

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

4 Mar 2024	Economic Growth Strategy 2024-2028	Cabinet			All Wards	Kevin Waters, Director of Planning
4 Mar 2024	New Tenancy Strategy	Cabinet			All Wards	Glyn Halksworth, Director of Housing Development
4 Mar 2024	Annual Procurement Plan	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
4 Mar 2024	Treasury Management Report - Quarter Three 2023/24	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
4 Mar 2024	Corporate Risk Register	Cabinet			All Wards	Andrew Barnes, Head of Internal Audit
4 Mar 2024	Southend City Council Companies Review	Cabinet				Claire Shuter, Executive Director (Strategy & Change)
4 Mar 2024	Extension of Contact - Severe & Multiple Disadvantage Service 2024/25	Cabinet				Mark Harvey, Executive Director (Adults & Communities)
4 Mar 2024	Family Centres - Consultation	Cabinet				Michael Marks, Executive Director (Children and Public Health)

4 Mar 2024	Community Response Service & Telecare Charging System - Consultation	Cabinet				Mark Harvey, Executive Director (Adults & Communities)
4 Mar 2024	Dementia Support Service - Consultation	Cabinet				Mark Harvey, Executive Director (Adults & Communities)
14 Mar 2024	Community Based Supported Living Procurement	Cabinet			All Wards	Mark Harvey, Executive Director (Adults & Communities)
14 Mar 2024	Homecare Contract Extension	Cabinet			All Wards	Mark Harvey, Executive Director (Adults & Communities)
14 Mar 2024	Waste Collection Contract Procurement The procurement and award of the Waste Collection Contract	Cabinet		Chair & Members of Place Scrutiny Committee	All Wards	Alan Richards, Executive Director (Environment & Place)
14 Mar 2024	Transitional Supported Housing	Cabinet	Fully exempt	The Chair and Members of People Scrutiny Committee.	All Wards	Mark Harvey, Executive Director (Adults & Communities)
4 Apr 2024	Waste Collection Procurement	Cabinet	Part exempt			Alan Richards, Executive Director (Environment & Place)

	Fossetts Farm Development	Cabinet				Alan Richards, Executive Director (Environment & Place)
24 Jun 2024	Residential EV Charging Infrastructure (LEVI Fund)	Cabinet				Neil Hoskins, Head of Civil Engineering
24 Jun 2024	Parking Procurement Contract(s)	Cabinet				Richard Lumley, Director of Highways, Transportation and Waste
2 May 2024	Cliffs Pavilion Refurbishment - Main Contractor	Regulatory Services				Mark Murphy, Group Manager - Property and Estate Management
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
	Arboricultural Maintenance Contract Decision to Award Term Arboricultural Maintenance Contract	Environment (Deputy Leader)			All Wards	Alan Richards, Executive Director (Environment & Place)

	Supported Accommodation for Young People Contract	Public Health, Adult Social Care & Constitutional Affairs Working Party				Mark Harvey, Executive Director (Adults & Communities)
	Library Book Supply	Arts, Culture, Heritage & Leisure				Mark Harvey, Executive Director (Adults & Communities)
	Fuel Card Services Contract	Highways, Transport & Parking				Alan Richards, Executive Director (Environment & Place)
	Contract for Repairs and Voids Service - Council Housing Properties To seek approval to award a contract to the preferred bidder, following the procurement process undertaken for a contract to deliver Responsive Repairs and Reinstatement of Void properties in the Council's housing stock.	Housing & Planning		The Chair and Members of the Council's Policy & Resources Scrutiny Committee		Glyn Halksworth, Director of Housing Development
	Healthy Lifestyles 2024 Contract Award	Public Health & Adult Social Care				Krishna Ramkhelawon, Interim Director of Public Health

	CCTV Maintenance Contract	Community Safety & Public Protection				Alan Richards, Executive Director (Environment & Place)
	South East Local Enterprise Partnership (SELEP) Accountable Body Transitional Arrangements	Leader (Special Educational Needs & Disability and Constitutional Affairs)				Alan Richards, Executive Director (Environment & Place)
	Introduction, Expansion or Removal of Parking Charges (as per budget amendment) 2024/25	Highways, Transport & Parking Working Party				Alan Richards, Executive Director (Environment & Place)
	Prince George Extension - Southend Pier	Regulatory Services	Fully exempt			Mark Murphy, Group Manager - Property and Estate Management