



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 July 2018 (ie 1 July 2018 - 31 October 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
18 Sep 2018	Senior Management Arrangements	Cabinet			All Wards	Alison Griffin, Chief Executive
18 Sep 2018	Fees and Charges Policy	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
18 Sep 2018	Quarter One Treasury Management Report - 2018/19	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
18 Sep 2018	Regulation of Investigatory Powers Act	Cabinet			All Wards	John Williams, Director of Legal & Democratic Services
18 Sep 2018	Annual Comments, Compliments and Complaints Report	Cabinet			All Wards	John Williams, Director of Legal & Democratic Services
18 Sep 2018	Annual Senior Information Risk Owner (SIRO) Report	Cabinet			All Wards	Joanna Ruffle, Director of Transformation

6 Nov 2018	Southend 2050 Ambition/Five Year Road Map	Cabinet			All Wards	Joanna Ruffle, Director of Transformation
6 Nov 2018	Mid-Year Treasury Management Report - 2018/19	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
6 Nov 2018	Mid Year Capital Programme Review	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
17 Jan 2019	Council Tax Base and Non Domestic Rating Base 2019/20	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
17 Jan 2019	Draft Capital Programme 2019/20 to 2022/23	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
17 Jan 2019	Draft General Fund Revenue Budget 2019/20	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
17 Jan 2019	Draft Fees and Charges 2019/20	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
17 Jan 2019	Draft Housing Revenue Account Budget 2019/20 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources

12 Feb 2019	Capital Programme 2019/20 to 2022/23	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
12 Feb 2019	Treasury Management and Prudential Indicators 2019/20	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
12 Feb 2019	General Fund Revenue Budget 2019/20	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
12 Feb 2019	Fees and Charges 2019/20	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
12 Feb 2019	Housing Revenue Account Budget 2019/20 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
12 Mar 2019	Quarter Three Treasury Management Report - 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
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18 Sep 2018	School Admission Arrangements for Community Schools and Coordinated Admission Scheme for Academic Year 2019/20	Cabinet			All Wards	Brin Martin, Director of Learning
18 Sep 2018	0-19s Framework - Delivering Better Outcomes for Children's Health Services	Cabinet			All Wards	Jacqui Lansley, Joint Director of Partnerships and Integration
18 Sep 2018	Standing Advisory Council for Religious Education	Cabinet			All Wards	Brin Martin, Director of Learning
18 Sep 2018	The Journey of the Child (Bi-annual Report)	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
18 Sep 2018	Housing and Homeless Strategy	Cabinet			All Wards	Sharon Houlden, Director of Adult Services & Housing
18 Sep 2018	Outcomes Key Stage 2 & Key Stage 4, Annual Report	Cabinet			All Wards	Brin Martin, Director of Learning
6 Nov 2018	Housing and Homeless Strategy	Cabinet			All Wards	Sharon Houlden, Director of Adult Services & Housing
6 Nov 2018	CYPP Annual Report 17/18	Cabinet			All Wards	John O'Loughlin, Director of Children's Services

6 Nov 2018	Success for All Children Annual Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
6 Nov 2018	Local Account 17/18, Annual Report	Cabinet			All Wards	Jacqui Lansley, Joint Director of Partnerships and Integration
6 Nov 2018	Corporate Parenting Annual Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
6 Nov 2018	Annual Report on Implementation of SEN Strategy	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
18 Sep 2018	Fire Safety Report	Cabinet			All Wards	Andrew Lewis, Deputy Chief Executive (Place)
18 Sep 2018	Transport and Parking Strategy	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
18 Sep 2018	Feed and Food Safety Plan	Cabinet			All Wards	Carl Robinson, Head of Public Protection

18 Sep 2018	Sex Establishment Venues Policy	Cabinet			All Wards	Carl Robinson, Head of Public Protection
6 Nov 2018	The Bell Junction	Cabinet			St Laurence Ward	Peter Geraghty, Director of Planning & Transport
6 Nov 2018	Southend Energy Partnership	Cabinet			All Wards	Carl Robinson, Head of Public Protection
6 Nov 2018	Contaminated Land Strategy	Cabinet			All Wards	Carl Robinson, Head of Public Protection
6 Nov 2018	Air Quality Low Emission Strategy	Cabinet			All Wards	Carl Robinson, Head of Public Protection
6 Nov 2018	Air Quality Management Area	Cabinet			All Wards	Carl Robinson, Head of Public Protection