

## **SOUTHEND-ON-SEA CITY 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 June 2022 (ie 1 June 2022 - 30 September 2022)**

14 Jun 2022	Delivery of Southend Outcomes & Priorities - Annual Report and Provisional Resources Outturn 2021/22	Cabinet			All Wards	Stephen Meah-Sims, Executive Director - Strategy, Change and Governance
14 Jun 2022	Adult Strategy Action Plans	Cabinet			All Wards	Tandra Forster, Executive Director (Adult and Communities)
14 Jun 2022	Waste Procurement	Cabinet	Part exempt 3		All Wards	John Burr, Interim Director of Highways
14 Jun 2022	Annual Procurement Plan	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Jun 2022	Treasury Management Report 2021/22	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Jun 2022	Debt Management Position to 31st March 2022	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
1 Jul 2022	Levelling-Up Fund	Cabinet			All Wards	Alan Richards, Interim Executive Director - Growth & Housing
1 Jul 2022	City Council Branding	Cabinet			All Wards	Stephen Meah-Sims, Executive Director - Strategy, Change and Governance

1 Jul 2022	Integrated Care Partnership	Cabinet			All Wards	Tandra Forster, Executive Director (Adult and Communities)
1 Jul 2022	PSPO No.2 Town Centre and Seafront	Cabinet				Joanne Stowell, Director of Public Protection
1 Jul 2022	Seaway Leisure	Cabinet				Alan Richards, Interim Executive Director - Growth & Housing
1 Jul 2022	PSPO Dog Friendly Beach	Cabinet				Scott Dolling, Director of Culture, Tourism & Property
1 Jul 2022	Vecteo To seek recommendations with regards the arrangements with Vecteo	Cabinet	3	The Chair & Members of Policy & Resources Scrutiny Committee		John Burr, Interim Director of Highways
1 Jul 2022	City Music Festival Proposals for a Music Festival to take place in September 2002	Cabinet		The Chair & Members of Place Scrutiny Committee		Scott Dolling, Director of Culture, Tourism & Property
26 Jul 2022	Cost of Care Report	Cabinet			All Wards	Tandra Forster, Executive Director (Adult and Communities)

26 Jul 2022	Leisure Services	Cabinet				Scott Dolling, Director of Culture, Tourism & Property
26 Jul 2022	Annual Public Health Report	Cabinet			All Wards	Krishna Ramkhelawon, Interim Director of Public Health
26 Jul 2022	Parking Procurement	Cabinet			All Wards	Sharon Harrington, Head of Traffic, Asset Management and Highways Network
26 Jul 2022	Southend Business Improvement District LTD RE-Ballot	Cabinet				Scott Dolling, Director of Culture, Tourism & Property
26 Jul 2022	Corporate Risk Register	Cabinet			All Wards	Andrew Barnes, Head of Internal Audit
26 Jul 2022	Fees and Charges Update	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
26 Jul 2022	Corporate Plan	Cabinet			All Wards	Suzanne Newman, Interim Head of Corporate Strategy
26 Jul 2022	Community Safety Partnership Strategy	Cabinet			All Wards	Joanne Stowell, Director of Public Protection
13 Sep 2022	Pollinator Strategy	Cabinet			All Wards	Paul Rabbitts, Head of Parks and Open Spaces

13 Sep 2022	Feed and Food Service Plan 2022/23	Cabinet			All Wards	Elizabeth Georgeou, Group Manager - Regulatory Services
13 Sep 2022	Resourcing Better Outcomes - Financial Performance Report for July (Period 4)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
13 Sep 2022	Treasury Management Report - Quarter One 2022/23	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
13 Sep 2022	Adult Market Position Statement	Cabinet			All Wards	Benedict Leigh, Director of Commissioning
8 Nov 2022	Resourcing Better Outcomes - Financial Performance Report for September 2022 (Period 6)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
8 Nov 2022	Treasury Management Report - Mid Year 2022/23	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
	Better Queensway LLP Accounts			Relevant Cabinet Member (SO.46 Procedure)		Giles Gilbert, Director of Legal Services
	Better Queensway	Director of Regeneration & Growth		Decisions taken pursuant to delegations of Cabinet or officer delegations under the Constitution		

	Airport Business Park - Plot Specific Land Agreements	Executive Director (Finance & Resources) (S151 Officer)				Alan Richards, Interim Executive Director - Growth & Housing
	Miscellaneous Land, Leasing and Property Transactions (including at the Victoria Centre)	Executive Director (Finance & Resources) (S151 Officer)				Alan Richards, Interim Executive Director - Growth & Housing