

## **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 December 2023 (ie 1 December 2023 - 31 March 2024)**

12 Dec 2023	Budget Update	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Jan 2024	Council Tax Base & Non Domestic Rating Base 2024/25	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Jan 2024	Draft Prioritising Resources to Deliver Better Outcomes - 2024/25 to 2028/29	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Jan 2024	Draft Housing Revenue Account Budget 2024/25 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Jan 2024	Budget Monitoring	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Jan 2024	Performance Report	Cabinet			All Wards	Claire Shuter, Executive Director (Strategy & Change)
11 Jan 2024	Debt Management - Position to 30th November 2023	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Jan 2024	School Admission Arrangements	Cabinet				Cathy Braun

11 Jan 2024	School Term and Holiday Dates	Cabinet				Cathy Braun
11 Jan 2024	Microsoft Enterprise Agreement	Cabinet				Carol Thomas
11 Jan 2024	Toilet Cleaning and Light Maintenance	Cabinet				Alan Richards, Executive Director (Environment & Place)
	Commercial Property	Regulatory Services	Fully exempt 3			Joe Chesterton, Executive Director (Finance & Resources)
	Highways Asset Management System	Highways, Transport & Parking				Alan Richards, Executive Director (Environment & Place)
	Afghan Temporary Accommodation Provision	Housing & Planning				Glyn Halksworth, Director of Housing Development