

## **12. THE FORWARD WORK PROGRAMME**

### **12.1 Period of forward work programme**

The forward work programme will be prepared by the Democracy and Governance Manager to cover a period of six months. It will be updated six monthly on a rolling basis to maximise the opportunity for consultation and dialogue.

Each Chief Officer in partnership with the relevant Cabinet Member is responsible for identifying future decision-making needs and for informing the Democracy and Governance Manager.

### **12.2 Contents of forward work programme**

The forward work programme will contain matters which the Cabinet, Overview and Scrutiny Committees and full Council are likely to consider. It will contain information on:

- (a) the timetable for considering the budget and any plans forming part of the policy framework and requiring Council approval, and which body is to consider them;
- (b) the timetable for considering any plans which are the responsibility of the Cabinet;
- (c) any individual matters on which the Cabinet intends to consult in advance of taking a decision, and the timetable for consultation and decision;
- (d) the work programme of the Overview and Scrutiny Committees, to the extent that it is known.

The forward work programme will be published at least 14 days before the start of the period covered. The Democracy and Governance Manager will publish a notice in at least one newspaper circulating in the area, stating that the forward work programme has been published and giving details of where it may be consulted or obtained.