

## **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 2024 (ie 1 June 2024 - 30 September 2024)**

24 Jun 2024	Gambling Policy Consultation	Cabinet				Elizabeth Georgeou, Group Manager - Regulatory Services
24 Jun 2024	Licensing Policy - Consultation and Adoption	Cabinet				Elizabeth Georgeou, Group Manager - Regulatory Services
24 Jun 2024	2023/24 Outturn Report	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
24 Jun 2024	Treasury Outturn Report	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
24 Jun 2024	Corporate Debt Report	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
29 Jul 2024	Better Queensway Project Progression	Cabinet	Open			Glyn Halksworth, Director of Housing Development
29 Jul 2024	Annual Public Health Report	Cabinet			All Wards	Krishna Ramkhelawon, Interim Director of Public Health
29 Jul 2024	Next Stage of the Housing Pipeline	Cabinet				Glyn Halksworth, Director of Housing Development

29 Jul 2024	Feed and Food Service Plan	Cabinet				Elizabeth Georgeou, Group Manager - Regulatory Services
29 Jul 2024	Transitions Working Party Report	Cabinet				Michael Marks, Executive Director (Children and Public Health)
29 Jul 2024	Hybrid and Transactional Mail Contract Extension	Cabinet				Mark Murphy, Group Manager - Property and Estate Management
29 Jul 2024	Unit 4 Business World Contract	Cabinet				Carol Thomas
16 Sep 2024	New Waste Contract and Services Transition Resource Requirements	Cabinet			All Wards	Jo Gay, Interim Head of Waste & Climate Change
16 Sep 2024	Waste Collection and Street Cleansing Services Contract	Cabinet				Jo Gay, Interim Head of Waste & Climate Change
16 Sep 2024	Resources and Recycling Strategy	Cabinet				Jo Gay, Interim Head of Waste & Climate Change
16 Sep 2024	Contract for Replacement of Laptops, Desktops and Tablets	Cabinet				Carol Thomas

16 Sep 2024	South East Local Enterprise Partnership (SELEP) Succession arrangements for Greater Essex and Southend	Cabinet				Alan Richards, Executive Director (Environment & Place)
16 Sep 2024	Notice of Motion - Replacement of Paving Slabs	Cabinet				Richard Lumley, Director of Highways, Transportation and Waste
16 Sep 2024	Chichester Avenue Tree and Proposal to Remove Right Turn into Tylers Avenue	Cabinet				Richard Lumley, Director of Highways, Transportation and Waste
16 Sep 2024	Financial Performance Report for July 2024 (Period 4)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Sep 2024	Treasury Management Report - Quarter one 2024/25	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Sep 2024	Debt Management - Position to 31 July 2024	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
16 Sep 2024	Parking Enforcement, Car Park Management and Associated Services Contract Award	Cabinet	Part exempt			Richard Lumley, Director of Highways, Transportation and Waste

18 Nov 2024	Financial Performance Report for September 2024 (Period 6)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
18 Nov 2024	Treasury Management Report - Mid Year 2024/25	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
18 Nov 2024	Contract Extension for Agency & Permanent Resourcing (HAYS)	Cabinet				Sue Putt, Head of HR and Payroll
18 Nov 2024	Domestic Abuse Essex Wide Contract (to include Southend-on-Sea)	Cabinet	Fully exempt			Tracy Harris
9 Jan 2025	Financial Performance Report for November 2024 (Period 8)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
9 Jan 2025	Council Tax Base and Non Domestic Rating Base 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
9 Jan 2025	Draft Housing Revenue Account Budget 2025/26 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
9 Jan 2025	Draft Budget Proposals - 2025/26 to 2029/30	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

9 Jan 2025	Debt Management - Position to 30 November 2024	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Feb 2025	Treasury Management Policy 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Feb 2025	Housing Revenue Account (HRA) Budget and Rent Setting Report 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Feb 2025	Budget Proposals - 2025/26 to 2029/30	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
3 Mar 2025	Treasury Management Report - Quarter Three 2024/25	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
1 Jul 2024	Library Book Supply To approve the renewal of the contract for the supply of library books through the CBC framework with Askew and Holts Ltd for four years to 31 <sup>st</sup> March 2024.	Culture, Tourism and Business			All Wards	Mark Harvey, Executive Director (Adults & Communities)

17 Jun 2024	Appointment of Contractor - Vic Shopping Centre	Finance, Assets, and Investments	Part exempt 3			Mark Murphy, Group Manager - Property and Estate Management
	Fuel Card Services Contract	Highways, Transport & Parking				Alan Richards, Executive Director (Environment & Place)
	CCTV Maintenance Contract	Community Safety & Public Protection				Alan Richards, Executive Director (Environment & Place)
	Prince George Extension - Southend Pier	Regulatory Services	Fully exempt			Mark Murphy, Group Manager - Property and Estate Management
1 Jul 2024	Cliffs Pavilion Refurbishment - Main Contractor To appoint Auburn Group Limited to undertake the construction of an extension alongside the refurbishment of existing front of house areas and associated external works at the Cliffs Pavilion subject to statutory Standstill Period.	Finance, Assets, and Investments				Mark Murphy, Group Manager - Property and Estate Management



	Water Systems Management - Term Contractor	Regulatory Services	Fully exempt			Mark Murphy, Group Manager - Property and Estate Management
24 Jun 2024	Intruder Alarms, Building CCTV, Access Control and Associated Works - Term Contractor The appointment of term contractor for intruder alarms, building cctv, access control and associated works to Public Buildings and Schools within the City of Southend-on-Sea – 2024 to 2027 with option to extend until 2030.	Finance, Assets, and Investments				Mark Murphy, Group Manager - Property and Estate Management
	General Maintenance (including Pier Decking) - Term Contractor	Regulatory Services	Fully exempt			Mark Murphy, Group Manager - Property and Estate Management
24 Jun 2024	Drainage and Pumping Stations - Term Contractor	Finance, Assets, and Investments	Part exempt			Mark Murphy, Group Manager - Property and Estate Management

26 Jun 2024	Young Carers Service To approve a 22-month contract variation to the current adults' carers service provided by Carers First to extend their service to include young carers support until 31st March 2026.	Children's Services, Education & Learning				Michael Marks, Executive Director (Children and Public Health)
24 Jun 2024	Blenheim School Autism Resource Base - Approval to Tender	Finance, Assets, and Investments				Mark Murphy, Group Manager - Property and Estate Management
	Blenheim School Autism Resource Base - Approval to Appoint Main Contractor	Children's Services, Education & Learning				Mark Murphy, Group Manager - Property and Estate Management

28 Jun 2024	Council Print Room - Extension of Contract To extend the existing Contract with Ricoh Print Services for the Council's Managed Print Services for two years with agreement to extend the Contract for up to a further two years, subject to continuing review of service requirements.	Finance, Assets, and Investments				Mark Murphy, Group Manager - Property and Estate Management
-------------	---	----------------------------------	--	--	--	---

28 Jun 2024	<p>Council Print Fleet - Award of Contract</p> <p>To appoint Ricoh Print Services to provide the Council's fleet printers and photocopiers, through the CCS RM6174 Framework - Multifunctional Devices (MFDs), Print and Digital Workflow Software Services and Managed Print Service Provision - Lot 2, for the period 1 September 2024 to 31 August 2029</p>	Finance, Assets, and Investments				Mark Murphy, Group Manager - Property and Estate Management
	Property Management of Victoria Shopping Centre - Contract Award	Finance, Assets, and Investments	Fully exempt			Mark Murphy, Group Manager - Property and Estate Management