

**FORWARD PLAN  
FOR THE PERIOD: 3 FEBRUARY 2021 - 30 JUNE 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](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

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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).

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

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**DARLINGTON BOROUGH COUNCIL  
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**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**

9 Feb 2021

**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

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**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

**Decision Maker**

Cabinet

**Date of Decision**

9 Feb 2021

**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.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Darlington Capital Strategy including Capital Programme

**Brief Description**

To consider the Council's proposed Capital Strategy.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

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**

Report and Capital Strategy

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Housing Revenue Account

**Brief Description**

To recommend the Housing Revenue Account to Council.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

9 Feb 2021

Council

18 Feb 2021

**Relevant Scrutiny Committee**

Health and Housing Scrutiny Committee

**Relevant Cabinet Member(s)**

Health and Housing Portfolio

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

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Medium Term Financial Plan

**Brief Description**

To recommend a Medium Term Financial Plan (MTFP) to Council for approval.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

9 Feb 2021

Council

18 Feb 2021

**Relevant Scrutiny Committee**

Economy and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Leader of the Council

Leader of the Council

**Contact Officer/Report Author**

Tracy Blowers

Tracy.Blowers@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process and Consultees**

Full consultation with residents, staff, partners and the Council's Scrutiny Committees.

**Document to be submitted**

Report and Medium Term Financial Plan



**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**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**

Cabinet

**Date of Decision**

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**

Report

**DARLINGTON BOROUGH COUNCIL  
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**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**

Cabinet

**Date of Decision**

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**

Report

**DARLINGTON BOROUGH COUNCIL  
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**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**

Cabinet

**Date of Decision**

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

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

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Treasury Management Strategy and Prudential Indicators

**Brief Description**

To consider the Treasury Management Strategy, Prudential Indicators and providing a 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**

Cabinet

**Date of Decision**

9 Feb 2021

Council

18 Feb 2021

**Relevant Scrutiny Committee**

Economy and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Resources Portfolio

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

**DARLINGTON BOROUGH COUNCIL  
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**Title**

Acquisition of Land at Snipe Lane, Darlington

**Brief Description**

Acquisition of land owned by objectors to the Snipe Lane Compulsory Purchase Order to both secure withdrawal of the objections and confirmation of the Order, avoid uncertainty over the potential claim for compensation resulting from overriding access easements, and to own and control future development land.

**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**

Cabinet

**Date of Decision**

9 Feb 2021

**Relevant Scrutiny Committee**

Economy and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Resources Portfolio

**Contact Officer/Report Author**

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

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

Hurworth

**Consultation Process and Consultees**

Internal

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
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**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**

Cabinet

**Date of Decision**

9 Feb 2021

**Relevant Scrutiny Committee**

**Relevant Cabinet Member(s)**

Resources 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**

Report and Schedule of Transactions

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Climage Change - 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**

Cabinet

**Date of Decision**

9 Mar 2021

**Relevant Scrutiny Committee**

Economy and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Leader of the Council

**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**

Report

**DARLINGTON BOROUGH COUNCIL  
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**Title**

Local Transport Plan

**Brief Description**

Update 2020-21 delivery of the Transport Programme including annual monitoring data, Transport Programme for 2021/22 and progress on the Local Implementation Plan.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

9 Mar 2021

**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**

All Wards

**Consultation Process and Consultees**

Scrutiny meeting.

**Document to be submitted**

Report and Local Transport Plan



**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Regulatory Investigatory Powers Act (RIPA)

**Brief Description**

To inform and update Members about issues relevant to the use of the Regulation of Investigatory Powers Act 2000 and developments and recent developments.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

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**

Report

**DARLINGTON BOROUGH COUNCIL  
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**Title**

Annual Procurement Plan 2021/22

**Brief Description**

To consider the Annual Procurement Plan and to agree direct contract awards.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

13 Apr 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**

Report and Procurement Plan

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Special Educational Needs and Disabilities (SEND) Capital Projects

**Brief Description**

To request the release of additional funds for Special Educational Needs (SEND) Capital Projects.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

13 Apr 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

sarah.foster@darlington.gov.uk

**Department**

Childrens and Adults

**Wards Affected**

All Wards

**Consultation Process and Consultees**

Consultatio with service users.

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
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**Title**

Customer Engagement Strategy 2021/24

**Brief Description**

To approve the Customer Engagement Strategy 2021-2024.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

4 May 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**

Tenants Board via on-line and telephone.

**Document to be submitted**

Report, Equality Impact Assessment and draft Customer Engagement Strategy 2021/24.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

FIELD\_CONSULTATION  
FIELD\_CONSULTEES  
FIELD\_CONSULTATION  
FIELD\_CONSULTEES