



FORWARD PLAN

PlanTitle

Publication Date: StartValidDate

THE FORWARD PLAN

Introduction

By law, councils have to publish a document detailing “Key Decisions” that are to be taken by the Cabinet. The document, known as the Forward Plan, is required to be published 28 days before the meeting at which the decisions are to be made. Key decisions are defined as:

- (i) Those that form the Council’s budgetary and policy framework (this is explained in more detail in the Council’s Constitution)
- (ii) Those that involve ‘significant’ spending or savings
- (iii) Those that have a significant effect on the community

In relation to (ii) above, Barking and Dagenham’s definition of ‘significant’ is spending or savings of £200,000 or more that is not already provided for in the Council’s Budget (the setting of the Budget is itself a Key Decision).

In relation to (iii) above, Barking and Dagenham has also extended this definition so that it relates to any decision that is likely to have a significant impact on one or more ward (the legislation refers to this aspect only being relevant where the impact is likely to be on two or more wards).

As part of the Council’s commitment to open government it has extended the scope of this document so that it includes all known issues, not just “Key Decisions”, that are due to be considered by the Cabinet and the Assembly as far ahead as possible.

Information included in the Forward Plan

In relation to each decision, the Forward Plan includes as much of the following information as is available when it is published:

- the matter in respect of which the decision is to be made;
- the decision maker (ie. Cabinet or Assembly - Barking and Dagenham does not delegate the taking of key decisions to individual Members or officers)
- the date when the decision is due to be made;
- the list of documents to be submitted to the Cabinet and/or Assembly in relation to the matter under consideration (other documents may also be submitted to the Cabinet and/or Assembly).

Publicity in connection with Key decisions

Subject to any prohibition or restriction on their disclosure, the documents referred to in relation to each Key Decision are available to the public. Each entry in the Plan gives details of the main officer to contact if you would like some further information on the item. If you would like to view any of the documents listed you should contact Alan Dawson, Democratic Services Manager, Civic Centre, Dagenham, Essex RM10 7BN (telephone: 020 8227 2348, email: committees@lbbd.gov.uk)

The agendas and reports for the Cabinet, Assembly and other Council meetings open to the public will normally be published at least five clear working days before the meeting. For details about Council meetings and to view the agenda papers go to <http://moderngov.barking-dagenham.gov.uk/ieDocHome.asp?Categories> and select the committee and meeting that you are interested in.

The Plan will be published on or before the following dates during the 2012 / 2013 Council year:

Edition	Publication date
January 2013 edition	21 December 2012
February 2013 edition	14 January 2013
March 2013 edition	18 February 2013
April 2013 edition	18 March 2013
May 2013 edition	22 April 2013
June 2013 edition	24 May 2013

The membership of the Cabinet is as follows:

Councillor Liam Smith, Leader of the Council
Councillor Rocky Gill, Deputy Leader of the Council and Cabinet Member for Finance
Councillor Jean Alexander, Cabinet Member for Crime, Justice and Communities
Councillor Bert Collins, Cabinet Member for Customer Services
Councillor Cameron Geddes, Cabinet Member for Regeneration
Councillor Mick McCarthy, Cabinet Member for Environment
Councillor Linda Reason, Cabinet Member for Adult Services and Human Resources
Councillor Phil Waker, Cabinet Member for Housing
Councillor John White, Cabinet Member for Children's Services
Councillor Maureen Worby, Cabinet Member for Health

Confidential or Exempt Information

The public are entitled to obtain copies of any documents that will be relied upon when the decision is taken, unless they are either confidential or exempt within the meaning of Schedule 12A to the Local Government Act 1972 (access to information: exempt information).

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require the Council to publicise whether the Cabinet intends to hold all or part of a meeting in private. Each entry in the Plan includes a column showing whether the whole report, or part of the report, may not be available for inspection by the public with reference to the appropriate description in Schedule 12A to the Local Government Act 1972. Representations may be made to the Council about why a particular decision should be open to the public. Any such representations should be made to Alan Dawson, Democratic Services Manager, Civic Centre, Dagenham, Essex RM10 7BN (telephone: 020 8227 2348, email: committees@lbbd.gov.uk).

Key to the table

Column 1 shows the projected date when the decision will be taken and who will be taking it. However, an item shown on the Forward Plan may, for a variety of reasons, be deferred or delayed. It is suggested, therefore, that anyone with an interest in a particular item, especially if he/she wishes to attend the meeting at which the item is scheduled to be considered, should check within 7 days of the meeting that the item is included on the agenda for that meeting, either by clicking on <http://moderngov.barking-dagenham.gov.uk/ieListMeetings.aspx?CId=180&Year=2012> (for items to be considered by the Cabinet) and <http://moderngov.barking-dagenham.gov.uk/ieListMeetings.aspx?CId=179&Year=2012> (for items to be considered by the Assembly), or by contacting Alan Dawson on 020 8227 2348 or alan.dawson@lbbd.gov.uk.

Column 2 sets out the title of the report or subject matter and the nature of the decision being sought. For 'key decision' items the title is shown in **bold type** - for all other items the title is shown in normal type. Column 2 also lists the supporting papers (if any) to be presented with the report and the ward(s) in the Borough that the issue relates to.

Column 3 shows whether the issue is expected to be considered in the open part of the meeting or whether it may, in whole or in part, be considered in private and the reasons why.

Column 4 gives the details of the lead officer for the item.

Decision taker/ Projected Date	Subject Matter Nature of Decision	Public / Private (and reason if all or part of the report is to be considered in private)	Relevant Director / Head of Service / Group Manager
Assembly: 14.1.13	Business Rates Estimate 2013/14 : Financial <i>[Annual Item]</i> The Assembly will be asked to approve the Business Rates estimate for 2013/14 <ul style="list-style-type: none"> • Wards Directly Affected: All Wards • Additional documents to be considered alongside report: 	Open 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.	Jonathan Bunt, Divisional Director of Finance (Tel: 020 8724 8427) (jonathan.bunt@lbbd.gov.uk)

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