



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 April 2017 (ie 1 April 2017 - 31 July 2017)

Chief Executive

| 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 Jun 2017 | Revenue Outturn Report 2016/17 | Cabinet | | | All Wards | Ian Ambrose, Group Manager - Financial Management |
| 20 Jun 2017 | Capital Outturn Report 2016/17 | Cabinet | | | All Wards | Caroline Fozzard, Group Manager – Financial Planning and Capital |
| 20 Jun 2017 | Annual Treasury Management Report - 2016/17 | Cabinet | | | All Wards | Caroline Fozzard, Group Manager – Financial Planning and Capital |
| 20 Jun 2017 | Council debt position to 31st March 2017 | Cabinet | | | All Wards | Joe Chesterton, Director of Finance & Resources |
| 20 Jun 2017 | Discretionary relief policy 2017/18 - update | Cabinet | | | All Wards | Joe Chesterton, Director of Finance & Resources |

Deputy Chief Executive (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 Jun 2017 | Annual Report on the Implementation of the SEN Strategy | Cabinet | | | All Wards | Brin Martin, Director of Learning |
| 20 Jun 2017 | Southend Children & Young People's Plan | Cabinet | | | All Wards | John O'Loughlin, Director of Children's Services |
| 20 Jun 2017 | Regional Adoption Agency Update | Cabinet | | | All Wards | John O'Loughlin, Director of Children's Services |

Deputy Chief Executive (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 Jun 2017 | Growth Strategy | Cabinet | | Pre Cabinet Scrutiny Item | All Wards | Emma Cooney, Director of Regeneration & Business Development |
| 20 Jun 2017 | Economic Strategy | Cabinet | | | All Wards | Emma Cooney, Director of Regeneration & Business Development |

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|-------------|------------------|---------|--|--|-----------|--|
| 20 Jun 2017 | Tourism Strategy | Cabinet | | | All Wards | Scott Dolling, Director of Culture, Tourism & Delivery |
| 20 Jun 2017 | Digital Strategy | Cabinet | | | All Wards | Nick Corrigan, Director of Digital Futures |