



## **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 November 2016 (ie 1 November 2016 - 28 February 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, Director of Finance & Resources
8 Nov 2016	Mid-Year Treasury Management Report - 2016/17	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
8 Nov 2016	RIPA - Report of OSC	Cabinet			All Wards	John Williams, Director of Democratic & Legal Services
8 Nov 2016	Local Code of Governance: Review	Cabinet			All Wards	Tim MacGregor, Team Manager - Policy and Information Management
8 Nov 2016	Procurement of remote processing of housing benefits	Cabinet			All Wards	Rob Tinlin, Chief Executive & Town Clerk
8 Nov 2016	Financial Pressures Facing the HRA	Cabinet			All Wards	Rob Tinlin, Chief Executive & Town Clerk

15 Dec 2016	Local council tax support scheme - 2017/18 Auditor appointments	The Council			All Wards	Joe Chesterton, Director of Finance & Resources
19 Jan 2017	Draft General Fund Revenue Budget 2017/18	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
19 Jan 2017	Draft Fees and Charges 2017/18	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
19 Jan 2017	Draft Housing Revenue Account Budget 2017/18 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
19 Jan 2017	Draft Capital Programme 2017/18 to 2020/21	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
14 Feb 2017	General Fund Revenue Budget 2017/18	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
14 Feb 2017	Fees and Charges 2017/18	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
14 Feb 2017	Housing Revenue Account Budget 2017/18 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources

14 Feb 2017	Capital Programme 2017/18 to 2020/21	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
14 Feb 2017	Treasury Management and Prudential Indicators 2017/18	Cabinet			All Wards	Joe Chesterton, Director 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	Success for All Children Annual Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
8 Nov 2016	A Local Account of Adult Social Care Services in Southend 2015-16	Cabinet		Pre Cabinet Scrutiny Item	All Wards	Sharon Houlden, Director of Adult Services & Housing
8 Nov 2016	Sheltered Housing Review	Cabinet			All Wards	Simon Leftley, Deputy Chief Executive (People)
10 Jan 2017	School Places Report	Cabinet			All Wards	Brin Martin, Director of Learning

10 Jan 2017	Adoption Service Annual Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
10 Jan 2017	Fostering Service Annual Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
10 Jan 2017	Annual Report on Safeguarding Children & Adults	Cabinet			All Wards	John O'Loughlin, Director of Children's Services, Sharon Houlden, Director 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, Director of Public Protection
8 Nov 2016	PVX Policy	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
8 Nov 2016	125th Anniversary Celebrations	Cabinet			All Wards	Scott Dolling, Director of Culture, Tourism & Delivery

8 Nov 2016	Waste Management PFI	Cabinet	Fully exempt 3		All Wards	Dipti Patel, Director of Public Protection
10 Jan 2017	Development & Expansion of National Jazz Archive - Beecroft	Cabinet			All Wards	Scott Dolling, Director of Culture, Tourism & Delivery
10 Jan 2017	Skills Development	Cabinet			All Wards	Scott Dolling, Director of Culture, Tourism & Delivery
10 Jan 2017	Growth Strategy	Cabinet			All Wards	Emma Cooney, Director of Regeneration & Business Development

Director of Public Health

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