



## 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](mailto: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 October 2016 (ie 1 October 2016 - 31 January 2017)**

**Corporate Director for Corporate Services**

<b>Likely Date of Decision</b>	<b>Issue/Subject of Key Decision</b>	<b>Key Decision Maker:  Cabinet/Cabinet Committee</b>	<b>To be considered in private (Yes/No)  If yes, state paragraphs from LGA 1972</b>	<b>Details of any groups to be consulted prior to decision and method of consultation</b>	<b>Wards affected</b>	<b>Relevant Officer Responsible</b>
8 Nov 2016	Capital Monitoring for 2016/17 and Revised Capital Programme 2016/17 to 2019/20	Cabinet			All Wards	Joe Chesterton, Head of Finance & Resources
8 Nov 2016	Mid-Year Treasury Management Report - 2016/17	Cabinet			All Wards	Joe Chesterton, Head of Finance & Resources
8 Nov 2016	RIPA - Report of OSC	Cabinet			All Wards	John Williams, Head of Legal & Democratic Services
8 Nov 2016	Land at Fossets Farm and Roots Hall	Cabinet			All Wards	John Williams, Head of Legal & Democratic Services
8 Nov 2016	Local Code of Governance: Review	Cabinet			All Wards	Tim MacGregor, Team Manager - Policy and Information Management
19 Jan 2017	Draft General Fund Revenue Budget 2017/18	Cabinet			All Wards	Joe Chesterton, Head of Finance & Resources

19 Jan 2017	Draft Fees and Charges 2017/18	Cabinet			All Wards	Joe Chesterton, Head of Finance & Resources
19 Jan 2017	Draft Housing Revenue Account Budget 2017/18 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Head of Finance & Resources
19 Jan 2017	Draft Capital Programme 2017/18 to 2020/21	Cabinet			All Wards	Joe Chesterton, Head of Finance & Resources

Corporate Director for People

<b>Likely Date of Decision</b>	<b>Issue/Subject of Key Decision</b>	<b>Key Decision Maker: Cabinet/Cabinet Committee</b>	<b>To be considered in private (Yes/No) If yes, state paragraphs from LGA 1972</b>	<b>Details of any groups to be consulted prior to decision and method of consultation</b>	<b>Wards affected</b>	<b>Relevant Officer Responsible</b>
8 Nov 2016	School Places Report	Cabinet			All Wards	Brin Martin, Head of Learning
8 Nov 2016	Success for All Children Annual Report	Cabinet			All Wards	John O'Loughlin, Head of Children's Services
8 Nov 2016	A Local Account of Adult Social Care Services in Southend 2015-16	Cabinet			All Wards	Sharon Houlden, Head of Adult Services & Housing

10 Jan 2017	Adoption Service Annual Report	Cabinet			All Wards	John O'Loughlin, Head of Children's Services
10 Jan 2017	Fostering Service Annual Report	Cabinet			All Wards	John O'Loughlin, Head of Children's Services
10 Jan 2017	Annual Report on Safeguarding Children & Adults	Cabinet			All Wards	John O'Loughlin, Head of Children's Services, Sharon Houlden, Head of Adult Services & Housing

Corporate Director for Place

<b>Likely Date of Decision</b>	<b>Issue/Subject of Key Decision</b>	<b>Key Decision Maker: Cabinet/Cabinet Committee</b>	<b>To be considered in private (Yes/No) If yes, state paragraphs from LGA 1972</b>	<b>Details of any groups to be consulted prior to decision and method of consultation</b>	<b>Wards affected</b>	<b>Relevant Officer Responsible</b>
8 Nov 2016	Gambling Policy Review	Cabinet			All Wards	Dipti Patel, Head of Public Protection
8 Nov 2016	Development & Expansion of National Jazz Archive - Beecroft	Cabinet			All Wards	Andrew Lewis, Corporate Director for Place
8 Nov 2016	Skills Development	Cabinet			All Wards	Andrew Lewis, Corporate Director for Place

10 Jan 2017	Growth Strategy	Cabinet			All Wards	Andrew Lewis, Corporate Director for Place
-------------	-----------------	---------	--	--	-----------	--

Director of Public Health

<b>Likely Date of Decision</b>	<b>Issue/Subject of Key Decision</b>	<b>Key Decision Maker:  Cabinet/Cabinet Committee</b>	<b>To be considered in private (Yes/No)  If yes, state paragraphs from LGA 1972</b>	<b>Details of any groups to be consulted prior to decision and method of consultation</b>	<b>Wards affected</b>	<b>Relevant Officer Responsible</b>
--------------------------------	--------------------------------------	---	---	---	-----------------------	-------------------------------------