

Notice of Key Decision not included on the Forward Plan

Where a matter that is a key decision item has not been included in the Forward Plan, that decision may only be made where –

- (1) the relevant Director has informed the Chairman of the relevant Policy/Overview and Scrutiny Panel or, if there is no such person, each Member of that Panel by notice in writing, of the matter about which the decision is to be made;
- (2) the relevant Director has made a copy of that notice publicly available at the offices of the Council and on the Council's Website. A copy of the notice should also be sent to all councillors for information;
- (3) at least five clear days have elapsed since the relevant Director complied with (1) and (2); and
- (4) if (3) cannot be complied with then the decision can only be taken if the decision taker (if an individual), or the Chairman of the body making the decision, obtains the agreement of the Chairman of the relevant Policy/Overview and Scrutiny Panel that the taking of the decision is urgent and cannot be reasonably deferred. If there is no Chairman of the relevant Policy/Overview and Scrutiny Panel or if the Chairman of each relevant Policy/Overview and Scrutiny Panel is unable to act, then the agreement of the Chairman of the Council, or in his/her absence the Vice-Chairman, will suffice.

To Councillor Geoffrey Richardson being the Chairman of the Partnerships, Corporate Organisation and Overview Management Policy and Scrutiny Panel.

A copy of this notice must be displayed at offices of the Council and published on the Council's website as soon as reasonably practicable after compliance with the above.

Take notice that it is intended that the **Cllr Ash Cartman, Executive Member for Corporate Services** will make the following key decision which has not been listed on the forward plan.

DECISION TITLE: Commissioning and Procurement Plan for Capital Works at the Town Hall

Reason not listed on forward plan:

The decision was listed on the forward plan for November but was not included in the forward plan for January.

Agreement of the Chairman of the Policy/Overview and Scrutiny Panel is required in accordance with (4) above

If agreement is required, the Chairman is requested to notify the Director accordingly.

I have had regard to and complied with (1) to (4) above.

If the item will also need to be considered as an urgent item, a reason for urgency will be required - NA

Signed



Director of Corporate Services

Date: 1 February 2023

Ref. – Constitution, Access to Information Procedure Rules, ss 14, 15.