

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

# **Council Work Programme**

**Issued: 24 April 2023**

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## 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](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 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:

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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.**

<b>Description of the decision</b>	<b>Date decision is expected to be taken and who will take the decision?</b>	<b>Key or Non-Key Decision</b>	<b>Responsible Officer</b>	<b>Cabinet Member / Portfolio</b>	<b>Open / Exempt (and reason if the decision is to be taken in private)</b>
<b>Appointment of Statutory Scrutiny Officer, Electoral Registration Officer and Returning Officer</b>	<b>24 May 2023 Council</b>	Non Key	Asmat Hussain (Director of Legal and Governance and Monitoring Officer)	Leader and Cabinet Member for Growth	Open
<b>Establishment and Composition of the Council's committee's panels and boards</b>	<b>24 May 2023 Council</b>	Non Key	Asmat Hussain (Director of Legal and Governance and Monitoring Officer)	Leader and Cabinet Member for Growth	Open
<b>Appointments to Outside Bodies, Statutory and Other Panels</b>	<b>24 May 2023 Council</b>	Non Key	Asmat Hussain (Director of Legal and Governance and Monitoring Officer)	Leader and Cabinet Member for Growth	Open
<b>Schedule of Meetings</b>	<b>24 May 2023 Council</b>	Non Key	Asmat Hussain (Director of Legal and Governance and Monitoring Officer)	Leader and Cabinet Member for Growth	Open
<b>Schedule of Elections and Order of Retirement</b>	<b>24 May 2023 Council</b>	Non Key	Asmat Hussain (Director of Legal and Governance and Monitoring Officer)	Leader and Cabinet Member for Growth	Open
<b>Overview and Scrutiny Annual Report 2022/23</b>	<b>28 Jun 2023 Council</b>	Non Key	Asmat Hussain (Director of Legal and Governance and Monitoring Officer)	Leader and Cabinet Member for Growth	Open
<b>Senior Pay Policy</b>	<b>17 May 2023 Council</b>	Key	Jackie Hinchliffe (Director of HR, OD & Transformation)	Cabinet Member for Central Services	Open
<b>Local Council Tax Scheme</b>	<b>31 Jan 2024</b>	Key	Jonathan Wilson	Leader and Cabinet	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)
	<b>Council</b>		(Interim Director Finance & S151 Officer)	Member for Growth	
<b>Annual Pay Policy Statement 2022/23</b>	<b>28 Feb 2024 Council</b>	Non Key	Jackie Hinchliffe (Director of HR, OD & Transformation)	Leader and Cabinet Member for Growth	Open
<b>Capital Strategy 2022/23</b>	<b>28 Feb 2024 Council</b>	Key	Jonathan Wilson (Interim Director Finance & S151 Officer)	Leader and Cabinet Member for Growth	Open
<b>General Fund Budget Proposals</b>	<b>28 Feb 2024 Council</b>	Key	Jonathan Wilson (Interim Director Finance & S151 Officer)	Leader and Cabinet Member for Growth	Open