

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

Forward Plan

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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.

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)
Housing Capital Programme Contract Modifications To approve the Modification to Contract to increase the contract sum. To approve the Modification to increase the Contract term for the Refurbishment of Non-Traditional Construction Properties to 15 December 2023	14 Jun 2023 Cabinet	Ian Wake, Corporate Director of Adults, Housing and Health		Cabinet Member for Housing	Open
Purfleet Housing Infrastructure Fund Grant A Cabinet decision is needed to authorise officers to work with Homes England to agree the mutual withdrawal of the Grant Determination Agreement covering the release of the Purfleet Regeneration HIF grant allocation.	14 Jun 2023 Cabinet	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Growth	Part exempt
Supply, Installation, Maintenance and Repair of Telecare Equipment To agree to appoint the winning Provider of the open tender exercise.	14 Jun 2023 Cabinet	Ian Wake, Corporate Director of Adults, Housing and Health		Deputy Leader and Cabinet Member for Adults and Health	Part exempt
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.	14 Jun 2023 Cabinet	Asmat Hussain, Director of Law and Governance		Leader and Cabinet Member for Growth	Open
Occupational Therapy and Independent Mobility Assessment Service To agree to appoint the winning Provider of the open tender exercise.	14 Jun 2023 Cabinet	Ian Wake, Corporate Director of Adults, Housing and Health		Deputy Leader and Cabinet Member for Adults and Health	Part exempt
Revenues and Benefits Procurement To approve the plan to undertake a further competition via the CCS RM3821 framework to award the best value supplier	12 Jul 2023 Cabinet	Jackie Hinchliffe, Director of HR, OD & Transformation		Cabinet Member for Central Services	Open

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for Revenue & Benefits SaaS agreement. Revenue & Benefits SaaS is a recurring operational service (it relates to software for both back office and public facing). This service is currently provided by NEC Software Solutions UK Ltd who has worked with the Council since 2004 across multiple business areas.					
Bring Hostel Contract In-House To approve the proposal and highlight cost savings.	12 Jul 2023 Cabinet	Ian Wake, Corporate Director of Adults, Housing and Health		Cabinet Member for Housing	Fully exempt
Procurement of Tree Surgery Contract To allow the procurement of the tree surgery contract go out to tender and then to award the contract.	12 Jul 2023 Cabinet	Anita Cacchioli, Director of Street Scene and Leisure		Cabinet Member for Environment	Open
Fees and Charges Policy and Review To approve the Fees & Charges Policy and review of charges	12 Jul 2023 Cabinet	Dr Dave Smith, Chief Executive		Cabinet Member for Finance	Open
Tender of Insurance and Associated Services To agree to tender the Council's Insurance & Associated Services.	12 Jul 2023 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
Procurement of Housing Repairs and Maintenance Contracts Approval to commence procurement of: <ul style="list-style-type: none"> Housing Gas Services contract Housing Repairs & Maintenance Contract Approval of Delegated Authority for Award of Gas Services Contract 	12 Jul 2023 Cabinet	Ian Wake, Corporate Director of Adults, Housing and Health		Cabinet Member for Housing	Open

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<ul style="list-style-type: none"> Approval of Delegated Authority for Award of Repairs & Maintenance Services Contract 					
Financial Outturn 2022/23 & Quarter 4 2022/23 Financial Position To note the councils financial outturn position for 2022/23.	12 Jul 2023 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
Lower Thames Crossing Task Force Update To note the work of the Lower Thames Crossing Task Force.	12 Jul 2023 Cabinet	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Growth	Open
Thurrock's draft Economic Growth Strategy & Action Plans The report is being presented to outline the components of Thurrock's draft Economic Growth Strategy and Action Plans for consideration and approval to be taken to public consultation.	13 Sep 2023 Cabinet	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Growth	Open
Quarter 1 2023/24 Financial Position To note the councils forecast financial position for 2023/24.	13 Sep 2023 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
Lower Thames Crossing Task Force Update To note the work of the Lower Thames Crossing Task Force.	8 Nov 2023 Cabinet	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Growth	Open
Quarter 2 2023/24 Financial Position To note the councils forecast financial position for 2023/24.	13 Dec 2023 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
Lower Thames Crossing Task Force Update To note the work of the Lower Thames Crossing Task Force.	10 Jan 2024 Cabinet	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Growth	Open
Draft General Fund Budget 2024/25 and	10 Jan 2024	Jonathan Wilson,		Cabinet Member for	Open

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MTFS Update To present the draft General Fund budget for 2024/25 and the Medium Term Financial Strategy Update.	Cabinet	Interim Director Finance & S151 Officer		Finance	
Local Council Tax Scheme 2024/25 To present an update on the Local Council tax Scheme.	10 Jan 2024 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
Capital Strategy 2024/25 To recommend to Council the 2024/25 Treasury Management Strategy.	7 Feb 2024 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
Capital Programme 2024/25 To recommend to Council the 2024/25 Capital Programme.	7 Feb 2024 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
Draft General Fund Budget 2024/25 and MTFS Update To recommend to Council the 2024/25 revenue and capital budgets.	7 Feb 2024 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
HRA Business Plan, Budget and Rent Setting 2024/25 Onwards To agree the HRA Business Plan, budget and rents for 2024/25.	7 Feb 2024 Cabinet	Ian Wake, Corporate Director of Adults, Housing and Health		Cabinet Member for Housing	Open
Quarter 3 2023/24 Financial Position To note the councils forecast financial position for 2023/24.	13 Mar 2024 Cabinet	Jonathan Wilson, Interim Director Finance & S151 Officer		Cabinet Member for Finance	Open
Lower Thames Crossing Task Force Update To note the work of the Lower Thames Crossing Task Force.	13 Mar 2024 Cabinet	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Growth	Open
Integrated Transport Block Capital Programme 2024/25 To approve the 2024/25 Integrated Transport Block (ITB) capital programme	13 Mar 2024 Cabinet	Julie Nelder, Director Highways, Fleet and Logistics		Cabinet Member for Transport and Public Safety	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)
for implementation.					