How to create a Forward Plan Entry

To avoid duplication and ensure that forward plan entries are linked to reports and Officer Decision Notices on the website for transparency, forward plan entries should now be uploaded via mod.gov. This is the same form that is filled in to upload a report, but the stage at which you complete the form is now sooner.

You can access the form here: direct link here

Select either Key Decision Committee Report, or Officer Decision Notice Key Decision, and you will be presented with this form:

1. Include the title of the item

2. Include a brief description of what the Committee or Officer will be asked to do

3. Lead Officer is who will write the report

4. Lead Director is the Director who's name the report will be in

5.The system will generate report deadline dates based on the dates you give it

6. Select the relevant CCOG meeting, you can find the committee deadline dates on the report writing intranet page

7. Select the relevant Committee and meeting date

7a. For ODNs,

8. Select whether the report will be open or exempt, if exempt, include the relevant reason for exemption (hovering over the numbers provides the wording)

9. Select the reason for the item being key, either due to income/expenditure being £500k or due to its significant impact on 2+ wards

Select Next

The system will then give you the deadline for when you need to write the report by in advance of CCOG. Check this date to make sure it accords with the report deadlines you were provided by Committee Services.

Action dates for Title of Item

Action dates

Title of Item

Actions			
Title	**Type**	**Due Date**	**Fix Date**
Write Report for Title of Item Dan Sharples	On ⌄	09/05/2023 14:0(	☐
Committee Coordination and Oversight Group	On ⌄	16/05/2023 14 ⌄	
Committee Policy and Resources Committee	On ⌄	14/06/2023 18 ⌄	

[Recalculate] [Finish]

Once completed, the system will have created a report for you to produce in your 'Work to Do', with the relevant deadline date

Meetings and Minutes

Meetings, agenda, minutes
Calendar
Committees
Decisions
Officer Decisions
Forward plans
Constitution
Library
Meetings
Outside bodies
Search documents
Statistics
Subscribe to updates
What's new
Work to do

Work to do - Dan Sharples

Work to do

Work owner: Dan Sharples ⌄

Date range: 12/04/2023 - 19/04/2023 ◀Earlier - Later▶

☐ Show other people's actions I can edit

[Find]

To do	Done	Options

Due date ⬍	Item type ⬍	Description ⌄
Enter date t(	Write report ⌄	Enter text to match
09/05/2023	Write report	Title of Item, Committee Coordination and Oversight Committee 16/05/23 14:00
		Test, zzTestCommittee (do not delete - for

Amending a Forward Plan Entry

If you need to amend the date when the report is due to be considered, go to your 'Done' section and click on the title of the item

Work to do - Dan Sharples

Work to do

Work owner: Dan Sharples

Date range: 12/04/2023 - 19/04/2023   ◄Earlier - Later►

Find

| To do | **Done** | Options |

Due date ⬥	**Item type** ⬥	**Description** ⬥
Enter date to matc	Select an item type ⌄	Enter text to match
12/04/2023 08:13	Add issue	Title of Item

You can then select 'edit issue', and the submit plan item form will appear again, allowing you to make the necessary changes. You can also add a note as an explanation for the changes.

Display Action

Add Issue

Description: Title of Item

Owner: Dan Sharples

Status: Completed

Start date: 12/04/2023

Deadline: 12/04/2023

Date completed: 12/04/2023

Possible actions:

- Edit issue
- Add note

Continue

If the report has not yet been to CCOG, be sure to change the date at which the report is due to be considered by CCOG as well as the Committee.

For Officer Decision Notices, the date you select is indicative and as long as 28 calendar days' notice has been given, the date of expected decision should only change if the timeline has changed significantly.