

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

Forward Plan

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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)
2018/19 Financial Outturn Report To present the 2018/19 outturn in respect of the General Fund, HRA, and Capital Programme.	12 Jun 2019 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
Appointments to Outside Bodies, Statutory and other Panels To consider the nominations made to Outside Bodies, Statutory and Other Panels for those appointments that are to be made by the Cabinet.	12 Jun 2019 Cabinet	David Lawson, Assistant Director of Law & Governance		Leader and Cabinet Member for Public Protection and Anti-Social Behaviour	Open
Sports and Recreation Strategic Action Plan It provides the strategic framework and direction for sports and recreation provision in the borough for the next three years. It sets out an action plan of activities, initiatives and programmes that can be delivered during this period.	12 Jun 2019 Cabinet	Julie Rogers, Director of Environment and Highways		Cabinet Member for Communities	Open
Grays South Regeneration Area: Civic Offices Extension Land Acquisition To consider land assembly required to enable an extension to Civic Offices.	12 Jun 2019 Cabinet	Steve Cox, Corporate Director Place		Cabinet Member for Regeneration	Part exempt
Parking Policy and Strategy & Parking Design and Development Standards This report identifies the need to have a Parking Strategy and Design & Development standards in order to assist in determining appropriate standards for new developments; advise members of the public; assist developers; assist the determination of planning applications and ensure new developments incorporate emerging vehicle technologies, such as electric vehicle charging facilities.	10 Jul 2019 Cabinet	Andrew Millard, Assistant Director - Planning, Transport and Public Protection		Cabinet Member for Environment	Open
Integrated Transport Block Capital	10 Jul 2019	Steve Cox,		Cabinet Member for	Open

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<p>Programme 2019/20 To approve the 2019/20 Integrated Transport Block (ITB) capital programme for implementation and note the process by which the Safe Routes to School programme is assessed and prioritised. To delegate authority to the Director of Place, in consultation with the Cabinet Member for Environment, to review and make local changes to the programme.</p>	Cabinet	Corporate Director Place		Environment	
<p>Commissioning Report - Integrated Equipment Service To approve the proposed commissioning of the Integrated Equipment Service (Community equipment to support mobility and independence in the home e.g. stair lifts, grab rails etc.)</p>	10 Jul 2019 Cabinet	Roger Harris, Corporate Director of Adults, Housing and Health		Cabinet Member for Social Services	Open
<p>End of Year Corporate Performance Report This report provides Cabinet with a summary of performance against the Corporate Scorecard 2019/20, 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>	10 Jul 2019 Cabinet	Karen Wheeler, Director of Strategy, Communications and Customer Service		Cabinet Member for Central Services	Open
<p>Lower Thames Crossing Update In line with the terms of reference as agreed by the General Services Committee, this report provides an update to Cabinet on the recent work of the Lower Thames Crossing.</p>	10 Jul 2019 Cabinet	Steve Cox, Corporate Director Place		Cabinet Member for Regeneration	Open
<p>Quarter 1 Financial Position To note the Council's forecast financial</p>	4 Sep 2019 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for	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)
position for 2019/20.				Finance	
<p>Quarter 1 Corporate Performance Report</p> <p>This report provides Cabinet with a summary of performance against the Corporate Scorecard 2019/20, 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>	9 Oct 2019 Cabinet	Karen Wheeler, Director of Strategy, Communications and Customer Service		Cabinet Member for Central Services	Open
<p>Lower Thames Crossing Update</p> <p>In line with the terms of reference as agreed by General Services Committee, this report provides an update to Cabinet on the recent work of the Lower Thames Crossing Task Force.</p>	13 Nov 2019 Cabinet	Steve Cox, Corporate Director Place		Cabinet Member for Regeneration	Open
<p>Quarter 2 Financial Position</p> <p>To note the Council's forecast financial position for 2019/20.</p>	11 Dec 2019 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
<p>Quarter 2 Corporate Performance Report</p> <p>This report provides Cabinet with a summary of performance against the Corporate Scorecard 2019/20, 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>	11 Dec 2019 Cabinet	Karen Wheeler, Director of Strategy, Communications and Customer Service		Cabinet Member for Central Services	Open
<p>Lower Thames Crossing Update</p> <p>In line with the terms of reference as agreed by General Services Committee, this report provides an update to Cabinet</p>	15 Jan 2020 Cabinet	Steve Cox, Corporate Director Place		Cabinet Member for Regeneration	Open

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on the recent work of the Lower Thames Crossing Task Force.					
Local Council Tax Scheme To present an update on the Local Council Tax Scheme.	15 Jan 2020 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
Medium Term Financial Strategy Update To note the Council's medium term financial strategy position for 2019/20.	15 Jan 2020 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
HRA Business Plan, Budget and Rent Setting 2020/21 Onwards To set out the proposals for the HRA service delivery during 2020/21 and agree the budget and rents.	12 Feb 2020 Cabinet	Roger Harris, Corporate Director of Adults, Housing and Health		Cabinet Member for Housing	Open
Capital Strategy 2020/21 To recommend to Council the 2020/21 Treasury Management Strategy.	12 Feb 2020 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
Draft 2020/21 Budget Proposals and Medium Term Financial Strategy Update To recommend to Council the 2020/21 revenue and capital budgets, including the recommended council tax increase.	12 Feb 2020 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
Capital Programme Proposals The report presents the Cabinet with recommended additions and the approach to the new capital programme for 2019/20 and subsequent years. The council is undergoing considerable transformation and needs to be able to respond accordingly to service review outcomes, system requirements, operational necessities and the need to plan for those larger projects for the future as well as considering individual projects.	12 Feb 2020 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open
Quarter 3 Financial Position To note the Council's forecast financial position for 2019/20.	11 Mar 2020 Cabinet	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance	Open

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<p>Quarter 3 Corporate Performance Report This report provides Cabinet with a summary of performance against the Corporate Scorecard 2019/20, 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>11 Mar 2020 Cabinet</p>	<p>Karen Wheeler, Director of Strategy, Communications and Customer Service</p>		<p>Cabinet Member for Central Services</p>	<p>Open</p>
<p>Lower Thames Crossing Update In line with the terms of reference as agreed by General Services Committee, this report provides an update to Cabinet on the recent work of the Lower Thames Crossing Task Force.</p>	<p>11 Mar 2020 Cabinet</p>	<p>Steve Cox, Corporate Director Place</p>		<p>Cabinet Member for Regeneration</p>	<p>Open</p>