

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 December 2020 (ie 1 December 2020 - 31 March 2021)

14 Jan 2021	Notice of Motion - Street Prostitution in Southend	Cabinet			All Wards	Krishna Ramkhelawon, Interim Director of Public Health
14 Jan 2021	Empty Homes Strategy	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
14 Jan 2021	Green City Action Plan	Cabinet			All Wards	Elizabeth Georgeou, Group Manager - Regulatory Services
14 Jan 2021	Journey of the Child	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
14 Jan 2021	Better use of Children's Centres	Cabinet				Brin Martin, Director of Learning
14 Jan 2021	ASELA Update and Local Government Reform	Cabinet			All Wards	Alison Griffin, Chief Executive
14 Jan 2021	Public Health Burials	Cabinet				Elizabeth Georgeou, Group Manager - Regulatory Services
14 Jan 2021	Domestic Vehicle Crossing Policy	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)

14 Jan 2021	Highway Enforcement Policy	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
14 Jan 2021	Controlled Parking Zone Policy	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
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 8	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)

14 Jan 2021	Determined School Admission Arrangements	Cabinet			All Wards	Brin Martin, Director of Learning
14 Jan 2021	Notice of Motion - Food Justice Champion	Cabinet			All Wards	Tandra Forster, Executive Director (Adult and Communities)
14 Jan 2021	School Term Dates	Cabinet			All Wards	Brin Martin, Director of Learning
14 Jan 2021	Corporate Enforcement Policy	Cabinet			All Wards	Carl Robinson, Director of Public Protection
14 Jan 2021	Highway Memorials Policy	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
14 Jan 2021	Notices of Motion	Cabinet				
14 Jan 2021	Updated Council Tree Policy	Cabinet				Paul Jenkinson
14 Jan 2021	In-Depth Scrutiny Report - Reablement Services	Cabinet			All Wards	Stephen Tautz, Principal Democratic Services Officer

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	ASELA Update and Local Government Reform	Cabinet			All Wards	Alison Griffin, Chief Executive
23 Feb 2021	Selective Licensing	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
23 Feb 2021	Treasury Management - Quarter 3 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
23 Feb 2021	Annual Procurement Plan	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
23 Feb 2021	Rough Sleeper MMC Accommodation Project	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development

23 Feb 2021	Southend New Local Plan	Cabinet			All Wards	Mark Sheppard, Senior Planner - Strategic Planning
	Flood Risk Management Plan 2	Executive Director (Neighbourhoods and the Environment)				Neil Hoskins, Interim Group Manager - Major Projects & Strategic Transport Policy
	The Flood and Coastal Resilience Innovation Programme - Expression of Interest	Executive Director (Neighbourhoods and the Environment)				Neil Hoskins, Interim Group Manager - Major Projects & Strategic Transport Policy
	Town Centre Property Acquisition	Executive Director (Finance & Resources) (S151 Officer)				Executive Director (Finance & Resources) (S151 Officer)
	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
	Better Queensway	Director of Regeneration & Growth		Decisions taken pursuant to delegations of Cabinet or officer delegations under the Constitution		Emma Cooney, Director of Regeneration & Growth
	SARCC - Sustainable and Resilient Coastal Cities - EU Project	Executive Director (Neighbourhoods and the Environment)				Neil Hoskins, Interim Group Manager - Major Projects & Strategic Transport Policy

	DfT - Active Travel Fund - Tranche 2 Grant Award	Executive Director (Neighbourhoods and the Environment)				Neil Hoskins, Interim Group Manager - Major Projects & Strategic Transport Policy
	Airport Business Park - Construction and lease documents for Drive-Thru Coffee Unit	Executive Director (Finance & Resources) (S151 Officer)				Alan Richards, Director of Property and Commercial