

## 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](mailto: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 2019 (ie 1 June 2019 - 30 September 2019)**

25 Jun 2019	Southend 2050 - Review	Cabinet			All Wards	Joanna Ruffle, Strategic Director (Transformation)
25 Jun 2019	Housing Allocation Policy Review	Cabinet			All Wards	Glyn Halksworth, Interim Director Housing
25 Jun 2019	Annual Public Health Report	Cabinet			All Wards	Krishna Ramkhelawon, Interim Director of Public Health
25 Jun 2019	Housing Update	Cabinet			All Wards	Glyn Halksworth, Interim Director Housing
25 Jun 2019	Treasury Management Report 2018/19	Cabinet			All Wards	Joe Chesterton, Strategic Director (Finance & Resources)
25 Jun 2019	Year End Performance Report 2018/19	Cabinet			All Wards	Joanna Ruffle, Strategic Director (Transformation)
25 Jun 2019	Southend 2050 Corporate Performance Framework for 2019/20 Onwards	Cabinet			All Wards	Joanna Ruffle, Strategic Director (Transformation)
25 Jun 2019	Petition Against New Parking Charges	Cabinet				Peter Geraghty, Director of Planning & Transport

25 Jun 2019	Petition Relating to the High Street and Two Hours Free Parking	Cabinet				Peter Geraghty, Director of Planning & Transport
25 Jun 2019	Reimagining the Town Centre in the Context of 2050 (Scrutiny Report)	Cabinet				Tim Row, Principal Democratic Services Officer
25 Jun 2019	In the context of the vision for Southend 2050, what is the vision of young people which improves their lives, and what are the pathways to achieve this (Scrutiny Report)	Cabinet			All Wards	Fiona Abbott
25 Jun 2019 25 Jun 2019	The Official Feed and Food Control Service Plan 2019/20	Cabinet Cabinet			All Wards	Carl Robinson, Director of Public Protection
25 Jun 2019	Corporate Risk Register	Cabinet			All Wards	Andrew Barnes, Head of Internal Audit
25 Jun 2019	Capital Outturn Report 2018/19	Cabinet			All Wards	Joe Chesterton, Strategic Director (Finance & Resources)
25 Jun 2019	Revenue Outturn Report 2018/19	Cabinet			All Wards	Joe Chesterton, Strategic Director (Finance & Resources)
25 Jun 2019	Council Debt Position to 31 March 2019	Cabinet			All Wards	Joe Chesterton, Strategic Director (Finance & Resources)

25 Jun 2019	Licensing Policy	Cabinet			All Wards	Carl Robinson, Director of Public Protection
25 Jun 2019	Recruitment of Special Constables	Cabinet			All Wards	Carl Robinson, Director of Public Protection
8 Jul 2019	Southend Town Centre & Seafront Public Spaces Protection Order	Cabinet			Kursaal Ward; Milton Ward	John Williams, Strategic Director (Legal & Democratic Services)
8 Jul 2019	Reconfiguration of Corporate Management	Cabinet			All Wards	Alison Griffin, Chief Executive
17 Sep 2019	Living Wage	Cabinet			All Wards	Joanna Ruffle, Strategic Director (Transformation)
17 Sep 2019	Annual Comments, Compliments and Complaints	Cabinet			All Wards	John Williams, Strategic Director (Legal & Democratic Services)
17 Sep 2019	Governance Update and SIRO Report	Cabinet			All Wards	John Williams, Strategic Director (Legal & Democratic Services)
17 Sep 2019	Quarter One Treasury Management Report 2019/20	Cabinet			All Wards	Joe Chesterton, Strategic Director (Finance & Resources)

17 Sep 2019	Annual RIPA Report	Cabinet			All Wards	John Williams, Strategic Director (Legal & Democratic Services)
17 Sep 2019	Housing Management Partnership Agreement	Cabinet			All Wards	Glyn Halksworth, Interim Director Housing
17 Sep 2019	Housing and Regeneration Pipeline, Including Acquisitions Programme	Cabinet			All Wards	Glyn Halksworth, Interim Director Housing
17 Sep 2019	Council Debt Position to 31 July 2019	Cabinet			All Wards	Joe Chesterton, Strategic Director (Finance & Resources)
17 Sep 2019	Outcomes KS2 & KS4	Cabinet			All Wards	Brin Martin, Director of Learning
17 Sep 2019	Admission Arrangements for Community Schools	Cabinet			All Wards	Brin Martin, Director of Learning
17 Sep 2019	Journey of the Child - Annual Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
17 Sep 2019	Fraud Policy Review	Cabinet			All Wards	Andrew Barnes, Head of Internal Audit

17 Sep 2019	Budget Monitoring 2019/20 - Period 4	Cabinet			All Wards	Joe Chesterton, Strategic Director (Finance & Resources)
5 Nov 2019	Success for All Children Annual Report & CYPP	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
5 Nov 2019	Local Account 18/19	Cabinet			All Wards	Sarah Baker, Interim Director of Adult Social Care
16 Jan 2020	School Term Dates 2021/22	Cabinet			All Wards	Brin Martin, Director of Learning
25 Feb 2020	Statement of Purpose - Fostering & Adoption Annual Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
25 Feb 2020	Annual Report on Safeguarding Adults & Children	Cabinet			All Wards	
25 Feb 2020	Annual Education Report	Cabinet			All Wards	Brin Martin, Director of Learning