

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 January 2019 (ie 1 January 2019 - 30 April 2019)

17 Jan 2019 29 Jan 2019	Southend 2050 - Strategic Delivery Plans (for the 5 themes)	Cabinet People Scrutiny Committee			All Wards	Alison Griffin, Chief Executive
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	Brexit	Cabinet			All Wards	Joanna Ruffle, Director of Transformation
17 Jan 2019	Draft Capital Investment Programme 2019/20 to 2023/24	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 Housing Revenue Account Budget 2019/20 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
17 Jan 2019	Revenue and Capital Budget Monitoring to 30 November 2018	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
17 Jan 2019	Council Debt Position to 30 November 2018	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources

17 Jan 2019	Seaways Scheme	Cabinet			Milton Ward	Joe Chesterton, Director of Finance & Resources
17 Jan 2019	Special Educational Needs and Disabilities Inspection	Cabinet			All Wards	Brin Martin, Director of Learning
17 Jan 2019	Future Phases of Affordable Housing Development Programme - Update	Cabinet			All Wards	Sharon Houlden, Director of Adult Services & Housing
17 Jan 2019	St Mary's Primary School Consultation	Cabinet			Prittlewell Ward	Brin Martin, Director of Learning
17 Jan 2019	School Term Dates 2020/21	Cabinet			All Wards	Brin Martin, Director of Learning
17 Jan 2019	Parking and Civil Enforcement Policy	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
17 Jan 2019	Employment Appeals	Cabinet			All Wards	John Williams, Director of Legal & Democratic Services
17 Jan 2019	Corporate Risk Register	Cabinet			All Wards	Joanna Ruffle, Director of Transformation

12 Feb 2019	Capital Investment Programme 2019/20 to 2023/24	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	Housing Revenue Account Budget 2019/20 and Rent Setting	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	Better Queensway	Cabinet				Emma Cooney, Director of Regeneration & Business Development
12 Mar 2019	Transport Procurement	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
12 Mar 2019	Commissioning Approach	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
12 Mar 2019	Treasury Management Report 2018/19 - Quarter Three	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources

12 Mar 2019	Revenue and Capital Monitoring - 31 January 2019	Cabinet			All Wards	Joe Chesterton, Director of Finance & Resources
12 Mar 2019	Annual Safeguarding Report (Adults & Children)	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
12 Mar 2019	Mid-Year Statement of Purpose for Fostering and Adoption	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
12 Mar 2019	Annual Education Report	Cabinet			All Wards	Brin Martin, Director of Learning
12 Mar 2019	Housing Allocation Policy Review	Cabinet			All Wards	Glyn Halksworth, DACT Manger
12 Mar 2019	South Essex Homes Partnership Agreement	Cabinet			All Wards	Glyn Halksworth, DACT Manger
12 Mar 2019	Health in all Policies Recommendations	Cabinet			All Wards	Krishna Ramkhelawon, Interim Director of Public Health
12 Mar 2019	Tackling Harmful Behaviour Strategy	Cabinet			All Wards	Carl Robinson, Director of Public Protection
12 Mar 2019	New Artists Studios	Cabinet				Scott Dolling, Director of Culture, Tourism & Property

