

# Communities and Local Services Scrutiny Committee Agenda



2.00 pm Thursday, 9 July  
2020

Via Microsoft Teams

In accordance with Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held on a virtual basis. Members of the Public can view a live stream of the meeting at:  
<https://www.darlington.gov.uk/livemeetings>

1. Introductions/Attendance at Meeting
2. Appointment of Chair for the Municipal Year 2020/21
3. Appointment of Vice-Chair for the Municipal Year 2020/21
4. To consider the times of meetings of this Committee for the Municipal Year 2020/21 on the dates agreed in the Calendar of Meetings by Cabinet at Minute C104/Feb/20
5. Declarations of Interest
6. To approve the Minutes of the meeting of this Scrutiny held on 13 February 2020 (Pages 1 - 4)
7. Work Programme –  
Report of the Managing Director  
(Pages 5 - 26)
8. SUPPLEMENTARY ITEM(S) (if any) which in the opinion of the Chair of this Committee are of an urgent nature and can be discussed at the meeting.
9. Questions



**Luke Swinhoe**  
**Assistant Director Law and Governance**

**Wednesday, 1 July 2020**

**Town Hall**  
**Darlington.**

**Membership**

Councillors Allen, Bartch, Cossins, Mrs Culley, Donoghue, Durham, Haszeldine, McCollom, Renton, Tait and Wallis

If you need this information in a different language or format or you have any other queries on this agenda please contact Hannah Fay, Democratic Officer, Resources Group, during normal office hours 8.30 a.m. to 4.45 p.m. Mondays to Thursdays and 8.30 a.m. to 4.15 p.m. Fridays email: [hannah.fay@darlington.gov.uk](mailto:hannah.fay@darlington.gov.uk) or telephone 01325 405801

## COMMUNITIES AND LOCAL SERVICES SCRUTINY COMMITTEE

Thursday, 13 February 2020

**PRESENT** – Councillors B Jones (Chair), Mrs Culley, Cossins, Donoghue, Howarth, McCollom, Tait and Wallis

**APOLOGIES** – Councillors Boddy and Durham,

**ABSENT** – Councillors Barch

**ALSO IN ATTENDANCE** – Councillors Renton, Mrs H Scott and Snedker

**OFFICERS IN ATTENDANCE** – Dave Winstanley (Assistant Director Capital Projects, Transport and Highways Planning), Brian Graham (Head of Environmental Services), Graham Hall (Head of Community Safety), Sue Dobson (Sustainable Transport Manager), Andrew Casey (Head of Highway Network Management), Alex Kay (Transport Planning Officer), Louise Neale (Transport Policy Officer) and Hannah Fay (Democratic Officer)

### CLS30 DECLARATIONS OF INTEREST

There were no declarations of interest reported at the meeting.

### CLS31 TO APPROVE THE MINUTES OF THE MEETING OF THIS SCRUTINY HELD ON :-

#### (1) 19 DECEMBER 2019

Submitted – The Minutes (previously circulated) of a meeting of this Scrutiny Committee held on 19 December 2019.

**RESOLVED** – That the Minutes of the meeting of this Scrutiny Committee held on 19 December 2019 be approved as a correct record.

#### (2) 10 JANUARY 2020

Submitted – The Minutes (previously circulated) of a meeting of this Scrutiny Committee held on 10 January 2020.

**RESOLVED** – That the Minutes of the meeting of this Scrutiny Committee held on 10 January 2020 be approved as a correct record.

### CLS32 COMMUNITY SAFETY - UPDATE

The Head of Community Safety gave a presentation (previously circulated) updating Members on the development of Community Safety which had been identified as a core resource; and outlined the DBC Service Plan, including objectives and priority actions set for 2019.

Details were provided of key achievements which included the introduction of PSPO's to tackle alcohol misuse, begging and antisocial behaviour in Darlington Town Centre;

introduction of mobile CCTV; and the award of Purple Flag status.

In relation to crime and incident figures for the year to date for Darlington and the Town Centre it was reported that, when compared to the previous year, all crime had increased by 6 per cent in Darlington, whilst antisocial behaviour had decreased by 1 per cent; and for the town centre all crime had increased by 24 per cent whilst antisocial behaviour had decreased by 4 per cent. Further information was provided in respect of violence against the person, sexual offences, retail crime, public disorder and antisocial behaviour.

Members were informed of the measures in place to address the increase in crime rates in the town, including five additional mobile CCTV units; violence had been identified as a key priority for Durham Constabulary, with additional resources put in place; work was being undertaken with licensing and pub watch to address alcohol related incidents; a multi-agency problem solving group was in place to address antisocial behaviour; and Whatsapp groups had been trialled as a mechanism to share intel.

The presentation outlined the service priorities for 2020-21 which would support the development of the town centre economy by putting appropriate measure in place and demonstrating it was a safe place to visit.

Concerns were raised in respect of the neighbourhood boundaries used by Durham Constabulary to report crime and antisocial performance data; as these did not correlate with the ward boundaries in Darlington, Members were not able to easily identify the data relevant to their wards. Members requested that discussions be held with Durham Constabulary to review and update their crime reporting system.

Discussion ensued on the antisocial behaviour relating to motorcycles and quads which had seen a significant increase over the winter period; crime detection rates; details were provided of funding from the Police, Crime and Victim's Commissioner to implement a road safety initiative with schools in Darlington; and reference was made to benefits of mini courts and mini police to address road safety around schools.

**RESOLVED** – (a) That the thanks of this Scrutiny Committee be extended to the Head of Community Safety for his informative and interesting presentation.

(b) That discussions be held with Durham Constabulary to review and update their crime reporting system to align neighbourhood boundaries with wards in Darlington.

(c) That Members undertake a visit to CCTV control room.

(d) That Members receive regular updates from CCTV via newsletter.

### **CLS33 LOCAL TRANSPORT PLAN**

The Director of Economic Growth and Neighbourhood Services submitted a report (previously circulated) seeking Members views on the outlined Local Implementation Plan for transport in Darlington in advance of public consultation in the summer 2020; and to update Members on highways and transport from a national, regional and local perspective, including delivery, performance and public satisfaction in 2019/20, and

the proposed priorities for 2020/21.

A PowerPoint presentation given by the Transport Planning Manager accompanied the submitted report, outlining the Governments transport commitments; the ministerial commitments of which decarbonisation was a priority area; and details were provided of the transport budget, with TVCA investing £256.7 million into transport projects for 2019-2029.

It was reported that the statutory responsibility for the Local Transport Plan now sat with the Tees Valley Combined Authority (TVCA); a Strategic Transport Plan had been approved by TVCA Cabinet at its meeting on 31 January 2020; and the Local Implementation Plan would be developed to meet the requirements at a local authority level.

The submitted report detailed the four ambitions for the Local Implementation Plan as set out in the draft policy framework, namely to support economic growth, create opportunity, to acknowledge the impact of transport on the environment and climate change and improve public health.

Reference was made to the current Transport Plan in Darlington (2011-2026); that this was based on a prioritised approach to maintain, manage and improve the highway network; and noted the recommendation that this approach be continued until the adoption of the Local Implementation Plan.

Members raised concern in respect of the bus service reliability, the bus routes currently available, and cost of fares. Members felt that this should be an area of focus for this Scrutiny as the plan develops and that consideration should be given to a specific piece of work within the work programme. Members also commented on the current subsidy in relation to town centre car parking offers versus the lack of incentives to use more sustainable modes such as bus, walking or cycling.

An observation outside of the committee Membership related to the Sustainable Transport initiatives, highlighting that the plan should be bold and more than just encouragement, 'enabling' preferential choices.

**RESOLVED** – (a) That Cabinet be advised;

- i. that the draft ambitions for the Local Implementation Plan be endorsed by Members;
- ii. Of Scrutiny Members recommendation for a section of the new plan relating to town centre and how the transport policy links to delivering the Town Centre Strategy;
- iii. Of Members intention to input individually to the consultation;
- iv. That public Transport (bus services), and in particular, routes available, service reliability, passenger facilities and fares be identified as an area the committee would like to focus on as the plan develops.

(b) That Members review the results of the consultation later this year to inform the development of the final Local Implementation Plan.

(c) That the progress made on delivering the Third Local Transport Plan through an

approach of Maintain, Manage and Improve, be noted.

#### **CLS34 WORK PROGRAMME**

The Managing Director submitted a report (previously circulated) requesting that consideration be given to this Scrutiny Committee's work programme and to consider any additional areas which Members would like to suggest should be included in the previously approved work programme.

Members were advised that reports in relation to Grass Verge Management and the Bank Top Masterplan would be submitted to this Scrutiny Committee in April 2020.

**RESOLVED** – (a) That the current status of the Work Programme be noted.

(b) That the Work Programme be updated to reflect the decisions of this Scrutiny Committee.

## COMMUNITIES AND LOCAL SERVICES SCRUTINY COMMITTEE 9 JULY 2020

---

### WORK PROGRAMME

---

### SUMMARY REPORT

#### Purpose of the Report

1. To consider the work programme items scheduled to be considered by this Scrutiny Committee during the 2020/21 Municipal Year and to consider any additional areas which Members would like to suggest should be included.

#### Summary

2. Members are requested to consider the attached draft work programme (**Appendix 1**) for the next Municipal Year which has been prepared based on Officers recommendations and recommendations previously agreed by this Scrutiny Committee in the last Municipal Year.
3. Once the work programme has been approved by this Scrutiny Committee, any additional areas of work which Members wish to add to the agreed work programme will require the completion of a quad of aims in accordance with the previously approved procedure (**Appendix 2**).

#### Recommendation

4. Members are requested to consider and approve the attached draft work programme as the agreed work programme for the Municipal year 2020/21 and consider any additional items which they might wish to include.

**Paul Wildsmith**  
**Managing Director**

#### Background Papers

No background papers were used in the preparation of this report.

Author : Hannah Fay

S17 Crime and Disorder	This report has no implications for Crime and Disorder
Health and Well Being	This report has no direct implications to the Health and Well Being of residents of Darlington.
Carbon Impact	There are no issues which this report needs to address.
Diversity	There are no issues relating to diversity which this report needs to address
Wards Affected	The impact of the report on any individual Ward is considered to be minimal.
Groups Affected	The impact of the report on any individual Group is considered to be minimal.
Budget and Policy Framework	This report does not represent a change to the budget and policy framework.
Key Decision	This is not a key decision.
Urgent Decision	This is not an urgent decision
One Darlington: Perfectly Placed	The report contributes to the Sustainable Community Strategy in a number of ways through the involvement of Members in contributing to the delivery of the eight outcomes.
Efficiency	The Work Programmes are integral to scrutinising and monitoring services efficiently (and effectively), however this report does not identify specific efficiency savings.
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers.



## MAIN REPORT

### Information and Analysis

5. The format of the proposed work programme has been reviewed to enable Members of this Scrutiny Committee to provide a rigorous and informed challenge to the areas for discussion.
6. Each topic has been reviewed to link it to the outcomes and the conditions in the Sustainable Community Strategy – One Darlington Perfectly Placed:-

#### SCS Outcomes

- a) Children with the best start in life
- b) More businesses more jobs
- c) A safe and caring community
- d) More people caring for our environment
- e) More people active and involved
- f) More people healthy and independent
- g) A place designed to thrive

#### Three Conditions

- a) Build Strong Communities
- b) Grow the Economy
- c) Spend every pound wisely

7. In addition, each topic links to performance indicators from the Performance Management Framework (PMF) to provide robust and accurate data for Members to use when considering topics and the work they wish to undertake. There are some topics where appropriate PMF indicators have not yet been identified however; these can be added as the work programme for each topic is developed.

### Forward Plan and Additional Items

8. Once the Work Programme has been agreed by this Scrutiny Committee, any Member seeking to add a new item to the work programme will need to complete a quad of aims.
9. A copy of the Forward Plan has been attached at **Appendix 3** for information.

This page is intentionally left blank

**COMMUNITIES AND LOCAL SERVICES SCRUTINY COMMITTEE WORK PROGRAMME**

<b>Topic</b>	<b>Timescale</b>	<b>Lead Officer/ Organisation Involved</b>	<b>SCS Outcome</b>	<b>Darlington Conditions</b>	<b>Link to Performance Management Framework (metrics)</b>	<b>Scrutiny's Role</b>
<b>Performance Management and Regulation/ Management of Change</b>  Regular Performance Reports to be Programmed  End of Year Performance (including Compliments Comments and Complaints)	Quarter 4 – 27 August 2020  Deferred from 25 June 2020	Relevant AD  Relevant AD	A safe and caring community  More businesses, more jobs  More people caring for our environment  A place designed to thrive	Build strong communities.  Spend every pound wisely  Grow the economy	Full Performance Management Framework suite of indicators.	To receive quarterly monitoring reports and undertake any further detailed work into particular outcomes if necessary.
<b>Tree and Woodland Strategy 2021-2031</b>	27 August 2020	Brian Graham	More people caring for our environment  A place designed to thrive	Build strong communities		To give Scrutiny Members the opportunity to consider.

Topic	Timescale	Lead Officer/ Organisation Involved	SCS Outcome	Darlington Conditions	Link to Performance Management Framework (metrics)	Scrutiny's Role
<b>Grass Verge Management</b>	Deferred from 2 April 2020	Dave Winstanley	More people caring for our environment	Build strong communities		
<b>Bank Top Masterplan</b>	Deferred from 25 June 2020	Dave Winstanley	A place designed to thrive	Spend every pound wisely  Grow the economy		To influence the Bank Top Masterplan and ensure the best outcomes for Darlington's residents and its economy
<b>Experience Darlington Including - Rail Heritage</b>	Last considered 12 September 2019	Ian Thompson	More people caring about our environment  More people active and involved	Build strong communities.  Grow the economy		To contribute to the development of 'Experience Darlington' Strategy

Topic	Timescale	Lead Officer/ Organisation Involved	SCS Outcome	Darlington Conditions	Link to Performance Management Framework (metrics)	Scrutiny's Role
<p><b>Monitoring Outcomes from the Medium-Term Financial Plan 2016-20</b></p> <p><i>Impact of ceasing/reducing the following and whether there has been any cost shunting to other areas within the Council :-</i></p> <p><i>Indoor /Outdoor Market</i></p>	<p>Last considered 12 September 2019</p>	<p>Ian Thompson/ Dave Winstanley/ Peter Carrick</p>	<p>A safe and caring community</p> <p>More businesses, more jobs</p> <p>A place designed to thrive</p>	<p>Spend every pound wisely</p>		<p>To monitor whether the savings identified are being achieved and consider the impact, if any, on residents</p>
<p><b>Tees Valley Combined Authority Transport Strategy</b> (to include Bus Services in the Tees Valley)</p>	<p>Last considered 12 September 2019</p>	<p>Dave Winstanley/ Tom Bryant TVCA</p>	<p>A place designed to thrive</p>	<p>Grow the economy</p>		<p>To contribute to and influence the Strategy to ensure the best outcomes for residents</p>

Topic	Timescale	Lead Officer/ Organisation Involved	SCS Outcome	Darlington Conditions	Link to Performance Management Framework (metrics)	Scrutiny's Role
<b>Introduction to Environmental Health</b>	Last considered 24 October 2019	Mark Ladyman	A place designed to thrive  More people caring for our environment  A safe and caring community	Build strong communities	ENV 002 ENV 006 ENV 009 ENV 021 ENV 022 ENV 023 REG 803	To gain an understanding of Environmental Health and current and future challenges.
<b>Replacement of Dog Control Orders with Public Space Protection Order</b>	Last considered 19 December 2019	Ian Thompson	A safe and caring community  A place designed to thrive  More people caring for our environment	Build strong communities		

Topic	Timescale	Lead Officer/ Organisation Involved	SCS Outcome	Darlington Conditions	Link to Performance Management Framework (metrics)	Scrutiny's Role
<b>Local Transport Plan</b>	Last considered 13 February 2020	Sue Dobson	More businesses more jobs  More people caring for our environment  More people healthy and independent  A place designed to thrive	Build Strong Communities  Grow the Economy		To give Scrutiny Members the opportunity to consider prior to Cabinet.
<b>Community Safety</b>	Last considered 13 February 2020	Ian Thompson	A safe and caring community  A place designed to thrive	Build strong communities		

**Performance Indicators**

<b>DBC Number:</b>	<b>Definition:</b>
CUL 037	Number of shows held at the Hippodrome
CUL 038	Number of individual attendances at theatre shows
CUL 065	Number of physical visits to the Library
CUL 066	Number of book loans
CUL 067	Number of ICT sessions at the library
CUL 071	Number of visits to the Head of Steam
CUL 078	% of ticket sales for the Hippodrome
CUL 079	% of ticket sales for the Hullabaloo
ENV 002	Number of Street Champions who are actively involved in litter picking a minimum of once per month
ENV 006	Total number of fly-tips reported
ENV 009	% household waste that is collected that is either reused, recycled or composted
ENV 021	% of small fly tips removed within target time
ENV 022	% of large fly tips removed within target time
ENV 023	Number of prosecutions for fly-tipping
ENV 024	Land Audit Management System - Litter Score
REG 803	Trading Standards : Percentage of high risk inspections carried out
TCP 101	Bus punctuality - percentage of non-frequent bus services running on time
TCP 200	Percentage of principal roads where maintenance should be considered (A class)
TCP 202	Percentage of non principal roads where maintenance should be considered (B and C class)
TCP 203	Percentage of unclassified roads where maintenance should be considered



TCP 600	Number of people killed or seriously injured in road traffic accidents
TCP 601	Number of people slightly injured in road traffic accidents
TCP 602	Number of children killed or seriously injured in road traffic accidents
TCP 603	Number of children slightly injured in road traffic accidents
TCP 900	Overall Public Satisfaction with Public Transport Theme (National Highways and Transport Survey)

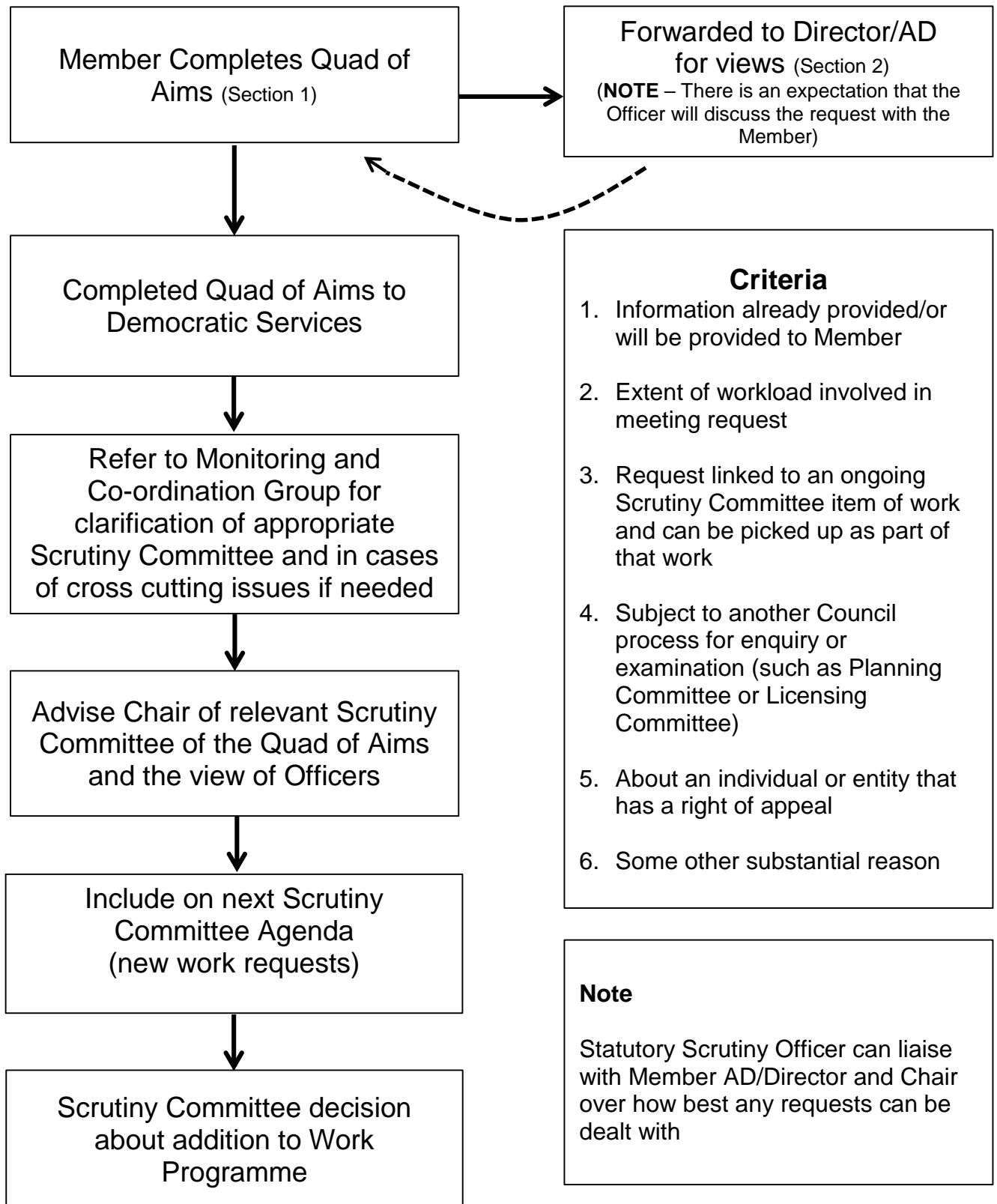
**Archived items**

<b>Topic</b>	<b>Timescale</b>	<b>Lead Officer/ Organisation Involved</b>	<b>SCS Outcome</b>	<b>Darlington Conditions</b>	<b>Scrutiny's Role</b>
<p><b>Monitoring Outcomes from the Medium-Term Financial Plan 2016-20</b></p> <p><i>Impact of ceasing/reducing the following and whether there has been any cost shunting to other areas within the Council :-</i></p> <p><i>Street Cleansing, Environmental Crime, Litter and Ground Maintenance</i></p> <p><i>Concessionary fares</i></p>	<p>Last considered 28 June 2018</p>	<p>Ian Thompson/ Dave Winstanley/ Peter Carrick</p>	<p>A safe and caring community</p> <p>More businesses, more jobs</p> <p>A place designed to thrive</p>	<p>Spend every pound wisely</p>	<p>To monitor whether the savings identified are being achieved and consider the impact, if any, on residents</p>
<p><b>Darlington Crematorium Refurbishment</b></p>	<p>Last considered 12 September 2019</p>	<p>Ian Thompson</p>	<p>A place designed to thrive</p>	<p>Spend every pound wisely</p>	

Topic	Timescale	Lead Officer/ Organisation Involved	SCS Outcome	Darlington Conditions	Scrutiny's Role
<b>Tees Valley Waste Management Contract</b>	Last considered 24 October 2019	Ian Thompson	A place designed to thrive  More people caring for our environment	Grow the economy  Build strong communities  Spend every pound wisely	To give Scrutiny Members the opportunity to consider prior to Cabinet.
<b>Monitoring Outcomes from the Medium-Term Financial Plan 2016-20</b>  <i>Impact of ceasing/reducing the following and whether there has been any cost shunting to other areas within the Council :-</i>  <i>Library Services including Mobile Library, Cockerton Library, Crown Street Library, Art Gallery and Local Studies</i>	Last considered 24 October 2019	Ian Thompson/ Dave Winstanley/ Peter Carrick	A safe and caring community  More businesses, more jobs  A place designed to thrive	Spend every pound wisely	

Topic	Timescale	Lead Officer/ Organisation Involved	SCS Outcome	Darlington Conditions	Scrutiny's Role
<b>Medium Term Financial Plan</b>	Special 10 January 2020	Elizabeth Davison	A safe and caring community  More businesses, more jobs  A place designed to thrive	Build Strong Communities  Grow the Economy  Spend every pound wisely	To enable the Committee to give consideration to those areas of the MTFP within the Committee's remit
<b>Council Plan</b>	Special 10 January 2020	Neil Bowerbank	A place designed to thrive  A safe and caring community  More people healthy and independent  Enough support for people when needed	Build strong communities  Spend every pound wisely.  Grow the Economy	

## PROCESS FOR ADDING AN ITEM TO SCRUTINY COMMITTEE'S PREVIOUSLY APPROVED WORK PROGRAMME



PLEASE RETURN TO DEMOCRATIC SERVICES

# QUAD OF AIMS (MEMBERS' REQUEST FOR ITEM TO BE CONSIDERED BY SCRUTINY)

## SECTION 1 TO BE COMPLETED BY MEMBERS

**NOTE** – This document should only be completed if there is a clearly defined and significant outcome from any potential further work. This document should **not** be completed as a request for or understanding of information.

REASON FOR REQUEST?	RESOURCE (WHAT OFFICER SUPPORT WOULD YOU REQUIRE?)
PROCESS (HOW CAN SCRUTINY ACHIEVE THE ANTICIPATED OUTCOME?)	HOW WILL THE OUTCOME MAKE A DIFFERENCE?

Page 20

Signed Councillor .....

Date .....

## SECTION 2 TO BE COMPLETED BY DIRECTORS/ASSISTANT DIRECTORS

**(NOTE – There is an expectation that Officers will discuss the request with the Member)**

	<b>Criteria</b>
1. (a) Is the information available elsewhere? Yes ..... No ..... If yes, please indicate where the information can be found (attach if possible and return with this document to Democratic Services) .....	1. Information already provided/or will be provided to Member
(b) Have you already provided the information to the Member or will you shortly be doing so? .....	2. Extent of workload involved in meeting request
2. If the request is included in the Scrutiny Committee work programme what are the likely workload implications for you/your staff? .....	3. Request linked to an ongoing Scrutiny Committee item of work and can be picked up as part of that work
3. Can the request be included in an ongoing Scrutiny Committee item of work and picked up as part of that? .....	4. Subject to another Council process for enquiry or examination (such as Planning Committee or Licensing Committee)
4. Is there another Council process for enquiry or examination about the matter currently underway? .....	5. About an individual or entity that has a right of appeal
5. Has the individual or entity some other right of appeal? .....	6. Some other substantial reason
6. Is there any substantial reason (other than the above) why you feel it should not be included on the work programme? .....	

Page 21

**Signed** ..... **Position** ..... **Date** .....

**PLEASE RETURN TO DEMOCRATIC SERVICES**

This page is intentionally left blank



**FORWARD PLAN  
FOR THE PERIOD: 3 JUNE 2020 - 30 OCTOBER 2020**



**What is a Forward Plan?**

The Forward Plan is a list of all of the decisions, which are due to be taken by Cabinet. The Plan also includes all Key Decisions to be taken by Cabinet, a Member of the Cabinet or a designated Officer in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulation 2012. It also gives notice of the decisions that are likely to be taken in private. These decisions need to be published on the Forward Plan at least 28 clear days before the decision is to be taken. The Plan is updated on an ad hoc basis, but at least once a month. It can be accessed on the Council website [www.darlington.gov.uk](http://www.darlington.gov.uk).

**What is a Key Decision?**

A key decision in the Council's constitution is defined as to:

1. result in the Borough Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates; or
2. be significant in terms of its effects on communities living or working in an area comprising one or more wards in the Borough.

**What are the reasons that a report can be held in private?**

Whilst the majority of the Executive decisions listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some decisions to be considered that contains, for example, confidential, commercially or personal information.

The Forward Plan is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that some of the decisions listed in this Forward Plan will be held in private because the report will contain exempt information under Schedule 12A of the Local Government Act 1972 (set out below) and that the public interest in withholding the information outweighs the public interest in disclosing it.

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:–
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **Who takes Key Decisions?**

Under the Council's constitution, key decisions are taken by Cabinet.

### **Are only Key Decisions listed in the Forward Plan?**

The Council only has a statutory obligation to publish key decisions and decisions that are to be heard at a private meeting, however, all decisions to be taken by Cabinet are included on the plan to give Scrutiny Committees and the public an early indication of decisions to be made.

### **What does the Forward Plan tell me?**

The Plan gives information about:

- What decisions are coming up
- What key decisions are coming up
- When those decisions are likely to be made
- Which decisions will be held in private
- Who will make those decisions
- The relevant Scrutiny Committee that the decision relates to
- What consultation will be undertaken
- Whether the decision will be an open or closed report (and the reason why) (public and press are not allowed to access closed reports and will not be able to stay in the Cabinet meeting when a closed report is being considered)
- Who you can contact for further information

### **How to make representations**

Members of the public have a right to make representations to the Council, including whether they think that any items we are proposing to consider in private should be dealt with in public. The Council will consider any representations before a decision is taken.

Anyone who wishes to make representations to the decision maker about a particular matter should do so in writing, at least a week before it is due to be considered, either by letter or email to Lynne Wood using the contact details set out below.

### **How and who do I contact?**

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item.

For general information about the decision-making process and for copies of any documents outlined in the Forward Plan please contact Lynne Wood, Elections Manager, Democratic Services, Resources Group, Town Hall, Feethams, Darlington, DL1 5QT. Tel: 01325 405803. Email: [lynne.wood@darlington.gov.uk](mailto:lynne.wood@darlington.gov.uk).

<b>Title</b>	<b>Decision Maker and Date</b>
Annual Procurement Plan	Cabinet 14 Jul 2020
Waste Contract 2020	Cabinet 14 Jul 2020
Representation on Other Bodies 2020/21	Cabinet 14 Jul 2020
Project Position Statement and Capital Programme Monitoring Outturn 2019/20	Cabinet 14 Jul 2020
Replacement of Dog Control Orders with Public Space Protection Orders	Cabinet 14 Jul 2020
Revenue Budget Outturn 2019/20	Cabinet 14 Jul 2020
School Term Dates 2022/2023	Cabinet 15 September 2020
Xentrall Shared Services Annual Report	Cabinet 14 Jul 2020
Revenue Budget Monitoring - Quarter 1	Cabinet 14 Jul 2020
Project Position Statement and Capital Programme Monitoring - Quarter 1	Cabinet 14 Jul 2020
Draft Climate Change Strategy	Cabinet 14 Jul 2020
Darlington Sports Village	Cabinet 14 Jul 2020
Complaints Made to Local Government Ombudsman	Cabinet 15 Sep 2020
Agreed Syllabus for Religious Education	Cabinet 15 Sep 2020
Treasury Management Annual and Outturn Prudential Indicators 2019/20	Council 24 Sep 2020 Cabinet 15 Sep 2020
Regulatory Investigatory Powers Act (RIPA)	Cabinet 15 Sep 2020
Complaints, Compliments and Comments Annual Reports 2019/20	Cabinet 15 Sep 2020
Annual Review of the Investment Fund	Cabinet 15 Sep 2020

This page is intentionally left blank