

**RUSHCLIFFE BOROUGH COUNCIL FORWARD PLAN**  
**FOR THE FOUR MONTH PERIOD 1 FEBRUARY 2024 - 31 MAY 2024**

**What is the Forward Plan?**

Although no longer legally required, Rushcliffe Borough Council still produces, for reasons of transparency and to encourage public engagement, a Forward Plan. It contains within it, a formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. The Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four-month period. The Plan is available to the public 28 days before the beginning of each month.

**What is a Key Decision?**

A key decision is defined as an Executive decision taken by Cabinet which is likely:

- a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates;

For this purpose, significant expenditure or savings shall mean –

- i. Revenue: Any contract or proposal with an annual payment of more than £100,000
- ii. Capital: Any capital project with a value in excess of £250,000.

**or**

- b) to be significant in terms of its effects on communities living or working in any wards or electoral divisions in the area of the local authority.

For the purposes of the Constitution, the Cabinet may determine that a decision, which will have a significant impact on only one ward, shall be regarded as a key decision.

In determining whether a decision is significant in terms of its effect on communities consideration should be given to:-

- the number of residents/service users that will be affected in the wards concerned;
- whether the impact is short term, long term or permanent;
- the impact of the community in terms of the economic, social and environmental well-being.

### **Are any other decisions included on the plan?**

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet and Full Council. They are called “non-key decisions”. Non-key decisions that will be made in private are also listed.

### **How much notice is given of forthcoming decisions?**

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days’ notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

### **What information is included in the plan?**

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Cabinet Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

### **Notice of Intention to Conduct Business in Private**

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- 1) information relating to any individual
- 2) information which is likely to reveal the identity of an individual
- 3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- 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.
- 5) information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6) information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- 7) information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at a meeting then please email: [democraticservices@rushcliffe.gov.uk](mailto:democraticservices@rushcliffe.gov.uk), such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Wednesday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

**Katherine Marriott**  
**Chief Executive**

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: [www.rushcliffe.gov.uk/councilanddemocracy](http://www.rushcliffe.gov.uk/councilanddemocracy)

**Cabinet members and their portfolios are as follows:**

<b>Leader and Portfolio Holder for Strategic and Borough-wide Leadership</b>	Councillor Neil Clarke
<b>Deputy Leader and Portfolio Holder for Business and Growth</b>	Councillor Abby Brennan
<b>Portfolio Holder for Environment and Safety</b>	Councillor Rob Inglis
<b>Portfolio Holder for Planning and Housing</b>	Councillor Roger Upton
<b>Portfolio Holder for Finance, Transformation and Governance</b>	Councillor Davinder Viridi
<b>Portfolio Holder for Leisure and Wellbeing, ICT and Member Development</b>	Councillor Jonathan Wheeler

**Dates of Meetings 2023/2024**

<b>Cabinet</b>		<b>Council</b>
13 June 2023	9 January 2024	25 May 2023
11 July 2023	13 February 2024	13 July 2023
12 September 2023	12 March 2024	21 September 2023
10 October 2023	9 April 2024	7 December 2023
14 November 2023	14 May 2024	7 March 2024
12 December 2023		23 May 2024

## OFFICIAL

	Details of the Decision to be Taken	Decision to be taken by	Documents submitted to the decision maker	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
	2024/25 Budget and Financial Strategy	Cabinet	2024/25 Budget and Financial Strategy		13 Feb 2024	Peter Linfield Tel: 0115 9148439 plinfield@rushcliffe.gov.uk	Open	No
	Freeport Business Rates Relief	Cabinet	Freeport Business Rates Relief		13 Feb 2024	Peter Linfield Tel: 0115 9148439 plinfield@rushcliffe.gov.uk	Open	No
	UKSPF Year 3 Update	Cabinet	UKSPF Year 3 Update		13 Feb 2024	Leanne Ashmore Tel: 0115 9148578 LAshmore@rushcliffe.gov.uk	Open	No
	Potential Contact Centre Relocation	Cabinet	Potential Contact Centre Relocation		13 Feb 2024	Peter Linfield Tel: 0115 9148439 plinfield@rushcliffe.gov.uk	Open	No
	2024/25 Budget and Financial Strategy	Council	2024/25 Budget and Financial Strategy		7 Mar 2024	Peter Linfield Tel: 0115 9148439 plinfield@rushcliffe.gov.uk	Open	No
	2024/25 Council Tax Resolution	Council	2024/25 Council Tax Resolution		7 Mar 2024	Peter Linfield Tel: 0115 9148439 plinfield@rushcliffe.gov.uk	Open	No

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	<b>Details of the Decision to be Taken</b>	<b>Decision to be taken by</b>	<b>Documents submitted to the decision maker</b>	<b>Relevant Portfolio Holder</b>	<b>Earliest Date Decision can be Taken</b>	<b>Representations may be made to the following officer by the date stated</b>	<b>Public or Private</b>	<b>Decision Under Urgency Provisions</b>
	Amendments to the Constitution	Council	Amendments to the Constitution		7 Mar 2024	Gemma Dennis Tel: 0115 9148584 gdennis@rushcliffe.gov.uk	<b>Open</b>	No

\*Documents supporting the decision (save for any confidential documentation or documents exempted under Schedule 12A to the Local Government Act 1972) will be available as background papers to any published report supporting the proposed decision. Upon publication, these will be available on the council's website