



SOUTHEND-ON-SEA BOROUGH COUNCIL - FORWARD PLAN OF KEY DECISIONS

Explanatory Note

1. The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 ('the 2012 Regulations) require the Council to give 28 days notice before a Key Decision is taken. The Forward Plan lists all the decisions which it is proposed will be taken by Cabinet and the Cabinet Committee and is produced on a monthly basis, covering a period of 4 months, so going beyond the statutory requirements.
2. Key Decisions are executive decisions which are likely to result in expenditure or savings of £250,000 or more, or will have significant effect on communities living or working in two or more electoral wards.
3. The Forward Plan shows:
 - Likely date of decision
 - Subject matter
 - Who will make the decision
 - Whether decision is to be taken in private and reasons (see 4 below)
 - Consultation arrangements
 - Wards affected
 - Relevant Officer responsible
4. Notice of items to be considered in Private at meetings of the Cabinet/Cabinet Committee

The 2012 Regulations also require 28 days notice to be given where the public are likely to be excluded from any meeting (or part of the meeting) of the Cabinet or Cabinet Committee when a decision is taken.

Matters to be considered in private are clearly marked on the Forward Plan, together with the reason for this, by reference to the relevant paragraphs(s) in Part 1 of Schedule 12A of the Local Government Act 1972 which are set out in Paragraph 10.4 of Part 4(b) of the Council's Constitution. Representations as to why any of these matters should be open to the public should be made to Democratic Services, 2nd Floor, Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ER or by email to committeesection@southend.gov.uk The response to any such representations will be made by the Chief Executive and published with the Cabinet/Cabinet Committee agenda.

5. Availability of Forward Plan and documents referred to in the Plan

(a) The Forward Plan is available for public inspection at the Civic Centre, Victoria Avenue, Southend-on-Sea. In addition it is on the Council's website.

(b) The Officer report to Cabinet/Cabinet Committee on the relevant matter will be available for public inspection (unless it contains confidential/ exempt information) at least 5 clear working days in advance of the meeting from the location referred to in (a) above. In addition the report will be available on the Council's Web Site.

6. At the end of the Forward Plan are details of proposed decisions relating to the Budget and Policy Framework which are to be taken by Full Council in the following 4 month

Forward Plan for the 4 Month Period Effective from 1 July 2016 (ie 1 July 2016 - 31 October 2016)

Corporate Director for Corporate Services

Likely Date of Decision	Issue/Subject of Key Decision	Key Decision Maker: Cabinet/Cabinet Committee	To be considered in private (Yes/No) If yes, state paragraphs from LGA 1972	Details of any groups to be consulted prior to decision and method of consultation	Wards affected	Relevant Officer Responsible
20 Sep 2016	Senior Management Arrangements	Cabinet			All Wards	Chief Executive & Town Clerk
20 Sep 2016	Quarter One Treasury Management Report 2016/17	Cabinet			All Wards	Joe Chesterton, Head of Finance & Resources
20 Sep 2016	Debt Management Report	Cabinet			All Wards	Joe Chesterton, Head of Finance & Resources

Corporate Director for People

Likely Date of Decision	Issue/Subject of Key Decision	Key Decision Maker: Cabinet/Cabinet Committee	To be considered in private (Yes/No) If yes, state paragraphs from LGA 1972	Details of any groups to be consulted prior to decision and method of consultation	Wards affected	Relevant Officer Responsible
20 Sep 2016	Early Offer of Help Strategy	Cabinet			All Wards	John O'Loughlin, Head of Children's Services

20 Sep 2016	Report on Ofsted Inspection of Children's Services	Cabinet			All Wards	Dipti Patel, Head of Public Protection
20 Sep 2016	Corporate Parenting Annual Report	Cabinet			All Wards	John O'Loughlin, Head of Children's Services
20 Sep 2016	Regional Adoption	Cabinet			All Wards	John O'Loughlin, Head of Children's Services
20 Sep 2016	Admission Arrangements for Community Schools Annual Report	Cabinet			All Wards	Brin Martin, Head of Learning
20 Sep 2016	School Places Report	Cabinet			All Wards	Brin Martin, Head of Learning
20 Sep 2016	Sheltered Housing Review	Cabinet			All Wards	Sharon Houlden, Head of Adult Services & Housing
20 Sep 2016	Local Authority Trading Company update	Cabinet			All Wards	Sharon Houlden, Head of Adult Services & Housing
20 Sep 2016	Corporate Housing Strategy	Cabinet			All Wards	Sharon Houlden, Head of Adult Services & Housing

Corporate Director for Place

Likely Date of Decision	Issue/Subject of Key Decision	Key Decision Maker: Cabinet/Cabinet Committee	To be considered in private (Yes/No) If yes, state paragraphs from LGA 1972	Details of any groups to be consulted prior to decision and method of consultation	Wards affected	Relevant Officer Responsible
20 Sep 2016	Air Quality Management Area	Cabinet			All Wards	Andrew Lewis, Corporate Director for Place
20 Sep 2016	SCAAP	Cabinet			All Wards	Andrew Lewis, Corporate Director for Place
20 Sep 2016	Low Carbon Strategy	Cabinet			All Wards	Andrew Lewis, Corporate Director for Place

Director of Public Health

Likely Date of Decision	Issue/Subject of Key Decision	Key Decision Maker: Cabinet/Cabinet Committee	To be considered in private (Yes/No) If yes, state paragraphs from LGA 1972	Details of any groups to be consulted prior to decision and method of consultation	Wards affected	Relevant Officer Responsible
20 Sep 2016	Prevention Strategy	Cabinet			All Wards	Andrea Atherton, Director of Public Health