

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

## **Forward Plan of Key Decisions**

**Issued: 15 August 2017**

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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 Shane Hebb (Deputy Leader of the Council)	Finance and Legal Services
Councillor Mark Coxshall	Regeneration
Councillor James Halden	Education and Health
Councillor Deborah Huelin	Performance and Central Services
Councillor Brian Little	Highways and Transport
Councillor Sue Little	Children’s and Adult Social Care
Councillor Sue MacPherson	Neighbourhoods
Councillor Aaron Watkins	Environment

## 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](mailto:direct.democracy@thurrock.gov.uk)

Via the Council's web site at: [www.thurrock.gov.uk/democracy](http://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](mailto: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)
<b>Q1 Financial Position and MTFS Update</b> To note the Councils forecast financial position for 2017/18.	<b>13 Sep 2017 Cabinet</b>	Key Affects more than 1 ward	Sean Clark (Director of Finance & IT)	Deputy Leader and Cabinet Member for Finance and Legal	Open
<b>2017/18 Capital Monitoring Report - Quarter 1</b> To note the position on the major capital schemes undertaken by the Council.	<b>13 Sep 2017 Cabinet</b>	Key	Sean Clark (Director of Finance & IT)	Deputy Leader and Cabinet Member for Finance and Legal	Open
<b>Central Grays Civic Buildings Optimisation</b> This report seeks Member approval to proceed to the next phase of the Central Grays Civic Buildings Optimisation project.	<b>11 Oct 2017 Cabinet</b>	Key Expenditure > £500,000	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Regeneration	Open
<b>Purfleet Centre Regeneration</b> To update Cabinet on progress with the Purfleet Centre Regeneration Project.	<b>11 Oct 2017 Cabinet</b>	Key Expenditure > £500,000	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Regeneration	Part exempt
<b>Grays Masterplan</b> Consider arrangements for reviewing and refreshing the masterplan for Grays.	<b>11 Oct 2017 Cabinet</b>	Key	Steve Cox (Corporate Director of Environment and Place)	Cabinet Member for Regeneration	Open
<b>Tilbury Masterplanning</b> Consider arrangements for reviewing and refreshing the masterplan for Tilbury.	<b>11 Oct 2017 Cabinet</b>	Key	Steve Cox (Corporate Director of Environment & Place)	Cabinet Member for Regeneration	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)
<p><b>Corporate Performance Report 2017/18 - Quarter 1</b>  This report provides Cabinet with a summary of performance against the Corporate Scorecard 2017-18, a basket of key performance indicators. These indicators are used to monitor the performance of key corporate priority activities and enables Members, Directors and other leaders to form an opinion as to the delivery of these priorities.</p>	<p><b>11 Oct 2017 Cabinet</b></p>	<p>Non Key</p>	<p>Karen Wheeler (Director of Strategy, Communications and Customer Services)</p>	<p>Cabinet Member for Performance and Central Services</p>	<p>Open</p>
<p><b>Voluntary Sector Grants</b>  To agree the future arrangements for administering voluntary sector grants.</p>	<p><b>11 Oct 2017 Cabinet</b></p>	<p>Key Expenditure &gt; £500,000</p>	<p>Roger Harris (Corporate Director of Adults, Housing and Health)</p>	<p>Cabinet Member for Neighbourhoods</p>	<p>Open</p>
<p><b>Corporate Performance Report 2017/18 - Mid Year</b>  This report provides Cabinet with a summary of performance against the Corporate Scorecard 2017-18, a basket of key performance indicators. These indicators are used to monitor the performance of key corporate priority activities and enables Members, Directors and other leaders to form an opinion as to the delivery of these priorities.</p>	<p><b>13 Dec 2017 Cabinet</b></p>	<p>Non Key</p>	<p>Karen Wheeler (Director of Strategy, Communications and Customer Services)</p>	<p>Cabinet Member for Performance 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)
<p><b>Q2 Financial Position and MTFS Update</b> To note the Councils forecast financial position for 2017/18.</p>	<p><b>13 Dec 2017 Cabinet</b></p>	<p>Key Affects more than 1 ward</p>	<p>Sean Clark (Director of Finance &amp; IT)</p>	<p>Deputy Leader and Cabinet Member for Finance and Legal</p>	<p>Open</p>
<p><b>2017/18 Capital Monitoring Report - Quarter 2</b> To note the position on the major capital schemes undertaken by the Council.</p>	<p><b>13 Dec 2017 Cabinet</b></p>	<p>Key</p>	<p>Sean Clark (Director of Finance &amp; IT)</p>	<p>Deputy Leader and Cabinet Member for Finance and Legal</p>	<p>Open</p>
<p><b>Aveley - A New Community Building</b> This report will be presented to Cabinet to approve delegated authority for the selection of a private sector contractor to build the new Community Hub building in Aveley. The report will ask that the Portfolio Holder for Regeneration with Corporate Director of Environment and Place have the authority to approve the successful contractor once the procurement process is complete.</p>	<p><b>13 Dec 2017 Cabinet</b></p>	<p>Key Expenditure &gt; £500,000</p>	<p>Steve Cox (Corporate Director of Environment and Place)</p>	<p>Cabinet Member for Regeneration</p>	<p>Open</p>
<p><b>Adoption of Coalhouse Fort Conservation Management Plan</b> Formal adoption of the Conservation Management Plan (CMP), which will govern the restoration &amp; future use of Coalhouse Fort in East Tilbury.</p>	<p><b>10 Jan 2018 Cabinet</b></p>	<p>Key</p>	<p>Steve Cox (Corporate Director of Environment and Place)</p>	<p>Cabinet Member for Regeneration</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)
<b>2018/19 General Fund Revenue Budget Report (Draft Report)</b> To consider General Fund budget proposals and Council Tax proposals.	<b>10 Jan 2018 Cabinet</b>	Key Expenditure > £500,000	Sean Clark (Director of Finance & IT)	Deputy Leader and Cabinet Member for Finance and Legal	Open
<b>Housing Allocations Policy Review 2017</b> To approve recommended changes to Thurrock Council's Housing Allocations policy.	<b>10 Jan 2018 Cabinet</b>	Key Affects more than 1 ward	Roger Harris (Corporate Director of Adults, Housing and Health)	Leader and Cabinet Member for Housing	Open
<b>2018/19 General Fund Revenue Budget Report (Final Report)</b> To consider General Fund budget proposals and Council Tax proposals.	<b>7 Feb 2018 Cabinet</b>	Key Expenditure > £500,000	Sean Clark (Director of Finance & IT)	Deputy Leader and Cabinet Member for Finance and Legal	Open
<b>HRA Business Plan, Rent Setting and Budget 2018/19</b> To consider budget proposals, rent and service charge setting.	<b>7 Feb 2018 Cabinet</b>	Key Expenditure > £500,000	Roger Harris (Corporate Director of Adults, Housing and Health)	Leader and Cabinet Member for Housing	Open
<b>Fees and Charges Pricing Strategy 2018/19</b> To approve the schedule of Fees and Charges for 2018/19.	<b>7 Feb 2018 Cabinet</b>	Key Expenditure > £500,000	Sean Clark (Director of Finance & IT), Sharon Bayliss (Director of Commercial Services)	Deputy Leader and Cabinet Member for Finance and Legal	Open
<b>Q3 Financial Position and MTFs Update</b> To note the Councils forecast financial position for 2017/18.	<b>14 Mar 2018 Cabinet</b>	Key Affects more than 1 ward	Sean Clark (Director of Finance & IT)	Deputy Leader and Cabinet Member for Finance and Legal	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)
<p><b>2017/18 Capital Monitoring Report - Quarter 3</b> To note the position on the major capital schemes undertaken by the Council.</p>	<p><b>14 Mar 2018 Cabinet</b></p>	<p>Key</p>	<p>Sean Clark (Director of Finance &amp; IT)</p>	<p>Deputy Leader and Cabinet Member for Finance and Legal</p>	<p>Open</p>