FORWARD PLAN FOR THE PERIOD: 4 NOVEMBER 2020 - 31 MARCH 2021



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.

What is a Key Decision?

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

- 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)
- 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.

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Title

Disabled Facilities Grant (DFG)

Brief Description

Permission to release funds to enable the adaptations for those individuals who are eligible to review the DFG.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

10 Nov 2020

Relevant Scrutiny Committee

Adults Scrutiny Committee

Relevant Cabinet Member(s)

Adults Portfolio

Contact Officer/Report Author

Sarah Foster @darlington.gov.uk

Department

Childrens and Adults

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Council Plan 2020/23

Brief Description

To receive an update on the Council Plan 2020/23.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

10 Nov 2020

Relevant Scrutiny Committee

Relevant Cabinet Member(s)

Leader of the Council

Contact Officer/Report Author

Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Report and Council Plan

Title

Revenue Budget Monitoring - Quarter 2

Brief Description

To provide a summary of the latest budget position.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

10 Nov 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Economy Portfolio

Contact Officer/Report Author

Tracy Blowers

Tracy.Blowers@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Project Position Statement and Capital Programme Monitoring - Quarter 2

Brief Description

To provide a summary of the latest Capital resource and commitment position, to inform monitoring of the affordability and funding of the Council's capital programme.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

10 Nov 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Tracy Blowers

Tracy.Blowers@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Council Tax Support - Scheme Approval 2021/22

Brief Description

To consider and approve a draft Council Tax Support Scheme.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

10 Nov 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Tracy Blowers

Tracy.Blowers@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Report and draft Council Tax Support Scheme

Title

Stockton and Darlington Railway Walking and Cycling Route

Brief Description

Update regarding design process, funding, planning applications and / or negotiations for access, new public rights of way or cycle tracks.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet 10 Nov 2020

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio

Contact Officer/Report Author

Barbara Strickland, PA Manager Barbara.Strickland@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Brinkburn and Faverdale; Harrowgate Hill; Heighington and Coniscliffe; North Road; Northgate; Red Hall and Lingfield; Stephenson; Sadberge and Middleton St. George

Consultation Process and Consultees

New sections of the S&DR walking and cycling route will be created through existing processes including planning applications and Public Rights Of Way legislation which provide statutory consultation processes.

The reports and proposed routes will be made available on the Council website following the Cabinet decision.

Key stakeholders including the Friends of Stockton & Darlington Railway, Network

Rail, Historic England, Bishop Line Community Rail Partnership, Stockton Borough Council and Durham County Council are members of the Project Board to steer the rail heritage programme.

The leases will be a direct negotiation with the parties concerned and wider consultation is not required.

Document to be submitted Report

Title

Annual Procurement Plan 2020/21 - Update

Brief Description

To consider and approve an update to the Annual Procurement Plan 2020/21

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision 10 Nov 2020

Cabinet

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Internal consultation with departments.

Document to be submitted

Report and Updated Annual Procurement Plan

Title

Schedule of Transactions

Brief Description

To consider terms negotiated by the Director, on behalf of the Council, to enable contractually binding contract(s) to be completed.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Decision Maker

Date of Decision

Cabinet

10 Nov 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Economy Portfolio

Contact Officer/Report Author

Barbara Strickland, PA Manager Barbara.Strickland@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Consultation Process and Consultees

None

Document to be submitted

Report and Schedule of Transactions

Title

Construction of Hybrid Business Innovation Centre - Central Park

Brief Description

Work has been ongoing to design the Hybrid Business Innovation Centre at Central Park. The vast majority of funding secured 'in principle' and a decision is sought on whether to proceed towards investing in and constructing the facility.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

8 Dec 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Economy Portfolio

Contact Officer/Report Author

Barbara Strickland, PA Manager Barbara.Strickland@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Stephenson

Consultation Process and Consultees

Briefing with Portfolio Holder, appropriate Cabinet Members and Ward Councillors; consultation with Central Park businesses and other local stakeholders; and market testing / procurement of future operator.

Document to be submitted

Title

School Term Dates 2022/2023

Brief Description

To consider and set the school term date arrangements for Darlington Maintained Schools for the Academic Year 2021/22

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

8 Dec 2020

Relevant Scrutiny Committee

Children and Young People Scrutiny Committee

Relevant Cabinet Member(s)

Children and Young People Portfolio

Contact Officer/Report Author

Sarah Foster @darlington.gov.uk

Department

Childrens and Adults

Wards Affected

All Wards

Consultation Process and Consultees

Meetings/consultation with School Governing Bodies.

Document to be submitted

Title

Climate Change Cross Party Working Group - Update

Brief Description

To provide Members with an update on the work of the Climate Change Cross Party Working Group.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

8 Dec 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Economy Portfolio

Contact Officer/Report Author

Barbara Strickland, PA Manager

Barbara.Strickland@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Mid-Year Prudential Indicators and Treasury Management 2020/21

Brief Description

To consider the revised Treasury Management Strategy, Prudential Indicators and providing a half-yearly review of the Council's borrowing and investment activities.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

8 Dec 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Annual Audit Letter

Brief Description

High Level summary from the results of the audit work undertaken by Ernst & Young the Council's External Auditors.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

8 Dec 2020

Relevant Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Report and Annual Audit Letter

Title

Tree & Woodland Strategy 2021-31

Brief Description

To receive feedback from the consultation taking place from 1 September 2020 for six weeks, and the views of Members of the Communities and Local Services Scrutiny Committee, on the Draft Tree and Woodland Strategy 2021-31.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

8 Dec 2020

Date of Decision

Cabinet

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio

Contact Officer/Report Author

Charleen Dods

Charleen.Dods@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Public consultation

Document to be submitted

Report and Draft Tree and Woodland Strategy

Title

Medium Term Financial Plan

Brief Description

To propose a Medium Term Financial Plan (MTFP) for Consultation.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet 8 Dec 2020

Relevant Scrutiny Committee

Children and Young People Scrutiny Committee, Adults Scrutiny Committee, Communities and Local Services Scrutiny Committee, Economy and Resources Scrutiny Committee, Health and Housing Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Tracy Blowers

Tracy.Blowers@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Consultation with residents, staff, partners and Scrutiny Committees.

Document to be submitted

Report and draft Medium Term Financial Plan

Title

Complaints Made to Local Government Ombudsman

Brief Description

To provide Members with an update of the outcome of cases which have been determined by the Local Government, Social Care Ombudsman (LGSCO) and the Housing Ombudsman (HO).

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

8 Dec 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Housing Revenue Account

Brief Description

To propose a Housing Revenue Account for Consultation.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

8 Dec 2020

Relevant Scrutiny Committee

Health and Housing Scrutiny Committee

Relevant Cabinet Member(s)

Health and Housing Portfolio

Contact Officer/Report Author

Barbara Strickland, PA Manager Barbara.Strickland@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Meetings with Tenants Board.

Document to be submitted

Report and Housing Revenue Account.

Title

Greater Faverdale (Burtree Garden Village) - Design Code

Brief Description

Approval of supporting documents for Local Plan Submission Draft.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

12 Jan 2021

Relevant Scrutiny Committee

Place Scrutiny Committee

Relevant Cabinet Member(s)

Economy Portfolio

Contact Officer/Report Author

David Nelson, Planning Officer David.Nelson@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Brinkburn and Faverdale; Heighington and Coniscliffe

Consultation Process and Consultees

Document to be made available on the Council's website. Part of the Local Plan Consultation.

Document to be submitted

Report and Masterplan Documents for Faverdale.

Title

Tenancy Policy 2020-2025

Brief Description

To approve the updated Tenancy Policy 2020-2025.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

12 Jan 2021

Relevant Scrutiny Committee

Health and Housing Scrutiny Committee

Relevant Cabinet Member(s)

Health and Housing Portfolio

Contact Officer/Report Author

Barbara Strickland, PA Manager Barbara.Strickland@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Consultation with Tenants Board by post and telephone.

Document to be submitted

Report, Equality Impact Assessment and draft Tenancy Policy 2020-2025

Title

Public Space Protection Orders for Dog Control in Darlington

Brief Description

To vary the Order that came into force 7 September 2020. Two areas in Heighington that were 'no dogs' under the DCO have been mistakenly made 'dogs on leads' and need changing.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

12 Jan 2021

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Stronger Communities Portfolio

Contact Officer/Report Author

Barbara Strickland, PA Manager Barbara.Strickland@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Heighington and Coniscliffe

Consultation Process and Consultees

None

Document to be submitted

Title

Schools Admissions 2021/22

Brief Description

To consider the Local Authority's Admission Arrangements for the 2021/22 Academic Year for Maintained Schools.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet 9 Feb 2021

Relevant Scrutiny Committee

Children and Young People Scrutiny Committee

Relevant Cabinet Member(s)

Children and Young People Portfolio

Contact Officer/Report Author

Sarah Foster @darlington.gov.uk

Department

Childrens and Adults

Wards Affected

All Wards

Consultation Process and Consultees

Consultation with Parents, Schools, Religious Authorities and the Local Community - consultation at least once every 7 years.

Document to be submitted

Report and Admission Arrangements

Title

Revenue Budget Monitoring - Quarter 3

Brief Description

To provide an up to date forecast of the revenue budget outturn as part of the Council's continuous financial management process.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

9 Feb 2021

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Project Position Statement and Capital Programme Monitoring - Quarter 3

Brief Description

To provide a summary of the latest Capital resource and commitment position, to inform monitoring of the affordability and funding of the Council's capital programme.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

9 Feb 2021

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Calendar of Council and Committee Meetings 2021/22

Brief Description

To consider a calendar of Council and Committee Meetings for the 2021/22 Municipal Year.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Cabinet

Decision Maker

9 Feb 2021

Date of Decision

Relevant Scrutiny Committee

Relevant Cabinet Member(s)

Leader of the Council

Contact Officer/Report Author

Lynne Wood, Elections Manager Lynne.Wood@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Internal consultation.

Document to be submitted

Report and draft Calendar of Council and Committee Meetings.

FIELD_CONSULTATION FIELD_CONSULTEES FIELD_CONSULTATION FIELD_CONSULTEES