

# FORWARD PLAN FOR THE PERIOD: 7 DECEMBER 2022 - 30 APRIL 2023

#### 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.

#### 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.

# 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: <a href="https://www.lynne.wood@darlington.gov.uk">lynne.wood@darlington.gov.uk</a>.

Title	Decision Maker and Date	Page
Medium Term Financial Plan -	Cabinet 13 Dec 2022	5
Investing in and Delivering Success for Darlington		
Skerningham Garden Village Design Code	Cabinet 13 Dec 2022	6
Amendments to the Disabled Facilities Grant	Cabinet 10 Jan 2023	7
Climate Change	Council 26 Jan 2023	8
	Cabinet 10 Jan 2023	
East Street Office Development	Cabinet 10 Jan 2023	9
Future Development of Indoor Market	Cabinet 10 Jan 2023	10
Maintained Schools Capital Programme - Summer 2023	Cabinet 10 Jan 2023	11
Proposed Construction and Skills Hub on Council Land at Faverdale	Cabinet 10 Jan 2023	12
Quarter 2 - Council Plan 2020/23 - Delivering Success for Darlington - Performance Report	Cabinet 10 Jan 2023	13
Schedule of Transactions - January 2023	Cabinet 10 Jan 2023	14
Calendar of Council and Committee Meetings 2023/24	Cabinet 7 Feb 2023	15
Darlington Capital Strategy including Capital Programme	Council 16 Feb 2023	16
Hausian Daviana Associate Madium	Cabinet 7 Feb 2023	17
Housing Revenue Account - Medium Term Financial Plan 2023/24 to	Council 16 Feb 2023	17
2026/27	Cabinet 7 Feb 2023	
Land at Blackwell – Proposed Development and Parkland Restoration	Cabinet 7 Feb 2023	18
Medium Term Financial Plan 20023/24 to 2026/27	Council 16 Feb 2023	19
	Cabinet 7 Feb 2023	
Project Position Statement and	Cabinet 7 Feb 2023	20

Capital Programme Monitoring -		
Quarter 3		
Prudential Indicators and Treasury	Council 16 Feb 2023	21
Management Strategy Report		
2023/24	Cabinet 7 Feb 2023	
Revenue Budget Monitoring -	Cabinet 7 Feb 2023	22
Quarter 3		
Schools Admissions 2024/25	Cabinet 7 Feb 2023	23
Housing Services Allocations Policy	Cabinet 7 Mar 2023	24
Housing Services Damp and Mould	Cabinet 7 Mar 2023	25
Policy		
Housing Services Low Cost Home	Cabinet 7 Mar 2023	26
Ownership Policy		
Local Transport Plan	Cabinet 7 Mar 2023	27
Regulatory Investigatory Powers Act	Cabinet 7 Mar 2023	28
2000 (RIPA)		
Annual Procurement Plan	Cabinet 25 Apr 2023	29

Title

Medium Term Financial Plan - Investing in and Delivering Success for Darlington

**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** Cabinet Date of Decision 13 Dec 2022

# **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) Leader of the Council

#### **Contact Officer/Report Author**

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

**Department** Operations

Wards Affected All Wards

#### **Consultation Process**

Consultation with residents, staff, partners, and Scrutiny Committees.

#### Document to be submitted

Report and Medium Term Financial Plan

Title

Skerningham Garden Village Design Code

#### **Brief Description**

Approval of Supplementary Planning Guidance (SPD) as Council Policy, following the consultation process, updated by Planning Policy final SPD approval process by Cabinet & Council meetings.

Decision Type Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 13 Dec 2022

**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** Services

# Wards Affected

Harrowgate Hill; Heighington and Coniscliffe; Sadberge and Middleton St. George; Whinfield

**Consultation Process** Based on previous open consultation for 4-6 weeks process for everyone in the Borough

#### Document to be submitted

Report and Final Supplementary Planning Guidance Design Code

Title

Amendments to the Disabled Facilities Grant

# **Brief Description**

To consider amendments to the policy to improve accessibility to grant and in line with Government guidance.

Decision Type Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 10 Jan 2023

**Relevant Scrutiny Committee** Adults Scrutiny Committee

Relevant Cabinet Member(s) Adults Portfolio

**Contact Officer/Report Author** Sarah Foster sarah.foster@darlington.gov.uk

# Department

People

Wards Affected All Wards

**Consultation Process** Consultation with the public via the internet.

# **Document to be submitted** Report, briefing paper with changes, policy and guidance document.

**Title** Climate Change

# **Brief Description**

To update Members on progress towards the Council's climate change ambitions.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

# Anticipated Restriction Open

<b>Decision Maker</b>	
Cabinet	
Council	

**Date of Decision** 10 Jan 2023 26 Jan 2023

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** Services

Wards Affected All Wards

**Consultation Process** None

Title

East Street Office Development

#### **Brief Description**

To seek approval to release funding for feasibility/business case for developing office building and to submit a business case to the Tees Valley Combined Authority to draw down grant funding to support construction of office building.

**Decision Type** Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 10 Jan 2023

**Relevant Scrutiny Committee** Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio, Resources Portfolio

#### **Contact Officer/Report Author**

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

**Department** Services

Wards Affected Park East

**Consultation Process** N/A

**Title** Future Development of Indoor Market

# **Brief Description**

To seek approval for the release of capital funds for further development of the traditional trading area located in the Victorian Indoor Market.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 10 Jan 2023

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** Services

Wards Affected Park East

**Consultation Process** N/A

Title Maintained Schools Capital Programme - Summer 2023

# **Brief Description**

To release the necessary funds to allow the programme to proceed.

**Decision Type** Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 10 Jan 2023

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** People

Wards Affected North Road; Park East; Pierremont; Red Hall and Lingfield; Whinfield

**Consultation Process** Consultation with maintained schools.

Title

Proposed Construction and Skills Hub on Council Land at Faverdale

#### **Brief Description**

To consideration proposals for the construction of a Skills Hub on Council land at Faverdale.

**Decision Type** Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 10 Jan 2023

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

Services

Wards Affected Brinkburn and Faverdale

**Consultation Process** N/A

# Title

Quarter 2 - Council Plan 2020/23 - Delivering Success for Darlington - Performance Report

#### **Brief Description**

Report detailing progress and performance against the actions and priorities outlined in the Council Plan in Quarter 2.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 10 Jan 2023

**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** Operations

Wards Affected All Wards

**Consultation Process** None

Title

Schedule of Transactions - January 2023

# **Brief Description**

To consider terms negotiated by the Chief Executive, 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

**Decision Maker** Cabinet Date of Decision 10 Jan 2023

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** Services

Wards Affected All Wards

**Consultation Process** None

**Document to be submitted** Report and Schedule of Transactions

Title

Calendar of Council and Committee Meetings 2023/24

# **Brief Description**

To consider the Calendar of Council and Committee Meetings for the Municipal Year 2023/24.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 7 Feb 2023

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

**Contact Officer/Report Author** Lynne Wood, Elections Manager Lynne.Wood@darlington.gov.uk

**Department** Operations

Wards Affected All Wards

Consultation Process Internal consultation

# Document to be submitted

Report and Calendar of Council and Committee Meetings 2023/24.

Title

Darlington Capital Strategy including Capital Programme

#### **Brief Description**

To consider the Council's proposed Capital Strategy including the Capital Programme.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

# Anticipated Restriction Open

**Decision Maker** Cabinet Council **Date of Decision** 7 Feb 2023 16 Feb 2023

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** Operations

Wards Affected All Wards

**Consultation Process** None

**Document to be submitted** Report and Capital Strategy / Programme.

#### Title

Housing Revenue Account - Medium Term Financial Plan 2023/24 to 2026/27

# **Brief Description**

To propose the Housing Revenue Account for the financial year 2023/24.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

# Anticipated Restriction Open

**Decision Maker** Cabinet Council **Date of Decision** 7 Feb 2023 16 Feb 2023

**Relevant Scrutiny Committee** Health and Housing Scrutiny Committee

**Relevant Cabinet Member(s)** Health and Housing Portfolio

# **Contact Officer/Report Author**

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

**Department** Operations

Wards Affected All Wards

**Consultation Process** Meetings with Tenants Board

# Document to be submitted

Report and Housing Revenue Account.

Title

Land at Blackwell – Proposed Development and Parkland Restoration

# **Brief Description**

To consider the financial offer for the proposed development of Plot 403 and to consider proposals for the restoration of the parkland.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 7 Feb 2023

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

**Relevant Cabinet Member(s)** Leader of the Council, Resources Portfolio

**Contact Officer/Report Author** Barbara Strickland, PA Manager Barbara.Strickland@darlington.gov.uk

Department Services

Wards Affected Park West

**Consultation Process** None

Title

Medium Term Financial Plan 20023/24 to 2026/27

#### **Brief Description**

To propose a Medium Term Financial Plan for 2023/24 to 2026/27 to Council for approval

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

# Anticipated Restriction Open

**Decision Maker** Cabinet Council **Date of Decision** 7 Feb 2023 16 Feb 2023

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** Operations

Wards Affected All Wards

**Consultation Process** Consultation with staff, residents, partners and Scrutiny Committees.

**Document to be submitted** Report and Medium Term Financial 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 7 Feb 2023

#### **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** Operations

Wards Affected All Wards

**Consultation Process** None

# Title

Prudential Indicators and Treasury Management Strategy Report 2023/24

#### **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 Council **Date of Decision** 7 Feb 2023 16 Feb 2023

# 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** Services

Wards Affected All Wards

**Consultation Process** None

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 7 Feb 2023

**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** Operations

Wards Affected All Wards

**Consultation Process** None

Title Schools Admissions 2024/25

# **Brief Description**

To consider the Local Authority's Admission Arrangements for the 2024/25 academic year for maintained schools.

Decision Type Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 7 Feb 2023

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** People

Wards Affected All Wards

# **Consultation Process**

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

# Document to be submitted

Report and School Admissions Policy.

**Title** Housing Services Allocations Policy

**Brief Description** To approve the Housing Services Allocations Policy.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 7 Mar 2023

**Relevant Scrutiny Committee** Health and Housing Scrutiny Committee

**Relevant Cabinet Member(s)** Health and Housing Portfolio

**Contact Officer/Report Author** Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

**Department** Operations

Wards Affected All Wards

**Consultation Process** Meetings with Tenants Panel and written comments.

**Document to be submitted** Report and Housing Services Allocations Policy

#### Title

Housing Services Damp and Mould Policy

#### **Brief Description**

To approve the Housing Services Damp and Mould Policy. Damp and mould issues were already covered in the Housing Management Policy but The Regulator of Social Housing has recently written to all social housing providers expecting a separate policy on damp and mould.

Decision Type Non-Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 7 Mar 2023

**Relevant Scrutiny Committee** Health and Housing Scrutiny Committee

Relevant Cabinet Member(s) Health and Housing Portfolio

**Contact Officer/Report Author** Gail Banyard, PA Manager, Gail.Banyard@darlington.gov.uk

**Department** Operations

Wards Affected All Wards

**Consultation Process** Meetings with Tenants Panel and written comments.

#### Document to be submitted

Report and draft Housing Services Damp and Mould Policy.

Title Housing Services Low Cost Home Ownership Policy

**Brief Description** To approve the Housing Services Low Cost Home Ownership Policy.

**Decision Type** Non-Key

**Decision Status** For Determination

Urgent Decision No

Anticipated Restriction Open

**Decision Maker** Cabinet Date of Decision 7 Mar 2023

**Relevant Scrutiny Committee** Health and Housing Scrutiny Committee

**Relevant Cabinet Member(s)** Health and Housing Portfolio

**Contact Officer/Report Author** Gail Banyard, PA Manager Gail.Banyard@darlington.gov.uk

**Department** Operations

Wards Affected All Wards

**Consultation Process** Meetings and written comments from Tenants Panel.

**Document to be submitted** Report and Policy

Title

Local Transport Plan

# **Brief Description**

To update the 2022/23 delivery of the Transport Programme including annual monitoring data, Transport Programme for 2023/24 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 7 Mar 2023

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** Services

Wards Affected All Wards

**Consultation Process** None

**Document to be submitted** Report and Local Transport Plan

Title

Regulatory Investigatory Powers Act 2000 (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 7 Mar 2023

**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** Operations

Wards Affected All Wards

**Consultation Process** None

Title Annual Procurement Plan

# **Brief Description**

To consider the Annual Procurement Plan for the 2023/24 Financial Year 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 25 Apr 2023

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** Operations

Wards Affected All Wards

**Consultation Process** None

**Document to be submitted** Report and Annual Procurement Plan