

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 August 2021 (ie 1 August 2021 - 30 November 2021)

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| 7 Sep 2021 | Southend 2050 | Cabinet | | | All Wards | Joanna Ruffle, Executive Director (Transformation) |
| 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 | Draft Parking Strategy | Cabinet | | | All Wards | Sharon Harrington, Head of Traffic, Asset Management and Highways Network |
| 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 | 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 |
| 14 Sep 2021 | Information Governance Update | Cabinet | | | All Wards | John Williams, Executive Director (Legal & Democratic Services) |

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| 14 Sep 2021 | The Regulatory of Investigatory Powers Act (RIPA) | Cabinet | | | All Wards | John Williams, Executive Director (Legal & Democratic Services) |
| 14 Sep 2021 | Domestic Abuse Act 2021 Implementation Strategy | Cabinet | | | All Wards | Anna Eastgate, Executive Director (Neighbourhoods and Environment) |
| 14 Sep 2021 | Treasury Management Report - Quarter One | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 14 Sep 2021 | Unaccompanied Asylum-Seeking Children | Cabinet | | | | John O'Loughlin, Director of Children's Services |
| 14 Sep 2021 | Council Debt Management Position | Cabinet | | | | Joe Chesterton, Executive Director (Finance & Resources) |
| 14 Sep 2021 | Platinum Jubilee Civic Honours: Bid for City Status To seek agreement to proceed with the development and submission of a city status application for Southend-on-Sea under the Platinum Jubilee Civic Honours Competition. | Cabinet | | Leader of the Council Chair of Policy and Resources Scrutiny Committee | All Wards | Emma Cooney, Director of Regeneration & Growth |
| 4 Oct 2021 | Bus Service Improvement Plan | Cabinet | | | All Wards | Neil Hoskins, Head of Civil Engineering |

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| 2 Nov 2021 | Seaway Leisure | Cabinet | | | | Alan Richards, Director of Property and Commercial |
| 2 Nov 2021 | SEND Strategy | Cabinet | | | All Wards | Brin Martin, Director of Learning |
| 2 Nov 2021 | Waste Collection Services | Cabinet | | | All Wards | Imran Kazalbash, Service Manager - Waste Management & Contracts |
| 2 Nov 2021 | Public Toilet Provision | Cabinet | | | All Wards | Imran Kazalbash, Service Manager - Waste Management & Contracts |
| 2 Nov 2021 | Annual Safeguarding Report | Cabinet | | | All Wards | Michael Marks, Executive Director (Children and Public Health), Tandra Forster, Executive Director (Adults and Communities) |
| 2 Nov 2021 | Resourcing Better Outcomes - Financial Performance Report for September (Period 6) | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 2 Nov 2021 | Treasury Management Report - Mid Year 2021/22 | Cabinet | | | | Joe Chesterton, Executive Director (Finance & Resources) |
| 2 Nov 2021 | Highway Improvements Policy | Cabinet | | | All Wards | Sharon Harrington, Head of Traffic, Asset Management and Highways Network |

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| 2 Nov 2021 | Annual Report - Comments, Complaints and Compliments 2020/21 | Cabinet | | | All Wards | John Williams, Executive Director (Legal & Democratic Services) |
| 2 Nov 2021 | Gambling Act Licensing Policy | Cabinet | | | All Wards | Elizabeth Georgeou, Group Manager - Regulatory Services |
| 2 Nov 2021 | Air Quality Action Plan 2 | Cabinet | | | All Wards | Elizabeth Georgeou, Group Manager - Regulatory Services |
| 2 Nov 2021 | Southend Theatres Contract Review | Cabinet | | | | Scott Dolling, Director of Culture, Tourism & Property |
| 2 Nov 2021 | Adoption of Traffic and Highways Policies | Cabinet | | | All Wards | Sharon Harrington, Head of Traffic, Asset Management and Highways Network |
| 2 Nov 2021 | Speeding Review Policy | Cabinet | | | All Wards | Sharon Harrington, Head of Traffic, Asset Management and Highways Network |
| 13 Jan 2022 | Southend Leisure Provision Future | Cabinet | | | | Scott Dolling, Director of Culture, Tourism & Property |
| 13 Jan 2022 | School Admissions Arrangements for Community Schools | Cabinet | | | All Wards | Brin Martin, Director of Learning |

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| 13 Jan 2022 | Maintained School Term Dates 2022/23 | Cabinet | | | All Wards | Brin Martin, Director of Learning |
| 13 Jan 2022 | Resourcing Better Outcomes - Financial Performance Report for November (Period 8) | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 13 Jan 2022 | Council Tax Base and Non Domestic Rating Base 2022/23 | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 13 Jan 2022 | Draft Housing Revenue Account Budget 2022/23 and Rent Setting | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 13 Jan 2022 | Draft Prioritising Resources to Deliver Better Outcomes - 2022/23 to 2026/27 | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 13 Jan 2022 | Annual Fostering & Adoption Report | Cabinet | | | All Wards | John O'Loughlin, Director of Children's Services |
| 13 Jan 2022 | Parking Strategy | Cabinet | | | All Wards | Sharon Harrington, Head of Traffic, Asset Management and Highways Network |
| 13 Jan 2022 | Cemetery and Cremation Regulation Policy | Cabinet | | | All Wards | Anna Eastgate, Executive Director (Neighbourhoods and Environment) |

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| 15 Feb 2022 | Housing Revenue Account (HRA) Budget and Rent Setting Report 2022/23 | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 15 Feb 2022 | Treasury Management Policy 2022/23 | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 15 Feb 2022 | Prioritising Resources to Deliver Better Outcomes - 2022/23 to 2026/27 | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 22 Feb 2022 | Treasury Management Report - Quarter Three 2021/22 | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 22 Feb 2022 | Annual Procurement Plan 2022-23 | Cabinet | | | All Wards | Joe Chesterton, Executive Director (Finance & Resources) |
| 22 Feb 2022 | Parking Enforcement Operations Contract | Cabinet | | | All Wards | Sharon Harrington, Head of Traffic, Asset Management and Highways Network |
| | 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, Head of Civil Engineering |

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| | 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 |

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| | Community Renewal Fund | Head of Corporate Finance (Deputy S.151 Officer) | | | All Wards | Head of Corporate Finance (Deputy S.151 Officer) |
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