

## 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 September 2022 (ie 1 September 2022 - 31 December 2022)**

29 Sep 2022	Feed and Food Service Plan 2022/23	Cabinet			All Wards	Elizabeth Georgeou, Group Manager - Regulatory Services
29 Sep 2022	Resourcing Better Outcomes - Finance and Corporate Performance Report for July (Period 4)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
29 Sep 2022	Treasury Management Report - Quarter One 2022/23	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
29 Sep 2022	Stray Dog Service	Cabinet			All Wards	Joanne Stowell, Director of Public Protection
29 Sep 2022	Transport East's Transport Strategy	Cabinet			All Wards	John Burr, Interim Director of Highways
29 Sep 2022	Options for the Procurement of the Voluntary Sector Contract	Cabinet			All Wards	Tracy Harris
29 Sep 2022	City Strategy	Cabinet			All Wards	Emma Lindsell

29 Sep 2022	City Council Brand Refresh	Cabinet			All Wards	Stephen Meah-Sims, Executive Director - Strategy, Change and Governance
29 Sep 2022	School Admissions Arrangements 2024-25	Cabinet			All Wards	Michael Marks, Executive Director (Children and Public Health)
29 Sep 2022	Private Rented Sector Housing Enforcement Policy	Cabinet			All Wards	Joanne Stowell, Director of Public Protection
29 Sep 2022	Cost of Living Crisis	Cabinet			All Wards	Suzanne Newman, Interim Head of Corporate Strategy
29 Sep 2022	Personal Watercraft and Barbacue PSPO	Cabinet				Scott Dolling, Director of Culture, Tourism & Property
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)
12 Jan 2023	Resourcing Better Outcomes - Financial Performance Report for November 2022 (Period 8)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

8 Nov 2022	Debt Management	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
12 Jan 2023	Council Tax Base and Non Domestic Rating Base 2023/24	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
12 Jan 2023	Draft Housing Revenue Account Budget 2023/24 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
12 Jan 2023	Draft Prioritising Resources to Deliver Better Outcomes - 2023/24 to 2027/28	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
12 Jan 2023	Debt Management - Position to 30 November 2022	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Feb 2023	Treasury Management Policy 2023/24	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Feb 2023	Housing Revenue Account (HRA) Budget and Rent Setting Report 2023/24	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
14 Feb 2023	Prioritising Resources to Deliver Better Outcomes - 2023/24 to 2027/28	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

21 Feb 2023	Treasury Management Report - Quarter Three 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