

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 February 2020 (ie 1 February 2020 - 31 May 2020)

25 Feb 2020	Seaway Car Park	Cabinet				Alan Richards, Director of Property and Commercial
11 Feb 2020	Council Budget	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
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)
25 Feb 2020	Fire Safety Update Report	Cabinet			All Wards	Mark Murphy, Group Manager - Property and Estate Management
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	Southend Crematorium Refurbishment	Cabinet				Paul Jenkinson
25 Feb 2020	Skills Update Report	Cabinet			All Wards	Emma Cooney, Director of Regeneration & Business Development
25 Feb 2020	Southend Central Area Transport Scheme	Cabinet			All Wards	Neil Hoskins, Interim Group Manager - Major Projects & Strategic Transport Policy
25 Feb 2020	Footway Resurfacing Policy Change	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
25 Feb 2020	Conservation Area Appraisals - Consideration of Chelmsford Avenue Almshouses for Conservation Area Designation	Cabinet				Peter Geraghty, Director of Planning & Transport

25 Feb 2020	Outcome Success Measures Report	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
25 Feb 2020	Southend Adult Community College - Governance Arrangements	Cabinet				Emma Cooney, Director of Regeneration & Business Development