



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 August 2017 (ie 1 August 2017 - 30 November 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
19 Sep 2017	Quarter One Treasury Management Report	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
19 Sep 2017	Risk Based Verification Framework	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
19 Sep 2017	Debt Position at 31 July 2017	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
19 Sep 2017	Appropriation of Land at Burr Hill Chase	Cabinet			Prittlewell Ward	Joe Chesterton, Director of Finance & Resources
7 Nov 2017	Comments, Compliments and Complaints	Cabinet			All Wards	Joanna Ruffle, Director of Transformation
7 Nov 2017	Information Governance and the GDPR	Cabinet			All Wards	Joanna Ruffle, Director of Transformation

7 Nov 2017	Discretionary Relief Policy	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
7 Nov 2017	Corporate Debt Management Policy	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
19 Sep 2017	Parental Contributions for Children's Services	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
19 Sep 2017	Careline Consultation	Cabinet			All Wards	Jacqui Lansley, Director of Stratgey, Commissioning and Procurement
19 Sep 2017	Outcomes Key Stage 2 and Key Stage 4	Cabinet			All Wards	Brin Martin, Director of Learning
19 Sep 2017	Secondary School Placements	Cabinet			All Wards	Brin Martin, Director of Learning
19 Sep 2017	Suicide Prevention Strategy	Cabinet			All Wards	Andrea Atherton, Director of Public Health

19 Sep 2017	Co-ordinated Admissions Scheme	Cabinet			All Wards	Brin Martin, Director of Learning
10 Oct 2017	School Admissions	Cabinet			All Wards	Brin Martin, Director of Learning
7 Nov 2017	Mid-Year Adoption Report & RAA Update	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
7 Nov 2017	Transport	Cabinet			All Wards	Jacqui Lansley, Director of Strategy, Commissioning and Procurement
7 Nov 2017	Corporate Parenting Annual Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
7 Nov 2017	Annual Report of Implementation of SEN Strategy	Cabinet			All Wards	Brin Martin, Director of Learning
7 Nov 2017	Review of the ALMO (South Essex Homes)	Cabinet			All Wards	Sharon Houlden, Director of Adult Services & Housing
7 Nov 2017	Sheltered Housing Review	Cabinet			All Wards	Sharon Houlden, Director of Adult Services & Housing
7 Nov 2017	Homeless Prevention Strategy	Cabinet			All Wards	Sharon Houlden, Director of Adult Services & Housing

7 Nov 2017	Review on Housing Allocation	Cabinet			All Wards	Sharon Houlden, Director of Adult Services & Housing
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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
19 Sep 2017	Fire Safety Measures following Grenfell Tower Tragedy	Cabinet			All Wards	Andrew Lewis, Deputy Chief Executive (Place)
19 Sep 2017	Solar PV & Energy Efficiency Projects	Cabinet			All Wards	Carl Robinson, Head of Public Protection
19 Sep 2017	S-CATS (London Road Projects)	Cabinet				Peter Geraghty, Director of Planning & Transport
19 Sep 2017	Highway Infrastructure Asset Management Plan	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
19 Sep 2017	Museums Disposal Policy	Cabinet		Pre-Cabinet Scrutiny – Place Scrutiny Committee, 10 th July 2017	All Wards	Scott Dolling, Director of Culture, Tourism & Property

19 Sep 2017	Sex Establishment Premises	Cabinet			All Wards	Carl Robinson, Head of Public Protection
19 Sep 2017	Skills Strategy	Cabinet			All Wards	Emma Cooney, Director of Regeneration & Business Development
19 Sep 2017	Essex & Southend Waste Local Plan	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
7 Nov 2017	Shoreline Strategy	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
7 Nov 2017	Low Carbon Strategy	Cabinet			All Wards	Carl Robinson, Head of Public Protection
7 Nov 2017	Contaminated Land Strategy	Cabinet			All Wards	Carl Robinson, Head of Public Protection
7 Nov 2017	Air Quality Strategy	Cabinet			All Wards	Carl Robinson, Head of Public Protection
7 Nov 2017	Blenheim Park Pavilion	Cabinet			Blenheim Park Ward	Scott Dolling, Director of Culture, Tourism & Property