



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 February 2018 (ie 1 February 2018 - 31 May 2018)

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
13 Feb 2018 13 Feb 2018	Treasury Management and Prudential Indicators 2018/19	Cabinet Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
13 Feb 2018 13 Feb 2018	Housing Revenue Account Budget 2018/19 and Rent Setting	Cabinet Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
13 Feb 2018	Capital Programme 2018/19 to 2021/22	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
13 Feb 2018	Fees and Charges 2018/19	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
13 Feb 2018	General Fund Revenue Budget 2018/19	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
13 Mar 2018	Annual Public Health Report - March 2018	Cabinet			All Wards	Andrea Atherton, Director of Public Health
13 Mar 2018	Annual Procurement Plan - March 2018	Cabinet			All Wards	Jacqui Lansley, Director of Stratgey, Commissioning and Procurement
13 Mar 2018	Annual Education Report - March 2018	Cabinet			All Wards	Brin Martin, Director of Learning
13 Mar 2018	School Term Dates	Cabinet			All Wards	Brin Martin, Director of Learning
13 Mar 2018	Contract Procedure Rules	Cabinet			All Wards	Jacqui Lansley, Director of Stratgey, Commissioning and Procurement
13 Mar 2018	Secondary School Places	Cabinet			All Wards	Brin Martin, Director of Learning

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
13 Feb 2018	Better Queensway	Cabinet			Kursaal Ward; Milton Ward; Victoria Ward	Carl Robinson, Head of Public Protection
13 Feb 2018	Waste Collection Contract	Cabinet	3		All Wards	Carl Robinson, Head of Public Protection
13 Mar 2018	Sex Establishment Premises	Cabinet			All Wards	Carl Robinson, Head of Public Protection
13 Mar 2018	Massage and Special Treatment	Cabinet			All Wards	Carl Robinson, Head of Public Protection
13 Mar 2018	Shoreline Strategy	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
13 Mar 2018	Fire Safety Report	Cabinet			All Wards	Andrew Lewis, Deputy Chief Executive (Place)
13 Mar 2018	Forum 2	Cabinet			All Wards	Scott Dolling, Director of Culture, Tourism & Property