

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 . 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 January 2025 (ie 1 January 2025 - 30 April 2025)

19 Dec 2024	Fossetts Farm	Cabinet				
19 Dec 2024	Parking Fees and Charges	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
19 Dec 2024	Other Fees and Charges	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
9 Jan 2025	Devolution Priority Programme To seek endorsement for taking the initial steps needed in response to the proposals set out in the White Paper, and invitation from the Minister of State for Local Government and English to all two-tier areas and smaller unitary councils, to submit a letter from the Leader of the Council, alongside Essex and Thurrock Councils, to see Southend's inclusion in the Government's Devolution Priority Programme.	Cabinet		Chair and Members of the Policy & Resources Scrutiny Committee		Claire Shuter, Executive Director (Strategy & Change)

13 Jan 2025	Financial Performance Report for November 2024 (Period 8)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
13 Jan 2025	Council Tax Base and Non Domestic Rating Base 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
13 Jan 2025	Draft Housing Revenue Account Budget 2025/26 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
13 Jan 2025	Draft Budget Proposals - 2025/26 to 2029/30	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
13 Jan 2025	Debt Management - Position to 30 November 2024	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
13 Jan 2025	Councillor ICT Policy	Cabinet				Carol Thomas, Director of Digital & ICT
13 Jan 2025	Civic Pride Action Plan	Cabinet				Suzanne Newman, Head of Corporate Strategy
13 Jan 2025	Healthwatch Southend Contract Extension	Cabinet				Mark Harvey, Executive Director (Adults & Communities)

13 Jan 2025	Homecare Extension	Cabinet				Mark Harvey, Executive Director (Adults & Communities)
13 Jan 2025	School Term Holiday Dates 2026/27	Cabinet				Cathy Braun, Head of Access & Inclusion
13 Jan 2025	Severe and Multiple Disadvantaged Service/Intensive Housing Support Service Contract Extension	Cabinet				Mark Harvey, Executive Director (Adults & Communities)
13 Jan 2025	All-age Advocacy Services Contract Award 2025	Cabinet				Mark Harvey, Executive Director (Adults & Communities)
13 Jan 2025	Commissioning Children's and Young People's Residential and Accommodation Provision	Cabinet				Michael Marks, Executive Director (Children and Public Health)
13 Jan 2025	Transitional Supported Housing Contract Extension	Cabinet				Michael Marks, Executive Director (Children and Public Health)
13 Jan 2025	Notice of Motion - Council Tax Scheme for Southend's Special Constables	Cabinet				Alan Richards, Executive Director (Environment & Place)

13 Jan 2025	Notice of Motion - Pensioner Winter Fuel Payment	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
13 Jan 2025	Notice of Motion - Urgent Action to Support Seafront Businesses (removal of 18.00 to 21.00 Parking Charges in Zone 1A)	Cabinet				Alan Richards, Executive Director (Environment & Place)
13 Jan 2025	School Admission Arrangements for Community Schools	Cabinet				Cathy Braun, Head of Access & Inclusion
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)
3 Mar 2025	Southend-on-Sea Council Corporate Performance Report - Quarter 3	Cabinet				Claire Shuter, Executive Director (Strategy & Change)

3 Mar 2025	Annual Procurement Plan 2025/26	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
3 Mar 2025	Southend City Council SEND Home to School Travel Assistance Policy	Cabinet				Liz Hunt, Director of Education, Inclusion & Early Years
3 Mar 2025	New North to South Bus Service	Cabinet				Richard Lumley, Director of Infrastructure & Environment
3 Mar 2025	City Vision	Cabinet				Suzanne Newman, Head of Corporate Strategy
3 Mar 2025	Review of South Essex Homes Partnership Agreement	Cabinet				Glyn Halksworth, Director of Regeneration and Housing (including Regulatory Services)
3 Mar 2025	Supported Living Framework	Cabinet				Mark Harvey, Executive Director (Adults & Communities)
3 Mar 2025	Notice of Motion - Improving Voter Provision for Visually Impaired	Cabinet				Colin Gamble, Head of Democratic & Electoral Services

3 Mar 2025	Notice of Motion - Building on Green Belt and Open Space, Against Proposed Development of Salvation Army Land	Cabinet				Kevin Waters, Director of Planning and Economy
	Anchor Bay and Pier Stem Phases 3 and 4 - Southend Pier	Cabinet Member for Finance, Assets, and Investments	Part exempt			Mark Murphy, Head of Property and Estate Management
	Contract Extension for Agency & Permanent Resourcing (HAYS)	Cabinet				Sue Putt, Head of People & Organisation