

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 -----

Title and decision being made (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)	Will an Equality Impact Assessment be completed (as required for all member decisions) (8)	List of documents to be submitted to the decision-maker for consideration (9)
To authorise the piloting of the delivery of Highways Services with Essex Parish/Town Councils		Kevin Bentley	Peter Massie	Not necessary	Engagement with Parish/Town Councils on their interest in participating in the pilot has already taken place Engagement with PLT held on 12 November and planned for 17 December 2018	Portfolio Holder On 21 December 2018	Yes	Grant Agreement Template Budget allocation for each Parish/Town Council wanting to participate in the pilot

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. Will an Equality Impact Assessment be completed (as required for all member decisions)
9. What relevant reports and background papers are available