

New Submissions and Amendments for the Forward Plan

Please Complete ALL **Yellow** Fields and return to the Cabinet Member Advisor.

Please Select Forward Plan Entry **New Decision**

Issue (1)	FP Reference Number (2)	Cabinet Member (3)	Lead Officer (4)	Is the decision to be taken in private and if so the reason(s) why? Is any information relating to the decision to be considered confidential and if so why? (5)	Stakeholder Involvement (how and when will they be involved in the decision-making process) (6)	How and when will the decision be taken (7)	List of documents to be submitted to the decision-maker for consideration (8)
Adoption of schemes to co- ordinate pupil admissions to primary and secondary schools in 2021- 22		Ray Gooding	Shamsun Noor, Ext 32246	No	N/A	Portfolio Holder February 2020	Key Decision Report

Notes

Nothing should be added to the Forward Plan that comes as a surprise to the relevant Cabinet Member. The Cabinet Member should be consulted via the Cabinet Support Office before any decision is added or amended on the Forward Plan.

1. A short title, which can be used to identify the issues being considered

2. If making an amendment to an item already of the Forward Plan, please insert the reference number
3. The Cabinet Member responsible for the decision
4. The Officer responsible for the decision, including contact details
5. A note of why privacy and/or confidentiality are considered necessary with appropriate narrative.
6. Who has been consulted (inc. internal and external bodies) in taking the decision
7. Who is likely to take the decision and when
8. What relevant reports and background papers are available