

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

Forward Plan

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Contact: Lucy Tricker, Senior 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 Mark Coxshall | Regeneration, Strategic Planning, and External Relationships |
| Councillor Jack Duffin | Central Services |
| Councillor Deborah Huelin | Adults and Communities |
| Councillor Andrew Jefferies | Environment, Sports and Leisure |
| Councillor Barry Johnson | Children’s Services and Education |
| Councillor Ben Maney | Transport and Highways |
| Councillor Allen Mayes | Health and Air Quality |
| Councillor Luke Spillman | Housing |

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) |
|---|---|--|--|---|--|
| Communications Strategy 2021-24 For Cabinet to agree the Communications Strategy which will highlight how and why the council will communicate with its residents, businesses, stakeholders and wider community. | 13 Oct 2021 Cabinet | Karen Wheeler, Director Strategy, Engagement and Growth | | Cabinet Member for Central Services | Open |
| Procurement of Fuel Cards To approve the procurement of Fuel Cards to enable front line workers to purchase fuel in order to carry out their duties. | 13 Oct 2021 Cabinet | Julie Rogers, Director of Public Realm | | Cabinet Member for Transport and Highways | Open |
| Bus Services Improvement Plan To set out how the Council is developing a Bus Service Improvement Plan for submission to DfT which will identify the measures and funding required to support service and network improvements. | 13 Oct 2021 Cabinet | Julie Rogers, Director of Public Realm | | Cabinet Member for Transport and Highways | Open |
| Thurrock Animal Welfare Policy Review To present the Policy and the recommendations of Overview and Scrutiny. | 13 Oct 2021 Cabinet | Julie Rogers, Director of Public Realm | | Leader and Cabinet Member for Public Protection and Anti- Social Behaviour | Open |
| Medium Term Financial Strategy and Draft Budget Proposals The Council is required to set balanced budgets year on year and have mind to at least three years ahead. As decisions often have long lead in times, this report brings forward draft proposals for consideration. | 10 Nov 2021 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Deputy Leader and Cabinet Member for Finance | Open |
| Nursery Procurement - Stage One Procurement To seek approval to commence the procurement process. | 10 Nov 2021 Cabinet | Sheila Murphy, Corporate Director of Children's Services | | Cabinet Member for Education and Children's Social Care | Fully exempt |
| Lower Thames Crossing Task Force Update In line with the terms of reference as | 10 Nov 2021 Cabinet | Sean Clark, Corporate Director Resources and Place | | Cabinet Member for Regeneration, Strategic Planning and External | Open |

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| agreed by General Services Committee, this report provides an update to Cabinet on the recent work of the Lower Thames Crossing Task Force. | | Delivery | | Relationships | |
| Quarter 2 (Mid-Year) Corporate Performance Report 2021/22 To note the Council's Quarter 2 (Mid-Year) Corporate Performance Report 2021/22. | 8 Dec 2021 Cabinet | Karen Wheeler, Director Strategy, Engagement and Growth | | Cabinet Member for Central Services | Open |
| Highways Term Maintenance and Street Lighting Contract Procurement That Cabinet approve the Tender and award of a contract for Highway's Term Maintenance and for both planned and reactive works to maintain Street lighting. | 8 Dec 2021 Cabinet | Julie Rogers, Director of Public Realm | | Cabinet Member for Transport and Highways | Open |
| Quarter 2 Financial Position 2021/22 To note the Quarter 2 Financial Position 2021/22. | 8 Dec 2021 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Deputy Leader and Cabinet Member for Finance | Open |
| Local Council Tax Scheme To present an update on the Local Council tax Scheme. | 12 Jan 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Deputy Leader and Cabinet Member for Finance | Open |
| Lower Thames Crossing Task Force 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. | 12 Jan 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Cabinet Member for Regeneration, Strategic Planning and External Relationships | Open |
| Medium Term Financial Strategy Update To present the forecast 2021/22 revenue position in respect of the General Fund. | 12 Jan 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Deputy Leader and Cabinet Member for Finance | Open |
| Capital Programme Proposals As part of the budget, the Council needs to set its capital programme for the following | 9 Feb 2022 Cabinet | Sean Clark, Corporate Director Resources and Place | | Deputy Leader and Cabinet Member for Finance | Open |

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| financial years. The future development of the Medium Term Financial Strategy will also need to take account future capital spending plans over the period of the strategy. | | Delivery | | | |
| Capital Strategy 2022/23 To recommend to Council the 2022/23 Treasury Management Strategy. | 9 Feb 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Deputy Leader and Cabinet Member for Finance | Open |
| Fees and Charges Pricing Strategy 2022/23 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 2022-23. | 9 Feb 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Deputy Leader and Cabinet Member for Finance | Open |
| Draft 2022/23 Budget Proposals and Medium Term Financial Strategy Update To recommend to Council the 2022/23 revenue and capital budgets. | 9 Feb 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Deputy Leader and Cabinet Member for Finance | Open |
| HRA Business Plan, Budget and Rent Setting 2022/23 Onwards To set out the proposals for the HRA service delivery during 2022/23 and agree the budget and rents. | 9 Feb 2022 Cabinet | Ian Wake, Corporate Director of Adults, Housing and Health | | Cabinet Member for Housing | Open |
| Integrated Transport Block Capital Programme 2022/23 To approve the 2022/23 Integrated Transport Block (ITB) capital programme for implementation. | 9 Mar 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Cabinet Member for Transport and Highways | Open |
| Lower Thames Crossing Task Force 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 | 9 Mar 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Cabinet Member for Regeneration, Strategic Planning and External Relationships | Open |

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| Crossing Task Force. | | | | | |
| Quarter 3 Corporate Performance Report 2021/22 To note the Quarter 3 Corporate Performance Report 2021/22. | 9 Mar 2022 Cabinet | Karen Wheeler, Director Strategy, Engagement and Growth | | Cabinet Member for Central Services | Open |
| Quarter 3 Financial Position 2021/22 To note the Quarter 3 Financial Position 2021/22. | 9 Mar 2022 Cabinet | Sean Clark, Corporate Director Resources and Place Delivery | | Deputy Leader and Cabinet Member for Finance | Open |