

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

15 Jun 2021	COVID Update	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
15 Jun 2021	Disabled Facilities Grant Policy	Cabinet			All Wards	Sarah Baker, Interim Director of Adult Social Care
15 Jun 2021	SGO Updated Policy	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
15 Jun 2021	Southend New Local Plan	Cabinet			All Wards	Trevor Saunders, Director of Planning (Interim)
15 Jun 2021	Electric Vehicle Charging Policy	Cabinet			All Wards	Trevor Saunders, Director of Planning (Interim)
15 Jun 2021	Culture-led Regeneration and the Town Centre	Cabinet				Emma Cooney, Director of Regeneration & Growth
15 Jun 2021	ASELA Governance	Cabinet			All Wards	Alison Griffin, Chief Executive
15 Jun 2021	Levelling Up Fund Applications	Cabinet				Emma Cooney, Director of Regeneration & Growth

15 Jun 2021	Southend Airport Recovery	Cabinet				Andrew Lewis, Deputy Chief Executive (Place), Joe Chesterton, Executive Director (Finance & Resources)
15 Jun 2021	The Annual Report (Council Function/Policy Framework)	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
15 Jun 2021	Management Arrangements	Cabinet				Alison Griffin, Chief Executive
15 Jun 2021	Resourcing Better Outcomes - Outturn 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
15 Jun 2021	Annual Treasury Management Report 2020/21	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
15 Jun 2021	Council Debt Management - Position to 31st March 2021	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
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 (Interim)
27 Jul 2021	Annual Public Health Report	Cabinet			All Wards	Krishna Ramkhelawon, Interim Director of Public Health
27 Jul 2021	Corporate Risk Register	Cabinet			All Wards	Andrew Barnes, Head of Internal Audit
27 Jul 2021	Highways Delegated Powers	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
27 Jul 2021	Vehicle Crossover Policy	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
27 Jul 2021	Parking Protocols	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
27 Jul 2021	Speeding issues Review	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)
27 Jul 2021	Flood & Coastal Resilience Innovation Programme	Cabinet				Neil Hoskins, Interim Group Manager - Major Projects & Strategic Transport Policy

27 Jul 2021	Emergency Active Travel Fund	Cabinet				Neil Hoskins, Interim Group Manager - Major Projects & Strategic Transport Policy
27 Jul 2021	Old Leigh PSPO	Cabinet				Carl Robinson, Director of Public Protection
27 Jul 2021	Dog Friendly Beach	Cabinet				Carl Robinson, Director of Public Protection
27 Jul 2021	Feed and Food Service Plan 2021/22	Cabinet			All Wards	Elizabeth Georgeou, Group Manager - Regulatory Services
14 Sep 2021	Conservation Area Appraisals	Cabinet			All Wards	Trevor Saunders, Director of Planning (Interim)
14 Sep 2021	SBC SCL Partnership Agreement	Cabinet			All Wards	Benedict Leigh, Director of Commissioning
14 Sep 2021	Annual Safeguarding Report	Cabinet			All Wards	John O'Loughlin, Director of Children's Services
14 Sep 2021	Draft Parking Strategy	Cabinet			All Wards	Sharon Harrington, Group Manager Traffic Management & Highways Network (Interim)

14 Sep 2021	Treasury Management - Quarter one 2021/22	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Sep 2021	Resourcing Better Outcomes - Financial Performance Report for July 2021 (Period 4)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Sep 2021	Public Toilet Provision	Cabinet			All Wards	Imran Kazalbash, Service Manager - Waste Management & Contracts
14 Sep 2021	Waste Collection Services	Cabinet			All Wards	Imran Kazalbash, Service Manager - Waste Management & Contracts
14 Sep 2021	School Admissions Arrangements for Community Schools	Cabinet			All Wards	Brin Martin, Director of Learning
14 Sep 2021	Selective Licensing	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
13 Jan 2022	School Admissions Arrangements for Community Schools	Cabinet			All Wards	Brin Martin, Director of Learning
13 Jan 2022	Maintained School Term Dates 2022/23	Cabinet			All Wards	Brin Martin, Director of Learning

	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
	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 - Plot Specific Land Agreements	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)
	Miscellaneous Land, Leasing and Property Transactions (including at the Victoria Centre)	Executive Director (Finance & Resources) (S151 Officer)				Alan Richards, Director of Property and Commercial
	Community Renewal Fund	Director of Regeneration & Growth			All Wards	Emma Cooney, Director of Regeneration & Growth