



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 June 2017 (ie 1 June 2017 - 30 September 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	Housing and Investment Company	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
20 Jun 2017	4th tier/group manager pay review	Cabinet			All Wards	Joanna Ruffle, Director of Transformation

20 Jun 2017	Corporate Plan & Annual Report: 2017	Cabinet			All Wards	Tim MacGregor, Team Manager - Policy and Information Management
20 Jun 2017	2016/17 Year End Performance Report	Cabinet			All Wards	Louisa Bowen, Senior Business Management Advisor

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	Children's Charging Policy	Cabinet	Fully exempt 3		All Wards	John O'Loughlin, Director of Children's Services
20 Jun 2017	CYPP 16/17 Annual Report/Children's Integration Plan	Cabinet			All Wards	John O'Loughlin, Director of Children's Services, Jacqui Lansley, Director of Stratgey, Commissioning and Procurement
20 Jun 2017	School Admission Arrangements - Leigh primary schools catchment area and public consultation	Cabinet			All Wards	Brin Martin, Director of Learning
20 Jun 2017	Passenger Transport Review	Cabinet			All Wards	Jacqui Lansley, Director of Stratgey, Commissioning and Procurement

20 Jun 2017	Grammar School (Strategy)	Cabinet			All Wards	Brin Martin, Director of Learning
20 Jun 2017	Provision of Secondary School Places	Cabinet	Fully exempt 3		All Wards	Brin Martin, Director of Learning
20 Jun 2017	Annual Report on the Implementation of the SEN Strategy	Cabinet			All Wards	Brin Martin, Director of Learning

Deputy Chief Executive (Place)

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20 Jun 2017	Growth Strategy	Cabinet		Pre Cabinet Scrutiny Item	All Wards	Emma Cooney, Director of Regeneration & Business Development
20 Jun 2017	Tourism Strategy	Cabinet			All Wards	Scott Dolling, Director of Culture, Tourism & Property
20 Jun 2017	Seaways	Cabinet			All Wards	Emma Cooney, Director of Regeneration & Business Development

20 Jun 2017	The Official Feed & Food Service Plan	Cabinet			All Wards	Andrew Lewis, Deputy Chief Executive (Place)
20 Jun 2017	CIL	Cabinet			All Wards	Andrew Lewis, Deputy Chief Executive (Place)
20 Jun 2017	Gas Works	Cabinet			All Wards	Andrew Lewis, Deputy Chief Executive (Place)
20 Jun 2017	Digital Strategy	Cabinet			All Wards	Nick Corrigan, Director of Digital Futures