

Thurrock: An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future.

Council Work Programme

Issued: 26 January 2021

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Civic Offices, New Road, Grays,
Essex RM17 6SL

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

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 Council 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 Council

A meeting of the Council 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) |
|---|---|-------------------------|--|---|--|
| Assistant Director Housing Recruitment | 24 Feb 2021 Council | Key | Jackie Hinchliffe (Director of HR, OD & Transformation) | Leader and Cabinet Member for Public Protection and Anti-Social Behaviour | Open |
| Annual Pay Policy Statement 2021/22 | 24 Feb 2021 Council | Key | Sean Clark (Corporate Director of Finance, Governance and Property) | Leader and Cabinet Member for Public Protection and Anti-Social Behaviour | Open |
| Capital Strategy 2021/22 | 24 Feb 2021 Council | Key | Sean Clark (Corporate Director of Finance, Governance and Property) | Leader and Cabinet Member for Public Protection and Anti-Social Behaviour | Open |
| General Fund Budget Proposals | 24 Feb 2021 Council | Key | Sean Clark (Corporate Director of Finance, Governance and Property) | Leader and Cabinet Member for Public Protection and Anti-Social Behaviour | Open |
| Report of the Cabinet Member for Public Protection and Anti-Social Behaviour | 24 Feb 2021 Council | Key | Julie Rogers (Director of Environment, Highways and Counter Fraud) | Leader and Cabinet Member for Public Protection and Anti-Social Behaviour | Open |
| Freedom of the Borough Presentation | 26 May 2021 Council | Key | Karen Wheeler (Director of Strategy, Communications and Customer Services) | Leader and Cabinet Member for Public Protection and Anti-Social Behaviour | Open |