

## 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 November 2019 (ie 1 November 2019 - 29 February 2020)**

5 Nov 2019	Essex Coast Recreational Disturbance Avoidance & Mitigation Strategy	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
5 Nov 2019	Notice of Motion - Tackling Climate Change	Cabinet			All Wards	Carl Robinson, Director of Public Protection
5 Nov 2019	Notice of Motion - Dog Poo DNA	Cabinet			All Wards	
5 Nov 2019	Notice of Motion - Housing on Fossets Farm	Cabinet			St Lukes Ward	
5 Nov 2019	Notice of Motion - Kursaal Museum	Cabinet			Kursaal Ward	
28 Nov 2019	Notice of Motion - White Ribbon	Cabinet			All Wards	
28 Nov 2019	Notice of Motion - Gender Neutral Language in the Council	Cabinet			All Wards	
5 Nov 2019	Treasury Management Report - Mid Year 2019/20	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

5 Nov 2019	Corporate Budget Performance - Period 6	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
5 Nov 2019	Parking Review Scope	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
5 Nov 2019	Housing Management Partnership Agreement	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
5 Nov 2019	Housing and Regeneration Pipeline, Including Acquisitions Programme - Update	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
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	Local Code of Governance	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
5 Nov 2019	Corporate Performance Report - Quarter 2	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)

5 Nov 2019	East Coast Recreational Disturbance Avoidance & Mitigation Strategy	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport
16 Jan 2020	Transport Strategy Scope	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
16 Jan 2020	Council Tax Base and Non Domestic Rating Base 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jan 2020	Draft Housing Revenue Account Budget 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jan 2020	Draft Council Budget	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jan 2020	Council Debt Position to 30 November 2019	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jan 2020	Corporate Budget Performance - Period 8	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

16 Jan 2020	Housing and Regeneration Pipeline, Including Acquisitions Programme - Update	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
16 Jan 2020	New Potential Conservation Area	Cabinet				Peter Geraghty, Director of Planning & Transport
16 Jan 2020	Unmet Demand Survey for Hackney Carriage & Private Hire	Cabinet			All Wards	Carl Robinson, Director of Public Protection
16 Jan 2020	Update on Town Centre Strategy	Cabinet				Emma Cooney, Director of Regeneration & Business Development
16 Jan 2020	Update on Airport Business Park	Cabinet				Emma Cooney, Director of Regeneration & Business Development
16 Jan 2020	Risk Register	Cabinet			All Wards	Andrew Barnes, Head of Internal Audit
16 Jan 2020	Additional Outcome Success Measures Reporting	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
16 Jan 2020	SELEP - Revised Governance Arrangements	Cabinet				John Williams, Executive Director (Legal & Democratic Services)

16 Jan 2020	Beecroft Trust Premises in Station Road	Cabinet			Milton Ward	John Williams, Executive Director (Legal & Democratic Services)
16 Jan 2020	Admission Arrangements for Community schools and Admission Co-ordinated Scheme	Cabinet			All Wards	Brin Martin, Director of Learning
11 Feb 2020	Housing Revenue Account Budget 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Feb 2020	Treasury Management Policy 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Feb 2020	Council Budget	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
25 Feb 2020	Treasury Management Report - Quarter Three 2019/20	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
25 Feb 2020	Annual Education Report	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	School Transport Policy Revision	Cabinet			All Wards	Brin Martin, Director of Learning
25 Feb 2020	Housing and Regeneration Pipeline, Including Acquisitions Programme - Update	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
25 Feb 2020	Better Use of Children's Centres	Cabinet			All Wards	Brin Martin, Director of Learning
25 Feb 2020	Southend Crematorium Refurbishment	Cabinet				Scott Dolling, Director of Culture, Tourism & Property