

## **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 February 2021 (ie 1 February 2021 - 31 May 2021)**

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	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
23 Feb 2021	Outcome Success Measures Report	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
23 Feb 2021	Lundy Close	Cabinet				Glyn Halksworth, Director of Housing Development
23 Feb 2021	Dog Control PSPO	Cabinet			All Wards	Carl Robinson, Director of Public Protection
23 Feb 2021	Better Queensway Southend LLP Porters Place - Final Proposals 2	Cabinet				Emma Cooney, Director of Regeneration & Growth
	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
	Airport Business Park - Plot Specific Land Agreements	Executive Director (Finance & Resources) (S151 Officer)				Alan Richards, Director of Property and Commercial

	Land at 21a Southchurch Avenue - Marine Plaza	Executive Director (Finance & Resources) (S151 Officer)				Alan Richards, Director of Property and Commercial
	Kickstart Funding Agreements To enter into an agreement with the Department of Work & Pensions to deliver 30 Kickstart work placements as an employer and a further 50 placements with businesses across South Essex	Director of Regeneration & Growth		Chair of Policy and Resources Scrutiny Committee	All Wards	Emma Cooney, Director of Regeneration & Growth
	Additional Restrictions Grant Discretionary Policy To update the discretionary grants policy to enable the Council to accept applications from businesses for additional restrictions arising from the Covid-19 pandemic.	Executive Director (Finance & Resources) (S151 Officer)		Chair of the Policy and Resources Scrutiny Committee	All Wards	Joe Chesterton, Executive Director (Finance & Resources)