

## 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 July 2019 (ie 1 July 2019 - 30 October 2019)**

17 Sep 2019	Living Wage	Cabinet			All Wards	Joanna Ruffle, Strategic Director (Transformation)
17 Sep 2019	Selective Licensing	Cabinet			All Wards	Glyn Halksworth, Interim Director Housing
17 Sep 2019	Parking on Seafront and High Street Areas	Cabinet				Peter Geraghty, Director of Planning & Transport
17 Sep 2019	Petition Against New Parking Charges	Cabinet				Peter Geraghty, Director of Planning & Transport
17 Sep 2019	Petition relating to High Street and Two Hours Free Parking	Cabinet				Peter Geraghty, Director of Planning & Transport
17 Sep 2019	Notice of Motion - Better Queensway	Cabinet				Emma Cooney, Director of Regeneration & Business Development
17 Sep 2019	Notice of Motion - Seaway Car Park	Cabinet				Joe Chesterton, Strategic Director (Finance & Resources)
17 Sep 2019	Notice of Motion - Climate Change	Cabinet			All Wards	Carl Robinson, Director of Public Protection

17 Sep 2019	Notice of Motion - HRA Lundy Close	Cabinet				Glyn Halksworth, Interim Director Housing
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)
17 Sep 2019	Fire Safety	Cabinet			All Wards	Mark Murphy, Group Manager - Property and Estate Management
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
5 Nov 2019	Licensing Policy	Cabinet			All Wards	Carl Robinson, Director of Public Protection

5 Nov 2019	Contaminated Land Policy	Cabinet			All Wards	Carl Robinson, Director of Public Protection
5 Nov 2019	Parking & Transport Strategy	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
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	John O'Loughlin, Director of Children's Services
25 Feb 2020	Annual Education Report	Cabinet			All Wards	Brin Martin, Director of Learning