

Thurrock: A place of opportunity, enterprise and excellence, where
individuals, communities and businesses flourish

Forward Plan of Key Decisions

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THE FORWARD PLAN

The Council produces a Forward Plan detailing “Key Decisions” that are to be taken over the next four months by the Leader of the Council, the Cabinet, Cabinet Members and Officers of the Council.

“Key Decisions” are defined as those that are likely to

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority’s budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

For the purpose of (a) above, the Council has defined significant expenditure or savings as being in excess of £500,000 per annum.

For information purposes, the Forward Plan also includes some other matters expected to come before Cabinet or that the Cabinet is likely to recommend to full Council whether or not they may give rise to Key Decisions.

The Cabinet

CABINET MEMBER	PORTFOLIO
Councillor Robert Gledhill (Leader of the Council)	Housing
Councillor Garry Hague (Deputy Leader of the Council)	Business
Councillor James Halden	Education / Health
Councillor Brian Little	Transport / Highways
Councillor Sue Little	Children’s and Adult Social Care
Councillor Shane Hebb	Finance / Central Services
Councillor Deborah Stewart	Performance and Communities
Councillor Pauline Tolson	Environment
Councillor Coxshall	Regeneration

Publicity in connection with Key Decisions

Where the Council intends to make a key decision, that decision must not be made until a document has been published which states:

- that a key decision is to be made on behalf of the Council;
- the matter in respect of which the decision is to be made;
- where the decision maker is an individual, that individual's name, and title if any and, where the decision maker is a decision-making body, its name and a list of its members;
- the date on which, or the period within which, the decision is to be made;
- a list of the documents submitted to the decision maker for consideration in relation to the matter in respect of which the key decision is to be made;
- the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed is available;
- that other documents relevant to those matters may be submitted to the decision maker;
- the procedure for requesting details of those documents (if any) as they become available.

The Forward Plan will be updated with the information set out above and will be published **at least 28 days before the date of the Cabinet meeting to which it refers.**

Copies can be obtained as follows:

In writing, addressed to: Democratic Services,
Civic Offices,
New Road,
Grays,
Essex
RM17 6SL

By e-mail to direct.democracy@thurrock.gov.uk

Via the Council's web site at: www.thurrock.gov.uk/democracy

Members of the public are entitled to obtain copies of any documents that will be relied upon when the decision is taken, unless they are either confidential or exempt within the meaning of Schedule 12A in the Local Government Act 1972 (for example, information relating to individual people/employees, financial/commercial details or legal proceedings).

These documents will normally be published on the Council's website at the address above **at least 5 clear working days** before the decision is due to be taken. Paper copies will also be available for inspection via the address, telephone number and e-mail address set out above.

Admission of the public to meetings of the Cabinet:

A meeting of the Cabinet must be open to the public except to the extent that the public are excluded.

The public must be excluded from a meeting during an item of business whenever:

- (a) it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence;

- (b) the decision-making body concerned passes a resolution to exclude the public during that item where it is likely, in view of the nature of the item of business, that if members of the public were present during that item, exempt information would be disclosed to them;
- (c) a lawful power is used to exclude a member or members of the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

Confidential or Exempt information:

At least 28 clear days before a meeting where confidential or exempt information is to be considered, the Council will make available at the Civic Offices and on its website, a notice of its intention to hold all or part of a meeting in private, i.e., where the press and public are excluded.

Any such notice must include a statement of the reasons for the meeting to be held in private. Upon publication of this notice, representations may be received by the Council about why a particular decision should be open to the public. Any such representations should be made as follows:

In writing, addressed to: Democratic Services,
Civic Offices,
New Road,
Grays,
Essex
RM17 6SL

By email to direct.democracy@thurrock.gov.uk

At least five clear days before a private meeting, where the press and public are excluded from all or part of a meeting, the Council will make available at the Civic Offices and on its website a further notice of its intention to hold all or part of a meeting in private.

This notice must include a statement of the reasons for all or part of the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public, and, a statement of its response to any such representations made.

Please note that the decision dates provided within this Forward Plan are indicative and occasionally subject to change. Please contact Democratic Services if you wish to check the decision date for a particular item.

Description of the decision	Date decision is expected to be taken and who will take the decision?	Key or Non-Key Decision	Responsible Officer	Cabinet Member / Portfolio	Open / Exempt (and reason if the decision is to be taken in private)
<p>Housing Development Update To update cabinet on the progress of Housing Capital Development and to request the delegated authority for the transfer of Belmont Road site (or other land) from the Council to Gloriana Thurrock Ltd</p>	<p>13 Jul 2016 Cabinet</p>	<p>Key Expenditure > £500,000</p>	<p>Steve Cox, Corporate Director of Environment and Place</p>	<p>Leader and Cabinet Member for Housing</p>	<p>Part exempt</p>
<p>Approve the plan for procurement of a Contract to carry out Disabled Adaptations to Thurrock Housing properties To provide Cabinet with the business case for the procurement of a contract to provide disabled adaptations – both mechanical installations such as stair lifts, and building works such as graded shower provision. The contract will primarily be used for properties within the Thurrock Housing portfolio but will also be available for Disabled Facilities Grant (DFG) works on owner occupied properties where the resident is unable to take contractual responsibility</p>	<p>13 Jul 2016 Cabinet</p>	<p>Key Expenditure > £500,000</p>	<p>Roger Harris, Corporate Director of Adults, Housing and Health</p>	<p>Leader and Cabinet Member for Housing</p>	<p>Open</p>
<p>Education Transport Policy To approve the Education transport policy containing the general arrangements made by Thurrock Council in respect of home to school travel and transport for children of compulsory school age. The policy will explain both statutory transport provision, and that provided on a discretionary basis.</p>	<p>13 Jul 2016 Cabinet</p>	<p>Key Affects more than 1 ward</p>	<p>Roger Harris (Corporate Director of Adults, Housing and Health)</p>	<p>Cabinet Member for Finance and Central Services</p>	<p>Open</p>

Description of the decision	Date decision is expected to be taken and who will take the decision?	Key or Non-Key Decision	Responsible Officer	Cabinet Member / Portfolio	Open / Exempt (and reason if the decision is to be taken in private)
Community Environmental Developmental Fund Approve recommendations to fund community organisations following a two stage application process to the Community Environmental Development Fund.	13 Jul 2016 Cabinet	Key Expenditure > £500,000	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Performance and Communities	Open
Fixed Penalty Notices for Fly Tipping - Rate Setting To approve the rate for fixed penalties served by Thurrock under the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016. All Wards	13 Jul 2016 Cabinet	Key Affects more than 1 ward	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Performance and Communities	Open
Corporate Performance Framework 2016/17 and End of Year Corporate Performance Report 2015/16 This report provides Cabinet with the full year report on the statistical performance of the Corporate Scorecard 2015/2016, a basket of key performance indicators and the projects/activities identified in the Corporate Priority Activity Plan 2015/2016.	13 Jul 2016 Cabinet	Non Key	Jackie Hinchliffe (Director of HR, OD & Transformation)	Deputy Leader and Cabinet Member for Business	Open
Tender of Insurance and Associated Services To seek approval to proceed with the tender of the Council's insurance and associated services as the initial period of 3 years on the	13 Jul 2016 Cabinet	Key	Sean Clark (Director of Finance & IT)	Cabinet Member for Finance and Central Services	Open

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current contract is due to expire on 31 st March 2017.					
Community Asset Transfer Policy To approve and adopt the draft Community Asset Transfer Policy	13 Jul 2016 Cabinet	Non Key	Roger Harris, Corporate Director of Adults, Housing and Health, Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Performance and Communities	Open
Annual Parking Report 2016 That Cabinet approves the publication of the Annual Parking Report for 2016, in accordance with Traffic Management Act 2004. All Wards	13 Jul 2016 Cabinet	Key	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Transport and Highways	Open
Environment Decision	13 Jul 2016 Cabinet	Key Expenditure > £500,000	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Environment	Open
Local Air Quality Management	13 Jul 2016 Cabinet	Key Affects more than 1 ward	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Performance and Communities	Open
Highways Maintenance Efficiency Programme update That Cabinet notes the progress of the Highways Maintenance Efficiency Programme and approves its further development. All Wards	7 Sep 2016 Cabinet	Key	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Transport and Highways	Open

Description of the decision	Date decision is expected to be taken and who will take the decision?	Key or Non-Key Decision	Responsible Officer	Cabinet Member / Portfolio	Open / Exempt (and reason if the decision is to be taken in private)
Medium Term Financial Plan - Quarter 1 Update To update Cabinet on the Medium Term Financial Plan of the Council.	7 Sep 2016 Cabinet	Key Affects more than 1 ward	Sean Clark (Director of Finance & IT)	Cabinet Member for Finance and Central Services	Open
2016 Annual Public Health Report	7 Sep 2016 Cabinet	Key Affects more than 1 ward	Ian Wake (Director of Public Health), Roger Harris (Corporate Director of Adults, Housing and Health)	Cabinet Member for Education and Health	Open
Housing Development Update To update cabinet on the progress of Housing Capital Development and to request the delegated authority for the transfer of Belmont Road site (or other land) from the Council to Gloriana Thurrock Ltd	12 Oct 2016 Cabinet	Key Expenditure > £500,000	Steve Cox (Corporate Director of Environment and Place)	Leader and Cabinet Member for Housing	Part exempt
Medium Term Financial Plan - Quarter 2 Update To update Cabinet on the Medium Term Financial Plan of the Council.	9 Nov 2016 Cabinet	Key Affects more than 1 ward	Sean Clark (Director of Finance & IT)	Cabinet Member for Finance and Central Services	Open
Local Council Tax Scheme To agree the Local Council Tax Scheme for 2017/2018	9 Nov 2016 Cabinet	Key Affects more than 1 ward	Sean Clark (Director of Finance & IT)	Cabinet Member for Finance and Central Services	Open
Housing Development Update To update cabinet on the progress of Housing	11 Jan 2017 Cabinet	Key Expenditure >	Steve Cox (Corporate Director of	Leader and Cabinet Member for Housing	Part exempt

Description of the decision	Date decision is expected to be taken and who will take the decision?	Key or Non-Key Decision	Responsible Officer	Cabinet Member / Portfolio	Open / Exempt (and reason if the decision is to be taken in private)
Capital Development and to request the delegated authority for the transfer of Belmont Road site (or other land) from the Council to Gloriana Thurrock Ltd		£500,000	Environment and Place)		
Medium Term Financial Plan - Quarter 3 Update To update Cabinet on the Medium Term Financial Plan of the Council.	8 Mar 2017 Cabinet	Key Affects more than 1 ward	Sean Clark (Director of Finance & IT)	Cabinet Member for Finance and Central Services	Open
Housing Development Update To update cabinet on the progress of Housing Capital Development and to request the delegated authority for the transfer of Belmont Road site (or other land) from the Council to Gloriana Thurrock Ltd	8 Mar 2017 Cabinet	Key Expenditure > £500,000	Steve Cox (Corporate Director of Environment and Place)	Leader and Cabinet Member for Housing	Part exempt