

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 June 2020 (ie 1 June 2020 - 30 September 2020)

9 Jun 2020	COVID-19 - Financial Update	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
9 Jun 2020	COVID-19 - The Council's Response	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
16 Jun 2020	Resourcing Better Outcomes - Outturn 2019/20	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jun 2020	The Official Feed and Food Service Plan 2020/21	Cabinet			All Wards	Elizabeth Georgeou, Group Manager - Regulatory Services
16 Jun 2020	Annual Treasury Management Report - 2019/20	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jun 2020	Annual Place Based Report 2019/20	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
16 Jun 2020	Corporate Debt Report	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jun 2020	Southend Statement of Community Involvement	Cabinet			All Wards	Peter Geraghty, Director of Planning & Transport

16 Jun 2020	Protection of Public Open Space	Cabinet			All Wards	Paul Jenkinson
16 Jun 2020	Parking Review	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
16 Jun 2020	Quarter 4 Outcome Success Measures Report	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
16 Jun 2020	The Beecroft Trust	Cabinet				Scott Dolling, Director of Culture, Tourism & Property
16 Jun 2020	Annual Procurement Plan 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Jun 2020	Emergency Travel Fund	Cabinet				Larissa Reed, Executive Director Neighbourhoods & Environment
30 Jun 2020	Better Queensway Regeneration Project	Cabinet				Emma Cooney, Director of Regeneration & Business Development
30 Jun 2020	COVID-19 - Parking Recovery Proposals	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)

22 Jul 2020	ASELA	Cabinet			All Wards	Alison Griffin, Chief Executive
28 Jul 2020	The Forum 2	Cabinet				Emma Cooney, Director of Regeneration & Business Development
28 Jul 2020	Southend 2050 Update	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
28 Jul 2020	Care Act Easement	Cabinet			All Wards	Sarah Baker, Interim Director of Adult Social Care
28 Jul 2020	Corporate Risk	Cabinet			All Wards	Andrew Barnes, Head of Internal Audit
28 Jul 2020	Southend Pass	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
28 Jul 2020	Parking Policy Statement	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
28 Jul 2020	Highway Restructure Funding	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)

28 Jul 2020	Balmoral Estate	Cabinet				Glyn Halksworth, Director of Housing Development
28 Jul 2020	Annual Safeguarding Report (Adults & Children)	Cabinet			All Wards	Michael Marks, Executive Director (Children and Public Health), Tandra Forster, Executive Director (Adult and Communities)
15 Sep 2020	Outcome Success Measures Report	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
15 Sep 2020	Public Health Burials	Cabinet			All Wards	Elizabeth Georgeou, Group Manager - Regulatory Services
15 Sep 2020	Council Debt Position	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
15 Sep 2020	Corporate Budget Performance 2020/21 = Period 4	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
15 Sep 2020	Treasury Management - Quarter One 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
3 Nov 2020	Corporate Budget Performance - Period 6	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

3 Nov 2020	Treasury Management Report - Mid Year 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
3 Nov 2020	PVX Policy	Cabinet			All Wards	
14 Jan 2021	Council Tax Base and Non Domestic Rating Base 2021/22	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Jan 2021	Draft Housing Revenue Account Budget 2021/22 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Jan 2021	Draft Prioritising Resources to Deliver Better Outcomes - 2021/22 to 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Jan 2021	Corporate Budget Performance - Period 6	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Jan 2021	2020/2021 - Corporate Risk Register	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Jan 2021	Council Debt Position to 30 November 2020	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

16 Feb 2021	Housing Revenue Account (HRA) Budget and Rent Setting Report 2021/22	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Feb 2021	Treasury Management Policy - 2021/22	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Feb 2021	Prioritising Resources to Deliver Better Outcomes - 2021/22 to 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
23 Feb 2021	Treasury Management	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
	Emergency Active Travel Fund	Executive Director (Neighbourhoods and the Environment)		Executive Member for Transport, Capital Investment and Inward Investment and relevant ward councillors		Larissa Reed, Executive Director Neighbourhoods & Environment
	Mitigation Against and Management of local outbreaks of COVID-19 - Southend-on-Sea Test and Trace Service	Director of Public Health	Open	Cabinet Member for Health and Adult Social Care/Chair of People Scrutiny Committee	All Wards	Director of Public Health