

## **15. Forward Plan**

There is a statutory requirement to publish the intention to take any Key Decision at least 28 clear days in advance of it being taken. There is also a requirement to publish at least 28 clear days in advance if any meeting, or part thereof, is likely to consider in private a Key Decision or any other executive decision even if not a Key Decision. Both these requirements are achieved through the Forward Plan.

The Forward Plan enables elected councillors, members of the public and the Scrutiny committees to consider which items they wish to examine and consider in good time before they are determined.

The Forward Plan is updated and published as a minimum monthly and covers all decisions proposed to be made by the Full Council, Cabinet, individual Cabinet members and Key Decisions made by officers within the following four months. Not all decisions will be known four months in advance and so advance notice of decisions will be included as soon as they become known.