mail address of that officer Tel:(01752) 30.....