

Key decision items not included in 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 Chairperson 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 Chairperson of the body making the decision, obtains the agreement of the Chairperson 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 Chairperson of the relevant Policy/Overview and Scrutiny Panel or if the Chairperson of each relevant Policy/Overview and Scrutiny Panel is unable to act, then the agreement of the Chairperson of the Council, or in his/her absence the Vice-Chairperson, will suffice.

Notice of an item not in the Forward Plan

To Councillor Steve Bridger being the Chairperson of the Transport, Climate and Communities 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 to take a report on the Independent Review of Clevedon Seafront Scheme that has not been included in the Forward Plan, at a meeting of Executive on 6th September 2023. This item is not a key decision but is being included in the Executive agenda for transparency and openness.

Reasons why key decision was not included in the Forward Plan:

This item is being brought forward for information and is not therefore a key decision. It was not added to the forward plan as the report was recently commissioned, and at the time no agreement had been reached over the method of publication for the report.

Agreement of the Chairperson of the Policy/Overview and Scrutiny Panel is/is not required in accordance with (4) above *[delete as appropriate]*.

If agreement is required, the Chairperson 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.

Reason for urgency (if applicable under (4) above):...N/A

Signed  Director of Corporate Services

Date: 14.08.23

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