

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 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 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.

Notice of a key decision on an item not in the Forward Plan

To Councillor(s) ...**Terry Porter**..... being the Chairman/members
of the . **Community and Corporate Organisation Policy Overview 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 the advance purchase of materials and mobilisation costs for Town Square enhancements, that has not been included in the Forward Plan, at a meeting of/by

Councillor Bryant,
Executive Member for the Environment.....[body/person to take the decision]

on 13 December 2016.....

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

An unforeseen opportunity for grant funding has occurred, however in order to access the grant the project must be delivered this financial year. In order to comply with this requirement, materials must be ordered immediately.

Agreement of the Chairman of the Policy/Overview and Scrutiny Panel is/is not 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.

Reason for urgency (if applicable) :...as detailed above.....

Signed  Director

Date 12/12/16