

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

## **Forward Plan**

**Issued: 10 September 2019**

Contact: Lucy Tricker, Democratic Services Officer  
Civic Offices, New Road, Grays,  
Essex RM17 6SL

E-mail: [Direct.Democracy@thurrock.gov.uk](mailto: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 Rob Gledhill (Leader of the Council)	Public Protection and Anti-Social Behaviour
Councillor Shane Hebb (Deputy Leader of the Council)	Finance and Transformation
Councillor Mark Coxshall	Regeneration and Strategic Highways
Councillor James Halden	Education and Health
Councillor Deborah Huelin	Central Services and Community
Councillor Barry Johnson	Housing
Councillor Sue Little	Children and Adult Social Care
Councillor Ben Maney	Highways and Transport
Councillor Aaron Watkins	Environment and Sport & Leisure

## 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)
<p><b>Education Support Strategy</b> The Education Support Strategy, which has been developed in partnership with our schools and sets out how the Local Authority is looking to further imbed our partnership working ethos to ensure that children and young people can access educational provision that offers a well rounded and balanced curriculum for all.</p>	<p><b>9 Oct 2019 Cabinet</b></p>	<p>Roger Harris, Corporate Director of Adults, Housing and Health/Interim Director of Children's Services</p>		<p>Cabinet Member for Education and Health</p>	<p>Open</p>
<p><b>Grays South Regeneration Area</b> To consider land assembly required to enable an extension to the Civic Offices.</p>	<p><b>9 Oct 2019 Cabinet</b></p>	<p>Andrew Millard, Interim Director of Place</p>		<p>Cabinet Member for Regeneration and Strategic Highways</p>	<p>Part exempt</p>
<p><b>Re-Procurement of the Corporate Cleaning Contract</b> To approve the re-procurement of the Corporate Cleaning Contract.</p>	<p><b>9 Oct 2019 Cabinet</b></p>	<p>Karen Wheeler, Director of Strategy, Communications and Customer Service</p>		<p>Cabinet Member for Central Services and Communities</p>	<p>Open</p>
<p><b>Commissioning Report - Integrated Equipment Service</b> To approve the proposed commissioning of the Integrated Equipment Service (Community equipment to support mobility and independence in the home e.g. stair lifts, grab rails etc.)</p>	<p><b>9 Oct 2019 Cabinet</b></p>	<p>Roger Harris, Corporate Director of Adults, Housing and Health/Interim Director of Children's Services</p>		<p>Cabinet Member for Adult and Children Services</p>	<p>Open</p>
<p><b>Billet Field Site</b> To consider the options available for the future of the Billet Field Site.</p>	<p><b>9 Oct 2019 Cabinet</b></p>	<p>Andrew Millard, Interim Director of Place</p>		<p>Cabinet Member for Regeneration and Strategic Highways</p>	<p>Open</p>
<p><b>Procurement of a Contract to Deliver a New Wide Area Network for Thurrock Council</b> To explain the process, set out the options and request approval to procure a replacement Wide Area Network depending on the receipt of the grant funding.</p>	<p><b>13 Nov 2019 Cabinet</b></p>	<p>Sharon Bayliss, Director of Commercial Services</p>		<p>Cabinet Member for Central Services and Communities</p>	<p>Open</p>
<p><b>Lower Thames Crossing Update</b></p>	<p><b>13 Nov 2019</b></p>	<p>Andrew Millard,</p>		<p>Cabinet Member for</p>	<p>Open</p>

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)
In line with the terms of reference as agreed by General Services Committee, this report provides an update to Cabinet on the recent work of the Lower Thames Crossing Task Force.	<b>Cabinet</b>	Interim Director of Place		Regeneration and Strategic Highways	
<b>Quarter 2 Financial Position</b> To note the Council's forecast financial position for 2019/20.	<b>11 Dec 2019 Cabinet</b>	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance and Transformation	Open
<b>Quarter 2 Corporate Performance Report</b> This report provides Cabinet with a summary of performance against the Corporate Scorecard 2019/20, 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>11 Dec 2019 Cabinet</b>	Karen Wheeler, Director of Strategy, Communications and Customer Service		Cabinet Member for Central Services and Communities	Open
<b>Lower Thames Crossing Update</b> In line with the terms of reference as agreed by General Services Committee, this report provides an update to Cabinet on the recent work of the Lower Thames Crossing Task Force.	<b>15 Jan 2020 Cabinet</b>	Andrew Millard (Interim Director of Place)		Cabinet Member for Regeneration and Strategic Highways	Open
<b>Local Council Tax Scheme</b> To present an update on the Local Council Tax Scheme.	<b>15 Jan 2020 Cabinet</b>	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance and Transformation	Open
<b>Medium Term Financial Strategy Update</b> To note the Council's medium term financial strategy position for 2019/20.	<b>15 Jan 2020 Cabinet</b>	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance and Transformation	Open
<b>Fees and Charges Pricing Strategy 2020/21</b>	<b>12 Feb 2020 Cabinet</b>	Sharon Bayliss, Director of		Deputy 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)
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 2020-21.		Commercial Services		Finance and Transformation	
<b>HRA Business Plan, Budget and Rent Setting 2020/21 Onwards</b> To set out the proposals for the HRA service delivery during 2020/21 and agree the budget and rents.	<b>12 Feb 2020 Cabinet</b>	Roger Harris, Corporate Director of Adults, Housing and Health/Interim Director of Children's Services		Cabinet Member for Housing	Open
<b>Capital Strategy 2020/21</b> To recommend to Council the 2020/21 Treasury Management Strategy.	<b>12 Feb 2020 Cabinet</b>	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance and Transformation	Open
<b>Draft 2020/21 Budget Proposals and Medium Term Financial Strategy Update</b> To recommend to Council the 2020/21 revenue and capital budgets, including the recommended council tax increase.	<b>12 Feb 2020 Cabinet</b>	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance and Transformation	Open
<b>Capital Programme Proposals</b> The report presents the Cabinet with recommended additions and the approach to the new capital programme for 2019/20 and subsequent years. The council is undergoing considerable transformation and needs to be able to respond accordingly to service review outcomes, system requirements, operational necessities and the need to plan for those larger projects for the future as well as considering individual projects.	<b>12 Feb 2020 Cabinet</b>	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance and Transformation	Open
<b>Sports and Recreation Strategic Action Plan</b> It provides the strategic framework and direction for sports and recreation provision in the borough for the next three	<b>11 Mar 2020 Cabinet</b>	Julie Rogers, Director of Environment and Highways		Cabinet Member for Central Services and Communities	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)
years. It sets out an action plan of activities, initiatives and programmes that can be delivered during this period.					
<b>Quarter 3 Financial Position</b> To note the Council's forecast financial position for 2019/20.	<b>11 Mar 2020 Cabinet</b>	Sean Clark, Director of Finance & IT		Deputy Leader and Cabinet Member for Finance and Transformation	Open
<b>Quarter 3 Corporate Performance Report</b> This report provides Cabinet with a summary of performance against the Corporate Scorecard 2019/20, 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>11 Mar 2020 Cabinet</b>	Karen Wheeler, Director of Strategy, Communications and Customer Service		Cabinet Member for Central Services and Communities	Open
<b>Lower Thames Crossing Update</b> In line with the terms of reference as agreed by General Services Committee, this report provides an update to Cabinet on the recent work of the Lower Thames Crossing Task Force.	<b>11 Mar 2020 Cabinet</b>	Andrew Millard, Interim Director of Place		Cabinet Member for Regeneration and Strategic Highways	Open