

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

Forward Plan

Issued: 18 December 2018

Contact: Lucy Tricker, Democratic Services Officer
Civic Offices, New Road, Grays,
Essex RM17 6SL

E-mail: Direct.Democracy@thurrock.gov.uk

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 Rob Gledhill (Leader of the Council)	Public Protection and Anti-Social Behaviour
Councillor Shane Hebb (Deputy Leader of the Council)	Finance
Councillor Gary Collins	Central Services
Councillor Mark Coxshall	Regeneration
Councillor James Halden	Education and Health
Councillor Deborah Huelin	Communities
Councillor Barry Johnson	Housing
Councillor Susan Little	Children and Adult Social Care
Councillor Aaron Watkins	Environment and Highways

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?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Member / Portfolio	Public / Exempt (and reason if the decision is to be taken in private)
Draft Budget 2019-2020 Notes the draft budget and make recommendations ahead of Full Council in February.	16 Jan 2019 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
Annual Public Health Report 2018: Older People's Housing Approval of the Annual Report of the Director of Public Health 2018.	16 Jan 2019 Cabinet	Ian Wake, Director of Public Health, Roger Harris, Corporate Director of Adults, Housing and Health		Cabinet Member for Education and Health	Open
Procurement of Microsoft Licences Subscription The report requests approval to proceed with a procurement exercise to ensure the ongoing provision of Microsoft Licences after the expiry of the current contract on 31 March 2019.	16 Jan 2019 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
Housing Allocations Policy Review To approve proposed changes to the Council's Housing Allocations Policy as set out in the report.	16 Jan 2019 Cabinet	Roger Harris, Corporate Director of Adults, Housing and Health		Cabinet Member for Housing	Open
Additional Licensing of Houses in Multiple Occupation Cabinet agreeing to set the date of the Additional HMO Licensing scheme coming into force on 1 May 2019. If agreed, the scheme will last for 5 years before it can be reviewed again. The report sets out the proposed Amenity Standards for Houses in Multiple Occupation which covers areas such as room sizes, number of bathrooms, the fee structure and the proposed conditions that could be attached to a license.	16 Jan 2019 Cabinet	Roger Harris, Corporate Director of Adults, Housing and Health		Cabinet Member for Housing	Open
Developing a New Residential Care Facility & New Model of Primary Care in	16 Jan 2019 Cabinet	Roger Harris, Corporate Director of		Cabinet Member for Children and Adult	Open

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Member / Portfolio	Public / Exempt (and reason if the decision is to be taken in private)
<p>South Ockendon To agree to the construction of a new residential care facility on the White Acre/ Dilkes Wood sites in South Ockendon, to enable the Council to provide temporary and permanent residential care fit for the 21st century. In addition, to develop a plan in conjunction with NHS partners, for an integrated medical centre for South Ockendon on the adjacent health centre site.</p>		Adults, Housing and Health		Social Care	
<p>Local Plan Update To provide Cabinet with an update on the progress made on Council's emerging Local Plan.</p>	13 Feb 2019 Cabinet	Steve Cox, Corporate Director Place		Cabinet Member for Regeneration	Open
<p>Re-Procurement of Agency Worker Contract To seek Cabinet's approval to progress the re-procurement of a new Agency Worker Contract to commence in December 2019.</p>	13 Feb 2019 Cabinet	Jackie Hinchliffe, Director of HR, OD & Transformation		Cabinet Member for Central Services	Open
<p>Elizabeth Gardens Care and Support Re-Tender - Provision Post-July 2019 To update and advise of options considered and approval of a new care and support service contract.</p>	13 Feb 2019 Cabinet	Roger Harris, Corporate Director of Adults, Housing and Health		Cabinet Member for Children and Adult Social Care	Open
<p>HRA Business Plan, Budget and Rent Setting 2019/20 Onwards To set out the proposals for the HRA service delivery during 2019/20 and agree the budget and rents.</p>	13 Feb 2019 Cabinet	Roger Harris, Corporate Director of Adults, Housing and Health		Cabinet Member for Housing	Open
<p>Fees and Charge Pricing Strategy 2019/20 This report is being submitted in order to obtain Cabinet approval to make changes to the existing Fees and Charges Pricing Strategy for financial year 2019-20.</p>	13 Feb 2019 Cabinet	Sharon Bayliss, Director of Commercial Services		Deputy Leader and Cabinet Member for Finance	Open

Description of the decision	Date decision is expected to be taken and who will take the decision?	Responsible Officer	Documents to be considered by the decision maker	Cabinet Member / Portfolio	Public / Exempt (and reason if the decision is to be taken in private)
Thurrock Council Adult Social Care Mental Health Peer Review Report To inform Cabinet of the findings of the Council's Adult Social Care Mental Health Peer Review, including recommendations and next steps.	13 Mar 2019 Cabinet	Roger Harris, Corporate Director of Adults, Housing and Health		Cabinet Member for Children and Adult Social Care	Open
Quarterly Corporate Performance Report 2018/19 This report provides Cabinet with a summary of performance against the Corporate Scorecard 2018/19, 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.	13 Mar 2019 Cabinet	Karen Wheeler, Director of Strategy, Communications and Customer Services		Cabinet Member for Central Services	Open
Q3 Financial Position and MTFs Update To note the councils forecast financial position for 2018/19.	13 Mar 2019 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
2018/19 Capital Monitoring Report To keep Cabinet updated on the progress of the current capital programme.	13 Mar 2019 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open