

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

## **Forward Plan**

**Issued: 14 November 2023**

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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.

### 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](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 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](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.**

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)
<b>Asset Disposal</b> Cabinet to consider approving the next tranche of properties for sale.	<b>13 Dec 2023 Cabinet</b>	Mark Bradbury, Interim Director of Place		Cabinet Member for Finance, Human Resources and Payroll	Part exempt
<b>Thurrock Scheduled Ancient Monuments: Assessment of Settings - April 2023</b> That Cabinet approve the publication of the Thurrock Scheduled Ancient Monuments: Assessment of Settings report (April 2023)	<b>13 Dec 2023 Cabinet</b>	Mark Bradbury, Interim Director of Place		Cabinet Member for Regeneration and Highways	Open
<b>East Tilbury (Bata Village) &amp; Corringham Conservation Areas Character Appraisal and Management Plans</b> That Cabinet approve the adoption and publication of the East Tilbury (Bata Village) Conservation Area Character Appraisal and Management Plan (April 2023) and of the Corringham Conservation Area Character Appraisal and Management Plan (April 2023).	<b>13 Dec 2023 Cabinet</b>	Mark Bradbury, Interim Director of Place		Cabinet Member for Regeneration and Highways	Open
<b>Tilbury to Gravesend Ferry</b> To approve continuation of funding for the Tilbury to Gravesend Ferry to be maintained through identified funding to enable a new contract to be entered into with Kent County Council following a non-committal tender undertaken by KCC.	<b>13 Dec 2023 Cabinet</b>	Mark Bradbury, Interim Director of Place		Cabinet Member for Regeneration and Highways	Open
<b>Review of Risk and Opportunity Management and the Strategy, Policy and Framework</b> That Cabinet note the improvements to address the recommendations for risk management included in the Best Value	<b>13 Dec 2023 Cabinet</b>	Jonathan Wilson, Assistant Director - Finance		Cabinet Member for Finance, Human Resources and Payroll	Open

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<p>Inspection report.</p> <p>That Cabinet agree the Council's Risk and Opportunity Management Strategy, Policy and Framework.</p>					
<p><b>Thames Freeport - Accountable Body Decisions</b> Decisions relating to the Council's role as Accountable Body for the Thames Freeport</p>	<b>13 Dec 2023 Cabinet</b>	Asmat Hussain, Director of Legal and Governance and Monitoring Officer		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Part exempt
<p><b>Financial Penalties for the Tenant's Fees Act 2019</b> To approve the amendment to the Enforcement Policy so these penalties can be applied when appropriate.</p>	<b>13 Dec 2023 Cabinet</b>	Mark Bradbury, Interim Director of Place		Cabinet member for Health, Adults' Health and Community	Open
<p><b>Children's Transport Contract Re-procurement of Service 2024</b></p> <p>1. Cabinet agree the recommendation for the Council to collaborate with Essex County Council (ECC) on a procurement exercise for a Dynamic Purchasing System (DPS) and to undertake further competition via the DPS to award contracts for Children's home to school transport as set out in section 3.</p> <p>2. Cabinet agree that the Director of Children's Services, in</p>	<b>13 Dec 2023 Cabinet</b>	Sheila Murphy, Corporate Director of Children's Services		Cabinet Member for Education	Open

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consultation with the Education Portfolio Holder is given delegated authority to award contracts following further competitions under the DPS.					
<b>Quarter 2 2023/24 Financial Position</b> To note the councils forecast financial position for 2023/24.	<b>13 Dec 2023 Cabinet</b>	Jonathan Wilson (Interim Director Finance & S151 Officer)		Cabinet Member for Finance, Human Resources and Payroll	Open
<b>School Appeals Hearing Service</b> To cease the provision of the School appeals service and recommend to schools the ECC service.	<b>13 Dec 2023 Cabinet</b>	Asmat Hussain, Director of Legal and Governance and Monitoring Officer		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Open
<b>Progress on Thurrock Council's Improvement and Recovery</b> Provide an update to Members on progress on Thurrock Council's Improvement and Recovery.	<b>10 Jan 2024 Cabinet</b>	Dr Dave Smith (Chief Executive)		Leader and Cabinet Member for Environment, Economic Development and Directional Leadership	Open
<b>Public Health Contract - Healthy Families Service</b> That Cabinet agrees to a 1-2% increase in the annual contract value to accommodate the potential cost of annual uplifts.	<b>10 Jan 2024 Cabinet</b>	Jo Broadbent, Director of Public Health		Cabinet member for Health, Adults' Health and Community	Open
<b>Draft General Fund Budget 2024/25 and MTFS Update</b> To present the draft General Fund budget for 2024/25 and the Medium Term Financial Strategy Update.	<b>10 Jan 2024 Cabinet</b>	Jonathan Wilson (Interim Director Finance & S151 Officer)		Cabinet Member for Finance, Human Resources and Payroll	Open
<b>Local Council Tax Scheme 2024/25</b> To present an update on the Local Council tax Scheme.	<b>10 Jan 2024 Cabinet</b>	Jonathan Wilson (Interim Director Finance & S151)		Cabinet Member for Finance, Human Resources and Payroll	Open

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<p><b>Gas Services Contract Modification</b> Approve the recommendation set out in the report to extend the existing domestic and commercial gas servicing, breakdown, repair and installation contract for a further year to 1<sup>st</sup> March 2025 with the potential extension for a further year.</p> <p>Approve delegated authority for the award of contract for the domestic and commercial gas servicing, breakdown and repair to the Corporate Director of Adults, Housing and Health in consultation with the Portfolio Holder for Housing.</p>	<p><b>10 Jan 2024 Cabinet</b></p>	<p>Officer) Ian Wake, Corporate Director of Adults, Housing and Health</p>		<p>Cabinet Member for Children's Services and Housing</p>	<p>Open</p>
<p><b>Reprocurement of Education Software as a Service</b> To approve the plan to re-tender inline with PCR 2015 regs for an Education SaaS, using CCS Framework RM6259.</p> <p>The Education SaaS is a core system for the Council - Without this contract the Council would be left without an application to manage our learning and skills data, would not be able to process school admissions, free school meals, early funding payments to providers or complete various statutory returns that are required by the DfE.</p> <p>The new contract will be a 4+1+1 year term.</p>	<p><b>7 Feb 2024 Cabinet</b></p>	<p>Jackie Hinchliffe, Director of HR, OD &amp; Transformation</p>		<p>Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance</p>	<p>Open</p>
<p><b>Lower Thames Crossing Task Force Update</b></p>	<p><b>7 Feb 2024 Cabinet</b></p>	<p>Mark Bradbury, Interim Director of</p>		<p>Leader and Cabinet Member for Growth</p>	<p>Open</p>



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To note the work of the Lower Thames Crossing Task Force.		Place			
<b>Thames Freeport Subsidy Control Scheme</b> To approve the subsidy control scheme to be used to provide business rates relief for companies locating at Thames Freeport.	<b>7 Feb 2024 Cabinet</b>	Steven Mair, Interim Chief Financial Officer/Section 151 Officer		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Open
<b>Print and Post Ready to Award recommendation</b> 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	<b>7 Feb 2024 Cabinet</b>	Mark Bradbury, Interim Director of Place		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Open
<b>Thameside Complex</b> To determine the future of the Thameside Complex.	<b>7 Feb 2024 Cabinet</b>	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Environment, Economic Development and Directional Leadership	Part exempt
<b>Mental Health &amp; Disabilities Floating Support.</b> To seek Cabinet approval for the proposed tender of Mental Health and Disability support services that are in line with Thurrock Councils statutory duty under the care act 2014.	<b>7 Feb 2024 Cabinet</b>	Ian Wake, Corporate Director of Adults, Housing and Health		Cabinet member for Health, Adults' Health and Community	Open
<b>Asset Disposal</b> Cabinet to consider approving the next tranche of properties for sale.	<b>7 Feb 2024 Cabinet</b>	Mark Bradbury, Interim Director of Place		Cabinet Member for Finance, Human Resources and Payroll	Part exempt
<b>Thames Freeport - Accountable Body Decisions</b>	<b>7 Feb 2024 Cabinet</b>	Asmat Hussain, Director of Legal and Governance and Monitoring Officer		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Part exempt

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<b>South East Local Enterprise Partnership (SELEP) - Migration</b> To acknowledge the services and functions carried out by SELEP to be transferred to Thurrock Council and to agree proposals to meet the Council's new obligations as Government transfers responsibilities from Local Enterprise Partnerships to upper tier authorities	<b>7 Feb 2024 Cabinet</b>	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Environment, Economic Development and Directional Leadership	Open
<b>Commissioning Report - Domiciliary Care</b> To approve the tender of Domiciliary Care Services.	<b>7 Feb 2024 Cabinet</b>	Ian Wake, Corporate Director of Adults, Housing and Health		Cabinet member for Health, Adults' Health and Community	Open
<b>Capital Strategy 2024/25</b> To recommend to Council the 2024/25 Treasury Management Strategy.	<b>7 Feb 2024 Cabinet</b>	Jonathan Wilson (Interim Director Finance & S151 Officer)		Cabinet Member for Finance, Human Resources and Payroll	Open
<b>Capital Programme 2024/25</b> To recommend to Council the 2024/25 Capital Programme.	<b>7 Feb 2024 Cabinet</b>	Jonathan Wilson (Interim Director Finance & S151 Officer)		Cabinet Member for Finance, Human Resources and Payroll	Open
<b>Draft General Fund Budget 2024/25 and MTFS Update</b> To recommend to Council the 2024/25 revenue and capital budgets.	<b>7 Feb 2024 Cabinet</b>	Jonathan Wilson (Interim Director Finance & S151 Officer)		Cabinet Member for Finance, Human Resources and Payroll	Open
<b>HRA Business Plan, Budget and Rent Setting 2024/25 Onwards</b> To agree the HRA Business Plan, budget and rents for 2024/25.	<b>7 Feb 2024 Cabinet</b>	Ian Wake (Corporate Director of Adults, Housing and Health)		Cabinet Member for Housing	Open
<b>Quarter 3 2023/24 Financial Position</b> To note the councils forecast financial position for 2023/24.	<b>13 Mar 2024 Cabinet</b>	Jonathan Wilson (Interim Director Finance & S151 Officer)		Cabinet Member for Finance, Human Resources and Payroll	Open
<b>School Capital Programme Update 2023/24</b> 1. To approve a revised £3.85M or	<b>13 Mar 2024 Cabinet</b>	Sheila Murphy (Corporate Director of Children's		Cabinet Member for Children's Services and Housing	Open

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<p>£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.</p> <p>2. To approve the commencement of the procurement process in accordance with Council &amp; 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.</p> <p>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 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>		Services)			
<p><b>Asset Disposal</b> Cabinet to consider approving the next</p>	<p><b>13 Mar 2024</b> <b>Cabinet</b></p>	<p>Mark Bradbury, Interim Director of</p>		<p>Cabinet Member for Finance, Human</p>	<p>Part exempt</p>

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tranche of properties for sale.		Place		Resources and Payroll	
<b>Thames Freeport - Accountable Body Decisions</b>	<b>13 Mar 2024 Cabinet</b>	Asmat Hussain, Director of Legal and Governance and Monitoring Officer		Deputy Leader and Cabinet Member for Transformational Change, Communications and Governance	Part exempt
<b>Annual Public Health Report</b> To note the independent report of the Director of Public Health, and approve its publication.	<b>13 Mar 2024 Cabinet</b>	Jo Broadbent (Director of Public Health)		Cabinet member for Health, Adults' Health and Community	Open
<b>Lower Thames Crossing Task Force Update</b> To note the work of the Lower Thames Crossing Task Force.	<b>13 Mar 2024 Cabinet</b>	Mark Bradbury, Interim Director of Place		Leader and Cabinet Member for Growth	Open
<b>Integrated Transport Block Capital Programme 2024/25</b> To approve the 2024/25 Integrated Transport Block (ITB) capital programme for implementation.	<b>13 Mar 2024 Cabinet</b>	Julie Nelder (Director Highways, Fleet and Logistics)		Cabinet Member for Regeneration and Highways	Open