

C2 KEY DECISIONS AND THE FORWARD PLAN

1. Key Decisions

- 1.1 A Key Decision means an executive decision which is likely:-
 - 1.1.1 To result in the Council incurring expenditure which is, or the making of savings, which are significant as defined in 1.2 below, having regard to the Council's budget for the service or function to which the decision relates; or
 - 1.1.2 To be significant in terms of its effect on communities living or working in an area comprising one or more wards in the area of the Council.
- 1.2 For the purposes of 1.1.1 above, savings or expenditure are significant if they exceed £200,000 per annum (revenue) or £500,000 whole life cost (capital).
- 1.3 Savings and expenditure in 1.2 above, do not include:-
 - 1.3.1 The day to day activity of the Council's treasury management functions, which are covered by the Treasury Management Policy Statement approved separately by the Council.
 - 1.3.2 Expenditure which is identified in the approved Revenue Budget or Service Plan for the service concerned;
 - 1.3.3 Implementation of a capital project identified in the approved Capital Programme and in respect of which the detailed business case (or equivalent) has been approved;
 - 1.3.4 Implementation of an explicit policy within the approved Budget and Policy Framework or fulfilment of the policy intention of a key decision previously approved by the Executive;
 - 1.3.5 The invitation of tenders or awarding of contracts where necessary to provide for the continuation of an established policy or service standard.
- 1.4 For the purpose of 1.1.2 above, a decision will be regarded as "significant" if the outcome of the decision will have an impact, for better or worse, on the amenity of the community or quality of service provided by the Authority to a substantial number of people living or working in the wards affected.

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- 1.5 A decision maker may only take a Key Decision in accordance with the requirements of the Access to Information Procedure Rules set out in Part G2 of the constitution.

2. Forward Plan

- 2.1 Each month the Monitoring Officer will publish a plan (known as “the Forward Plan”). The Forward Plan will be published at least 14 days before the start of the period covered.
- 2.2 The Forward Plan will contain details of all matters likely to be the subject of Key Decisions during the twelve month period commencing on the first day of the month following its publication.
- 2.3 Further details regarding the contents of and arrangements for publishing the Forward Plan are set out in the Access to Information Procedure Rules in Part G2 of the constitution.