

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 April 2021 (ie 1 April 2021 - 31 July 2021)

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| 15 Jun 2021 | Better Queensway Southend LLP Porters Place - Final Proposals 2 | Cabinet | | | | Emma Cooney, Director of Regeneration & Growth |
| 15 Jun 2021 | COVID Update | Cabinet | | | All Wards | Joanna Ruffle, Executive Director (Transformation) |
| 15 Jun 2021 | Culture Vision | Cabinet | | | All Wards | Scott Dolling, Director of Culture, Tourism & Property |
| 15 Jun 2021 | Disabled Facilities Grant Policy | Cabinet | | | All Wards | Sarah Baker, Interim Director of Adult Social Care |
| 15 Jun 2021 | SBC SCL Partnership Agreement | Cabinet | | | All Wards | Benedict Leigh, ASC Commissioner |
| 15 Jun 2021 | Southend New Local Plan | Cabinet | | | All Wards | Trevor Saunders, Director of Planning & Transport (Interim) |
| 15 Jun 2021 | Electric Vehicle Charging Policy | Cabinet | | | All Wards | Trevor Saunders, Director of Planning & Transport (Interim) |
| 15 Jun 2021 | SGO Updated Policy | Cabinet | | | All Wards | John O'Loughlin, Director of Children's Services |

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| 15 Jun 2021 | Town Centre | Cabinet | | | | Emma Cooney, Director of Regeneration & Growth |
| 15 Jun 2021 | ASELA Governance | Cabinet | | | All Wards | Alison Griffin, Chief Executive |
| 27 Jul 2021 | Seaway Leisure | Cabinet | | | | Alan Richards, Director of Property and Commercial |
| 27 Jul 2021 | PSP Southend LLP Update | Cabinet | | | | Alan Richards, Director of Property and Commercial |
| 27 Jul 2021 | Hamlet Court Road Proposed Conservation Area | Cabinet | | | | Trevor Saunders, Director of Planning & Transport (Interim) |
| 27 Jul 2021 | Conservation Area Appraisals | Cabinet | | | | Trevor Saunders, Director of Planning & Transport (Interim) |
| | 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) |

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| | 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 |

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| | 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) |
| | Demolition of Former Futures School Buildings | Executive Director (Finance & Resources) (S151 Officer) | | Chair – Policy & Resources Scrutiny Committee | All Wards | Alan Richards, Director of Property and Commercial |

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| | Miscellaneous Land, Leasing and Property Transactions (including at the Victoria Centre) | Executive Director (Finance & Resources) (S151 Officer) | | | | Alan Richards, Director of Property and Commercial |
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