

## DOVER DISTRICT COUNCIL

### The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000

### Forward Plans and Key Decisions for the year commencing 1 May 2011

In accordance with Part II of the Local Government Act 2000, Dover District Council operates a Leader and Cabinet model of executive decision-making arrangements.

To underpin the principles of greater accountability and transparency, the above Regulations require the Leader to set out a programme of key decisions for each ensuing four-month period, as far as they are known, in a Forward Plan. The Forward Plan is updated on a rolling monthly basis.

The Monitoring Officer is required by the same Regulations to publish annually a document which gives notice of when Forward Plans will be published for the coming year, explaining what a Forward Plan is and how it can be obtained from the local authority.

Notice is therefore given that:

- (a) key decisions are to be made on behalf of the Council. Note: A key decision is a decision made by the executive (i.e. Cabinet) which is likely to either: (i) result in the Council incurring expenditure or the making of savings which are significant having regard to the Council's budget for the service or function in question (N.B. The Council will construe £200,000 or more as significant); or (ii) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District; or (iii) have a particularly significant impact on any community as experiencing social exclusion or discrimination, whether geography or interest defines that community, and even if that community is only located in one ward of the District;
- (b) a plan (to be known as the "Forward Plan"), containing particulars of the matters in respect of which those key decisions are to be made, will be prepared on a monthly basis by the local authority;
- (c) a Forward Plan will contain details of the key decisions likely to be made by the local authority for the four-month period following the publication of the Forward Plan, which shall have effect from the first working day of any month;
- (d) each current Forward Plan may be inspected at all reasonable hours and free-of-charge at the Council Offices, White Cliffs Business Park, Dover, Kent CT16 3PJ (Contact: Democratic Services Manager, telephone: 01304 872352, e-mail: louisecooke@dover.gov.uk);
- (e) each Forward Plan will contain a list of the documents submitted to the decision-makers for consideration in relation to the matters in respect of which decisions are to be made;
- (f) subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the Forward Plan will be available from the Council Offices,

White Cliffs Business Park, Dover, Kent CT16 3PJ (Contact: Democratic Services Manager as above);

- (g) other documents relevant to those matters may be submitted to the decision-makers;
- (h) requests for details of those documents (if any) as they become available should also be made to the Democratic Services Manager as above;
- (i) each Forward Plan for the following twelve-month period will be published and available to the public on the Council's website at [www.dover.gov.uk](http://www.dover.gov.uk), or from the Council Offices, on the following dates:

Monday	16 May 2011
Monday	13 June 2011
Monday	11 July 2011
Monday	15 August 2011
Monday	12 September 2011
Monday	17 October 2011
Monday	14 November 2011
Monday	12 December 2011
Monday	16 January 2012
Monday	13 February 2012
Monday	12 March 2012
Monday	16 April 2012

**David Randall**  
Director of Governance  
and Monitoring Officer

14 April 2011