

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 a key decision on an item not in the Forward Plan

To Councillor Steve Bridger being the Chairperson of the Corporate, Assets, Environment and Transport 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 make a key decision on

Corporate Services and \$151 restructure, that has not been included in the Forward Plan, at a meeting of Cabinet on 10 September 2025.

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

Informal consultation and discussion on structure options had not been completed in time to publish this item as part of the Council's forward plan, following resignation of the Corporate Services Director (\$151 officer).

Agreement of the Chairperson of the Policy/Overview and Scrutiny Panel is not required in accordance with (4) above.

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  Chief Executive

Date 21/8/25

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