

## 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 April 2020 (ie 1 April 2020 - 31 July 2020)**

16 Jun 2020	Resourcing Better Outcomes - Outturn 2019/20	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jun 2020	Annual Treasury Management Report - 2019/20	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jun 2020	Market Position Statement and 3 Year Procurement Plan	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jun 2020	Conservation Area Appraisals	Cabinet				Peter Geraghty, Director of Planning & Transport
16 Jun 2020	Leasing of Public Open Space	Cabinet				Paul Jenkinson
16 Jun 2020	Parking Review	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
16 Jun 2020	Better Queensway- Final Proposals	Cabinet				Emma Cooney, Director of Regeneration & Business Development
16 Jun 2020	Children Centre Offer	Cabinet				Brin Martin, Director of Learning

16 Jun 2020	Quarter 4 Outcome Success Measures Report	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
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