



# Forward Plan and Key Decisions

# Which came first the forward plan or the key decision?

- **Both came out of Local Government Act 2000**
- **Operated by all councils in executive arrangements**
- **Key components of executive decision making in Southwark**

# Forward Plan (1) – what it looks like

LAST UPDATED 17 AUGUST 2004										
Sort by Decision Period		The Forward Plan sets out the key decisions that the Executive and Individual Executive members intend to take over the following for together with key decisions by officers. The Plan is updated each month and re-published and can be obtained from the Constitutional Team, Room 315, Southwark Town Hall, Peckham, London SE5 8UB, telephone 020 7525 7232/7221.								
Sort by Decision Title		The Forward Plan also includes budget and policy framework matters on which the Executive will make a recommendation to Council Assembly. The Forward Plan is divided into three parts: Part One - Executive Key Decisions (and budget and policy framework items) Part Two - Individual Executive Key Decisions Part three - Officer Key Decisions								
Decision Title	Summary of Decision to be made	Type of Decision	Decision Taker	Decision Period	Consultation	Representations To	Lead Officer	Executive Member	Scrutiny Sub-Committee	Last Updated
<b>PART 1: The following matters will be considered by the Full Executive under Southwark Council's Constitution</b>										
Phillip Morris Site, Old Kent Road, SE15	Approval sought to acquire site	Key Decision - Financial Threshold exceeds £500,000 and significant impact on the community	Executive	Sep 2004	With council departments, ward councillors and members, community councils, development of a web site, newsletters, site signage	Jeremy Pilgrim on 020 7525 1133	Paul Evans	Richard Porter	Regeneration & Transport	16.08.04
Bermondsey Spa Site A - Option to Dispose of the Freehold Interest to Hyde Housing Association	Option to dispose of freehold interest in site to Hyde Housing Assoc. for Market Value	Key decision - financial threshold exceeds 500,000	Executive	September	Legal & Finance	Chris Le May on 020 7525 5480/ Marcus Mayne on 020 7525 5651	Stephen Platts	Richard Porter / Lorraine Zuletta	Regeneration & resources	16.08.04
Preferred Bidder for the Customer Service Centre (CSC)	To decide which of two shortlisted bidders is to be selected the Preferred Bidder for the CSC and which is to be the Reserve Bidder, and to decide in principle to award the contract for the CSC. The CSC will be operational in 2005, it will provide one-stop access to a wide range of council services – so customers should be able to deal with all their council needs in one place, whether it's by phone, email, web, letter or face-to-face.	Key decision - significant impact on community and financial threshold exceeds £500,000	Executive	Sep 2004	N/A (formal tender evaluation process)	Bill Murphy on 020 7525 7199	Bob Coomber	James Gurling	None - Overview & Scrutiny Committee	16.08.04



Page 1

# Forward Plan (2) – what it is



- **Required by statute - Published monthly**
  - **Lists all key decisions to be taken by executive, individual executive members and chief officers**
  - **Covers next 12 months - statutory 4 month period, with further 8 month indicative period**
  - **Decisions should be included “as soon as reasonably possible after officers become aware of the need for a decision to be taken”**
  - **Who uses it – councillors, public and officers**

# What is a key decision?

## – Definition

- **Financial Threshold** – expenditure or savings of £500,000 or more
- **Significant Impact on Communities** -  
`specifically in one ward or more. (e.g. closures or significant changes in provision of council services, where there is evidence of significant local opposition to any proposals)



# Key decision makers

- **Full Executive**
- **Executive Members**
- **Chief officers**



# Financial Threshold - Examples



- Disposal of any land or property with a value of £500,000 or more
- Acquisition of any interest in land worth £500,000 or more
- Award of a contract with a value of more than £500,000 in any one year

# Community Impact - Examples



- closure or significant changes to the provision of any council service, school or education facility
- where there is evidence of significant local opposition to any proposals



# Forward Plan (3) – what happens if a decision is not on the published plan?



- **General Exception Notice** - Decision can be taken after 5 working days and is subject to call-in.
- **Special Urgency** – Decision can be taken in **less than 5** working days and is subject to call-in. Request must be confirmed by the chair of the overview and scrutiny committee.
- **Urgent Implementation** – Decision can be taken immediately and is **not** subject to call-in. Request must be confirmed by the chair of the overview and scrutiny committee.

## Useful contacts:



### **Constitutional Team – Ian Millichap, Manager**

- **Executive – Paula Thornton/Everton Roberts**
- **Forward Plan – Richard Blakeley**
- **Executive Member decision making – Richard Blakeley**
- **Council Assembly – Lesley John/Cameron MacLean**