

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 September 2021 (ie 1 September 2021 - 31 December 2021)

7 Sep 2021	Southend 2050	Cabinet			All Wards	Joanna Ruffle, Executive Director (Transformation)
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)
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
18 Oct 2021	Bus Service Improvement Plan	Cabinet			All Wards	Neil Hoskins, Head of Civil Engineering
18 Oct 2021	Conservation Area Appraisals	Cabinet			All Wards	Trevor Saunders, Director of Planning (Interim)

2 Nov 2021	Seaway Leisure	Cabinet				Alan Richards, Director of Property and Commercial
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			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
2 Nov 2021	Highways Safety Improvements	Cabinet			All Wards	Sharon Harrington, Head of Traffic, Asset Management and Highways Network
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	Better Queensway - Compulsory Purchase Order	Cabinet				Emma Cooney, Director of Regeneration & Growth
2 Nov 2021	Electric Vehicle Charging Supplementary Planning Document	Cabinet			All Wards	Trevor Saunders, Director of Planning (Interim)
13 Jan 2022	SEND Strategy	Cabinet			All Wards	Brin Martin, Director of Learning
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
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	Cemetery and Cremation Regulation Policy	Cabinet			All Wards	Anna Eastgate, Executive Director (Neighbourhoods and Environment)
13 Jan 2022	Conservation Area Appraisals	Cabinet			All Wards	Trevor Saunders, Director of Planning (Interim)
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
22 Feb 2022	Parking Strategy	Cabinet			All Wards	Sharon Harrington, Head of Traffic, Asset Management and Highways Network
22 Feb 2022	Selective Licensing Enforcement Policy	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
	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

	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	Head of Corporate Finance (Deputy S.151 Officer)			All Wards	Head of Corporate Finance (Deputy S.151 Officer)
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