

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

## **Forward Plan of Key Decisions**

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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 Robert Gledhill (Leader of the Council)	Public Protection and Anti-Social Behaviour
Councillor Shane Hebb (Deputy Leader of the Council)	Finance
Councillor Gary Collins	Central Services
Councillor Mark Coxshall	Regeneration
Councillor James Halden	Education and Health
Councillor Deborah Huelin	Communities
Councillor Barry Johnson	Housing
Councillor Sue Little	Children and Adult Social Care
Councillor Aaron Watkins	Environment and Highways

## 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?	Key or Non-Key Decision	Responsible Officer	Cabinet Member / Portfolio	Open / Exempt (and reason if the decision is to be taken in private)
<p><b>Free Schools in Thurrock - Thames Park Academy</b> To seek approval for disposal of a suitable site within Thurrock ownership to Education Skills and Funding Agency to allow Thames Park Free School to be built.</p>	<p><b>11 Jul 2018 Cabinet</b></p>	<p>Key Affects more than 1 ward</p>	<p>Rory Patterson, (Corporate Director of Children's Services), Steve Cox (Corporate Director of Place)</p>	<p>Cabinet Member for Education and Health</p>	<p>Open</p>
<p><b>Xantura - Phase 3 Contract Procurement</b> To seek Cabinet approval to procure the next phase of data analytics services across the Council.</p>	<p><b>11 Jul 2018 Cabinet</b></p>	<p>Key Expenditure &gt; £500,000</p>	<p>Jackie Hinchliffe, (Director of HR, OD &amp; Transformation)</p>	<p>Cabinet Member for Central Services</p>	<p>Open</p>
<p><b>End of Year Corporate Performance Report 2017/18</b> This report provides Cabinet with a summary of performance against the Corporate Scorecard 2017/18, a basket of key performance indicators. These indicators are used to monitor the performance of key corporate priority activities and enables Members, Directors and other leaders to form an opinion as to the delivery of these priorities.</p>	<p><b>11 Jul 2018 Cabinet</b></p>	<p>Non Key</p>	<p>Karen Wheeler, (Director of Strategy, Communications and Customer Service)</p>	<p>Cabinet Member for Central Services</p>	<p>Open</p>
<p><b>Gas Servicing, Repair &amp; Renewal Contract, HRA Stock</b> To approve the tendering of gas servicing, repair and replacement to the council's housing stock.</p>	<p><b>11 Jul 2018 Cabinet</b></p>	<p>Key Affects more than 1 ward</p>	<p>Roger Harris, (Corporate Director of Adults, Housing and Health)</p>	<p>Leader and Cabinet Member for Public Protection and Anti-Social Behaviour</p>	<p>Open</p>
<p><b>Tender of Insurance and Related Services</b> To seek approval to proceed with the tender of the Council's insurance and related services as the current contract is due to expire on 31<sup>st</sup> March 2019.</p>	<p><b>11 Jul 2018 Cabinet</b></p>	<p>Key Expenditure &gt; £500,000</p>	<p>Sean Clark (Director of Finance &amp; IT)</p>	<p>Deputy Leader and Cabinet Member for Finance</p>	<p>Open</p>

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<b>Development Plan Update</b> To provide Cabinet with an update on the progress made on Council's emerging Development Plan and provide members with the opportunity to consider an updated Local Development Scheme and Statement of Community Involvement ahead of the documents being considered at Full Council in July alongside with the emerging Local Plan Issues and Options (Stage 2) consultation document.	<b>11 Jul 2018 Cabinet</b>	Key Affects more than 1 ward	Steve Cox (Corporate Director Place)	Cabinet Member for Regeneration	Open
<b>Re- procurement Internal and External redecoration - Borough wide</b> To seek Cabinet approval to go to tender for Internal and External redecoration – Borough wide.	<b>11 Jul 2018 Cabinet</b>	Key Expenditure > £500,000	Roger Harris (Corporate Director of Adults, Housing and Health)	Leader and Cabinet Member for Public Protection and Anti-Social Behaviour	Open
<b>Q1 Financial Position and MTFS Update</b> To note the councils forecast financial position for 2018/19.	<b>12 Sep 2018 Cabinet</b>	Key Affects more than 1 ward	Sean Clark, (Director of Finance & IT)	Deputy Leader and Cabinet Member for Finance	Open
<b>Children's Transport - Service and Policy Review</b> To consider the proposals around changes to the Home to School Travel and Transport policy and the procurement strategy around Children's Transport.	<b>12 Sep 2018 Cabinet</b>	Key Affects more than 1 ward	Rory Patterson (Corporate Director of Children's Services)	Cabinet Member for Education and Health	Open
<b>Thurrock Cultural Economy Strategy</b> Approval of the Cultural Economy Strategy for Thurrock.	<b>12 Sep 2018 Cabinet</b>	Key Affects more than 1 ward	Steve Cox (Corporate Director Place)	Cabinet Member for Education and Health	Open
<b>Quarterly Corporate Performance Report 2018/19</b> This report provides Cabinet with a summary	<b>10 Oct 2018 Cabinet</b>	Non Key	Karen Wheeler (Director of Strategy, Communications and	Cabinet Member for Central Services	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)
of performance against the Corporate Scorecard 2018/19, a basket of key performance indicators. These indicators are used to monitor the performance of key corporate priority activities and enables Members, Directors and other leaders to form an opinion as to the delivery of these priorities.			Customer Services)		
<b>Q2 Financial Position and MTFS Update</b> To note the councils forecast financial position for 2018/19.	<b>12 Dec 2018 Cabinet</b>	Key Affects more than 1 ward	Sean Clark, (Director of Finance & IT)	Deputy Leader and Cabinet Member for Finance	Open
<b>Quarterly Corporate Performance Report 2018/19</b> This report provides Cabinet with a summary of performance against the Corporate Scorecard 2018/19, a basket of key performance indicators. These indicators are used to monitor the performance of key corporate priority activities and enables Members, Directors and other leaders to form an opinion as to the delivery of these priorities.	<b>12 Dec 2018 Cabinet</b>	Non Key	Karen Wheeler (Director of Strategy, Communications and Customer Services)	Cabinet Member for Central Services	Open
<b>Fees and Charge Pricing Strategy 2019/20</b> 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 2019-20.	<b>13 Feb 2019 Cabinet</b>	Key Expenditure > £500,000	Sharon Bayliss, (Director of Commercial Services)	Deputy Leader and Cabinet Member for Finance	Open
<b>Quarterly Corporate Performance Report 2018/19</b> This report provides Cabinet with a summary of performance against the Corporate Scorecard 2018/19, a basket of key	<b>13 Mar 2019 Cabinet</b>	Non Key	Karen Wheeler (Director of Strategy, Communications and Customer Services)	Cabinet Member for Central Services	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)
performance indicators. These indicators are used to monitor the performance of key corporate priority activities and enables Members, Directors and other leaders to form an opinion as to the delivery of these priorities.					
<b>Q3 Financial Position and MTFS Update</b> To note the councils forecast financial position for 2018/19.	<b>13 Mar 2019</b> <b>Cabinet</b>	Key Affects more than 1 ward	Sean Clark, (Director of Finance & IT)	Deputy Leader and Cabinet Member for Finance	Open