



DARLINGTON
Borough Council

**FORWARD PLAN
FOR THE PERIOD: 5 APRIL 2023 - 31 AUGUST 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

DARLINGTON BOROUGH COUNCIL FORWARD PLAN

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.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

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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**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Adaptation Plan

Brief Description

Action plan for ensuring that the Council is resilient to the impacts of climate change.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

13 Jun 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

N/A

Document to be submitted

Report and action plan

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Annual Audit Letter 2020/21

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

13 Jun 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 Audit Letter

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

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

13 Jun 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

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

House Building - Proposed Joint Venture

Brief Description

Proposal for the establishment of a Joint Venture house building company with framework partners for 150 properties at Neasham Road.

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

13 Jun 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

Hurworth

Consultation Process

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Introduction of the Housing and Planning Act 2016 and the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

Brief Description

The purpose of this report is to seek approval to utilise the powers within the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, to be adopted as a means of enforcement where electrical safety conditions fall short of requirements and private sector landlords do not take steps to improve standards. The powers allow local authorities to issue a Notice of the intention to impose a Civil Penalty of up to a maximum of £30,000. Decision to utilise the powers within the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

13 Jun 2023

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Stronger Communities Portfolio

Contact Officer/Report Author

Charleen Dods

Charleen.Dods@darlington.gov.uk

Department

Services

Wards Affected

All Wards

Consultation Process

None

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Document to be submitted
Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Representation on Outside Bodies 2023/24

Brief Description

To appoint Members to the various outside bodies to which Cabinet can appoint.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

13 Jun 2023

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Leader of the Council

Contact Officer/Report Author

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

Department

Operations

Wards Affected

All Wards

Consultation Process

Consultation with political groups.

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Asset Management Plan

Brief Description

To seek endorsement of the draft Asset Management Plan.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Jul 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

N/A

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Collection of Council Tax, Business Rates and Rent 2022-23

Brief Description

To advise on collection rates for Council Tax, Business Rates and Rent and to seek approval for the write-off of irrecoverable debts.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Jul 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

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Council Plan 2020/23 Performance Report - Quarter 4

Brief Description

Report detailing progress and performance against the actions and priorities outlined in the Council Plan in Quarter 4.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Jul 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

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Project Position Statement and Capital Programme Monitoring Outturn 2022/23

Brief Description

To provide information on the delivery of the Council's Capital Programme, the financial outturn position, financing of Capital expenditure and update on projects.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Jul 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

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Revenue Budget Outturn 2022/23

Brief Description

To present the Revenue Outturn to allow consideration of the results in light of the Council's Medium Term Financial Plan and to consider the Council's Collection Fund and Housing Revenue Account outturn.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Jul 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

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Xentrall Shared Services Annual Report

Brief Description

Review of progress and performance of Xentrall Shared Services, the Stockton and Darlington partnership.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Jul 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

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Reports deferred since the production of the previous forward plan

Title

Introduction of the Use of Civil Penalty Notices under the Housing and Planning Act 2016

Brief Description

The powers conferred by the Housing and Planning Act 2016 allow local authorities to issue a Notice of the intention to impose a Civil Penalty of up to a maximum of £30,000 as an alternative to prosecuting a number of offences under the Housing Act 2004. The purpose of this report is to seek the agreement of Members for these new powers to be adopted as a means of enforcement. Decision on whether to impose the Civil Penalty in the Housing and Planning Act 2016.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Stronger Communities Portfolio

Contact Officer/Report Author

Charleen Dods

Charleen.Dods@darlington.gov.uk

Department

Services

Wards Affected

All Wards

Consultation Process

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

None

Document to be submitted
Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Commercial Loan for The A1 Steam Locomotive Trust to fund the private siding at the Darlington Rail Heritage Quarter

Brief Description

To request a commercial loan of a drawdown of a maximum of £500,000 to The A1 Steam Locomotive Trust to fund the private siding at the Darlington Rail Heritage Quarter. To be repaid over ten years.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio, Resources Portfolio

Contact Officer/Report Author

Charleen Dods

Charleen.Dods@darlington.gov.uk

Department

Services

Wards Affected

Northgate

Consultation Process

N/A

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Schedule of Transactions - April 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 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

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

N/A

Document to be submitted

Report and schedule of transactions

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**