

**FORWARD PLAN  
FOR THE PERIOD: 6 FEBRUARY 2019 - 30 JUNE 2019**



**What is a Forward Plan?**

The Forward Plan is a list of the key decisions, which are due to be taken, by the 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.

## **DARLINGTON BOROUGH COUNCIL FORWARD PLAN**

### **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.

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

The Plan gives information about:

- 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 a 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).

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

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**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Housing Revenue Account 2019/20

**Brief Description**

To consider the draft revenue budget, rent levels and service charges for the Council's Housing Revenue Account (HRA) for the financial year 2019/20.

**Decision Type**

Key

**Decision Status**

For consultation

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

11 Dec 2018

Council

21 Feb 2019

**Relevant Scrutiny Committee**

Adults and Housing Scrutiny Committee

**Relevant Cabinet Member(s)**

Housing, Health and Partnerships Portfolio

**Contact Officer/Report Author**

Pauline Mitchell, Assistant Director Housing and Building Services  
pauline.mitchell@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

Meetings.

**Document to be submitted**

Report and Housing Revenue Account

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Medium Term Financial Plan (MTFP) 2019/20

**Brief Description**

To propose the Medium Term Financial Plan (MTFP) 2019/20 as a basis for consultation. The MTFP sets out the Council's priorities and resource allocations, Annual Capital Expenditure and proposals for the Capital Programme.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

11 Dec 2018

Council

21 Feb 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Leader of the Council and Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Elizabeth Davison, Assistant Director Resources  
elizabeth.davison@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

Meetings

**Document to be submitted**

Report, Medium Term Financial Plan and Schedule of Charges

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Housing Revenue Account 2019/20

**Brief Description**

To recommend to Council a revenue budget, rent levels and service charges for the Council's Housing Revenue Account (HRA) for the financial year 2019/20.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

12 Feb 2019

Council

21 Feb 2019

**Relevant Scrutiny Committee**

Adults and Housing Scrutiny Committee

**Relevant Cabinet Member(s)**

Housing, Health and Partnerships Portfolio

Housing, Health and Partnerships Portfolio

**Contact Officer/Report Author**

Pauline Mitchell, Assistant Director Housing and Building Services  
pauline.mitchell@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

Meetings.

**Document to be submitted**

Report and Housing Revenue Account

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Medium Term Financial Plan (MTFP) 2019/20

**Brief Description**

To propose the Medium Term Financial Plan (MTFP) 2019/20 to Council for approval following consultation. The MTFP sets out the Council's priorities and resource allocations, Annual Capital Expenditure and proposals for the Capital Programme.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

12 Feb 2019

Council

21 Feb 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Leader of the Council and Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Elizabeth Davison, Assistant Director Resources  
elizabeth.davison@darlington.gov.uk

**Department**

**Wards Affected**

**Consultation Process**

Meetings.

**Document to be submitted**

Report, draft Medium Term Financial Plan and Schedule of Charges

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Special Educational Needs and Disability (SEND) Strategy and High Needs Funding

**Brief Description**

To consider and agree the Special Educational Needs and Disability (SEND) Strategy and high needs funding bandings, following consultation.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

5 Mar 2019

**Relevant Scrutiny Committee**

Children and Young People Scrutiny Committee

**Relevant Cabinet Member(s)**

Children and Young People Portfolio

**Contact Officer/Report Author**

Tony Murphy, Head of Education and Inclusion  
Tony.Murphy@darlington.gov.uk

**Department**

Childrens and Adults

**Wards Affected**

All Wards

**Consultation Process**

Public consultation through stakeholder events/forum groups.

**Document to be submitted**

Report and Special Educational Needs and Disability (SEND) Strategy



**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Special Educational Needs and Disability (SEND) - Home to School Transport

**Brief Description**

To consider and agree the Special Education Needs and Disability (SEND) Transport (Home to School Transport), following consultation.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

5 Mar 2019

**Relevant Scrutiny Committee**

Children and Young People Scrutiny Committee

**Relevant Cabinet Member(s)**

Children and Young People Portfolio

**Contact Officer/Report Author**

Tony Murphy, Head of Education and Inclusion  
Tony.Murphy@darlington.gov.uk

**Department**

Childrens and Adults

**Wards Affected**

All Wards

**Consultation Process**

Public consultation through stakeholder events/forum groups.

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Local Transport Plan 2019/20

**Brief Description**

To report on progress made in delivering the transport capital programme in 2018/19; key performance indicators; and releasing funding for the proposed transport capital programme in 2019/20. An update on the progress of the TVCA Strategic Transport Plan will also be reported.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

5 Mar 2019

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Leisure and Local Environment Portfolio

**Contact Officer/Report Author**

Sue Dobson

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

Public consultation for the new Strategic Transport Plan, led by the Tees Valley Combined Authority.

**Document to be submitted**

Report and draft Local Transport Plan

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Children and Adults Capital Programme 2019/20

**Brief Description**

Proposed capital programme for maintained Darlington Schools and proposed adjustments to basic need allocations.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

5 Mar 2019

**Relevant Scrutiny Committee**

Children and Young People Scrutiny Committee

**Relevant Cabinet Member(s)**

Children and Young People Portfolio

**Contact Officer/Report Author**

Julia McCabe

**Department**

Childrens and Adults

**Wards Affected**

All Wards

**Consultation Process**

School visits and agreement of Locally Agreed Asset Management Plan priorities

**Document to be submitted**

Report and Capital Programme

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Annual Procurement Plan 2019/20

**Brief Description**

To consider and approve the Annual Procurement Plan 2019/20

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

2 Apr 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Leader of the Council and Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Sarah Hutchinson, Contracts Lawyer  
sarah.hutchinson@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

Internal Departments

**Document to be submitted**

Report and Annual Procurement Plan

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Darlington Borough Local Plan 2016/36 - Proposed Submission

**Brief Description**

To agree the final draft of the Local Plan to advertise for representations and ultimately submit for examination.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

4 Jun 2019

Council

18 Jul 2019

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Deputy Leader of the Council and Economy and Regeneration Portfolio

**Contact Officer/Report Author**

David Hand, Head of Service for Planning Policy, Economic Strategy and Environment

David.Hand@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

Legal duty to seek representations prior to submission to Government for examination. Email and Letter and use of the Council's consultation portal.

**Document to be submitted**

Report and draft Local Plan

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Archived Items**

**Title**

Special Educational Needs and Disability (SEND) - High Needs Review - Capital Spend

**Brief Description**

To consider data evidence, SEND commissioning intentions and SEND capital funding allocation following consultation.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

**Relevant Scrutiny Committee**

Children and Young People Scrutiny Committee

**Relevant Cabinet Member(s)**

Children and Young People Portfolio

**Contact Officer/Report Author**

Tony Murphy, Head of Education and Inclusion  
Tony.Murphy@darlington.gov.uk

**Department**

Childrens and Adults

**Wards Affected**

All Wards

**Consultation Process**

Stakeholder events/forum groups.

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
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