

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

Forward Plan

Issued: 24 January 2024

Contact: Rhiannon Whiteley, 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 Andrew Jefferies (Leader of the Council)	Environment, Economic Development and Directional Leadership
Councillor Deborah Arnold (Deputy Leader of the Council)	Transformational Change, Communications and Governance
Councillor Adam Carter	Education
Councillor George Coxshall	Health, Adult’s Social Care and Community
Councillor Barry Johnson	Children’s Services and Housing
Councillor Ben Maney	Regeneration and Highways
Councillor Graham Snell	Finance, Human Resources and Payroll

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)
Local Council Tax Scheme 2024/25 To present an update on the Local Council tax Scheme.	22 Feb 2024 Cabinet	Steven Mair, Interim Chief Financial Officer/Section 151 Officer		Cabinet Member for Finance, Human Resources and Payroll	Open
Thames Freeport - Accountable Body Decisions	22 Feb 2024 Cabinet	Asmat Hussain, Director of Legal and Governance and Monitoring Officer		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Part exempt
Capital Strategy 2024/25 To recommend to Council the 2024/25 Treasury Management Strategy.	22 Feb 2024 Cabinet	Steven Mair, Interim Chief Financial Officer/Section 151 Officer		Cabinet Member for Finance, Human Resources and Payroll	Open
Capital Programme 2024/25 To recommend to Council the 2024/25 Capital Programme.	22 Feb 2024 Cabinet	Steven Mair, Interim Chief Financial Officer/Section 151 Officer		Cabinet Member for Finance, Human Resources and Payroll	Open
Draft General Fund Budget 2024/25 and MTFs Update To recommend to Council the 2024/25 revenue and capital budgets.	22 Feb 2024 Cabinet	Steven Mair, Interim Chief Financial Officer/Section 151 Officer		Cabinet Member for Finance, Human Resources and Payroll	Open
HRA Business Plan, Budget and Rent Setting 2024/25 Onwards To agree the HRA Business Plan, budget and rents for 2024/25.	22 Feb 2024 Cabinet	Ian Wake (Corporate Director of Adults, Housing and Health)		Cabinet Member for Children's Services & Housing	Open
Annual fee consultation outcome and uplift recommendations - Adult Social Care To approve the recommended annual fee increases for Adult Social care providers, and to delegate the decision for this to the DASS in consultation with the portfolio holder for 5 years.	22 Feb 2024 Cabinet	Ian Wake, Corporate Director of Adults, Housing and Health		Cabinet member for Health, Adults' Social Care and Community	Part exempt
Procurement of a Total Security	13 Mar 2024	Ian Wake, Corporate		Cabinet Member for	Part exempt

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)
Solution Contract To approve the procurement of a Total Security Solution Contract and Delegate authority to the Corporate Director to award Total Security Solution contract in consultation with the Housing Portfolio Holder	Cabinet	Director of Adults, Housing and Health		Children's Services and Housing	
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		Cabinet Member for Regeneration and Highways	Open
New Procurement - Preferred reseller of Software Licences Approval to proceed to Tender for a Preferred reseller of Software Licences 3+1 year term contract.	13 Mar 2024 Cabinet	Jackie Hinchliffe (Director of HR, OD & Transformation)		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Part exempt
Thameside Complex To determine the future of the Thameside Complex.	13 Mar 2024 Cabinet	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Environment, Economic Development and Directional Leadership	Part exempt
Financial/Budgetary Issues This will consist of a series of reports covering many aspects of the Council's finances and budgets.	13 Mar 2024 Cabinet	Steven Mair, Interim Chief Financial Officer/Section 151 Officer		Cabinet Member for Finance, Human Resources and Payroll	Part exempt
Print and Post Ready to Award recommendation Following the tender exercise and analysis of tender Responses being conducted in Oct 2023 members will need to review and agree the proposed way forward for this service	13 Mar 2024 Cabinet	Mark Bradbury, Interim Director of Place		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Open
Thurrock Youth Zone The report will seek Cabinet approval to	13 Mar 2024 Cabinet	Mark Bradbury, Interim Director of		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)
grant a Lease and enter into Implementation and Operating Agreements with Youth Charity Onside to deliver the Thurrock Youth Zone.		Place		Environment, Economic Development and Directional Leadership	
Quarter 3 2023/24 Financial Position To note the councils forecast financial position for 2023/24.	13 Mar 2024 Cabinet	Steven Mair, Interim Chief Financial Officer/Section 151 Officer		Cabinet Member for Finance, Human Resources and Payroll	Open
School Capital Programme Update 2023/24 <ol style="list-style-type: none"> <li data-bbox="98 619 631 804">1. To approve a revised £3.85M or £4.75M budget (depending on preferred option) for the expansion of Tilbury Pioneer Academy to be funded from the School's Basic Need capital funding 2023/24. <li data-bbox="98 836 631 1171">2. To approve the commencement of the procurement process in accordance with Council & EU procurement procedures to vary the appointment and scope of works to be undertaken by the Multi Discipline design team for the Tilbury Pioneer Expansion Project, and appoint the Principal Contractors to take forward the proposed desired scheme. <li data-bbox="98 1203 631 1418">3. That authority be delegated to the Director of Children's Services, in consultation with the relevant Portfolio Holder, to enter into any form of agreement following the award of the agreements arising from 1.2 above in compliance with 	13 Mar 2024 Cabinet	Sheila Murphy (Corporate Director of Children's Services)		Cabinet Member for Children's Services and Housing	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)
<p>the Council's procurement regulations.</p> <p>4. Note the recent in-year accommodation works that have been commenced in order to ensure sufficient pupil places for 2023/2024 in-year applications.</p>					
<p>Asset Disposal Cabinet to consider approving the next tranche of properties for sale.</p>	<p>13 Mar 2024 Cabinet</p>	<p>Mark Bradbury, Interim Director of Place</p>		<p>Cabinet Member for Finance, Human Resources and Payroll</p>	<p>Part exempt</p>
<p>Thames Freeport - Accountable Body Decisions</p>	<p>13 Mar 2024 Cabinet</p>	<p>Asmat Hussain, Director of Legal and Governance and Monitoring Officer</p>		<p>Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance</p>	<p>Part exempt</p>
<p>Annual Public Health Report To note the independent report of the Director of Public Health, and approve its publication.</p>	<p>13 Mar 2024 Cabinet</p>	<p>Jo Broadbent (Director of Public Health)</p>		<p>Cabinet member for Health, Adults' Social Care and Community</p>	<p>Open</p>
<p>Integrated Transport Block Capital Programme 2024/25 To approve the 2024/25 Integrated Transport Block (ITB) capital programme for implementation.</p>	<p>13 Mar 2024 Cabinet</p>	<p>Julie Nelder (Assistant Director Highways, Fleet and Logistics)</p>		<p>Cabinet Member for Regeneration and Highways</p>	<p>Open</p>