



DARLINGTON
Borough Council

**FORWARD PLAN
FOR THE PERIOD: 6 SEPTEMBER 2023 - 31 JANUARY 2024**

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

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

10 Oct 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

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

7 Nov 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

Clean Neighbourhoods and Environment Act 2005 - Fixed Penalty Notices

Brief Description

To provide an update on Defra's announcement that on-the-spot fines for litter, graffiti and fly-tipping are set to rise, and how this Council will proceed.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

7 Nov 2023

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

Services

Wards Affected

All Wards

Consultation Process

N/A

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Consultation on Renewal of Dog Public Space Protection Order

Brief Description

To seek approval from Cabinet on the renewal of the Dog Public Space Protection Order (PSPO))

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

7 Nov 2023

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

Services

Wards Affected

All Wards

Consultation Process

Consultation undertaken with Police and partners via the Begging Group, the general public and town centre businesses. Consultation took place online, media article, social media and telephone for those who had no internet access.

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Council Tax Changes to Empty Property Premiums from 2024

Brief Description

To approve the Council Tax Changes to Empty Property Premiums from 2024.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

7 Nov 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

Online consultation with residents via online feedback form.

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Council Tax Support - Scheme Approval 2024/25

Brief Description

To consider and approve a draft Council Tax Support Scheme for 2024/25

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet
Council

Date of Decision

7 Nov 2023
30 Nov 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

N/A

Document to be submitted

Report and Council Tax Support Scheme

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Housing Services Repairs and Maintenance Policy

Brief Description

To approve the Housing Services Repairs and Maintenance Policy.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

7 Nov 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

Meeting with Tenants Panel and written comments

Document to be submitted

Report and Policy

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Procurement Plan Update

Brief Description

To consider and approve an update to the Annual Procurement Plan 2023/24

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

7 Nov 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

Internal consultation with Departments.

Document to be submitted

Report and updated Procurement Plan

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Project Position Statement and Capital Programme Monitoring - Quarter Two 2023/24

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 Nov 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

N/A

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Revenue Budget Monitoring 2023/24 - Quarter Two

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 Nov 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

N/A

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Special Free School at West Park, Darlington

Brief Description

To consider the provision of a new Special Educational Needs and Disability (SEND) Secondary Free School at West Park.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

7 Nov 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

Brinkburn and Faverdale

Consultation Process

Meetings

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Housing Revenue Account - Medium Term Financial Plan 2024/25 to 2027/28

Brief Description

To propose a Housing Revenue Account (HRA) for the financial year 2023/24 for consultation.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet
Council

Date of Decision

5 Dec 2023
25 Jan 2024

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

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Land at Faverdale - Burtree Garden Village - Proposed Infrastructure Development Agreement

Brief Description

To consider a proposed Infrastructure Development Agreement for land at Faverdale.

Decision Type

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

5 Dec 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

None

Document to be submitted

Report and draft agreement

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Medium Term Financial Plan (MTFP)

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
Council

Date of Decision

5 Dec 2023
25 Jan 2024

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

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

Department

Operations

Wards Affected

All Wards

Consultation Process

Consultation with residents, staff, partners and Scrutiny Committee

Document to be submitted

Report and Medium Term Financial Plan

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Mid-Year Prudential Indicators and Treasury Management 2023/24

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

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet
Council

Date of Decision

5 Dec 2023
25 Jan 2024

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

N/A

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Council Tax and Business Rates Discretionary Relief Policy

Brief Description

To approve the Council Tax and Business Rates Discretionary Relief Policy.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

9 Jan 2024

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

Online consultation with residents with online feedback form.

Document to be submitted

Report and Policy

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Council Tax Discretionary Discount Policy

Brief Description

To approve the Council Tax Discretionary Discount Policy.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

9 Jan 2024

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

Online consultation with residents with online feedback form.

Document to be submitted

Report and Policy

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Discretionary Housing Payment Policy

Brief Description

To approve the Discretionary Housing Payment Policy.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

9 Jan 2024

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 residents via on-line feedback form.

Document to be submitted

Report and Policy

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Housing Services Asset Management Strategy

Brief Description

To approve the Housing Services Asset Management Strategy.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

9 Jan 2024

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 Policy

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Housing Services Climate Change Strategy

Brief Description

To approve the Housing Climate Change Strategy.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

9 Jan 2024

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee, Health and Housing Scrutiny Committee

Relevant Cabinet Member(s)

Health and Housing Portfolio, Resources Portfolio

Contact Officer/Report Author

Gail Banyard, PA Manager

Gail.Banyard@darlington.gov.uk

Department

Operations

Wards Affected

All Wards

Consultation Process

Meeting with Tenants Panel and written representation.

Document to be submitted

Report and Strategy

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Maintained Schools Capital Programme - Summer 2024

Brief Description

To release the necessary funds to allow the 2024 summer programme for maintained schools to proceed.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

9 Jan 2024

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 undertaken with maintained schools.

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Revised Climate Change Action Plan

Brief Description

To consider revised action plan to take into account of the new target.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

9 Jan 2024

Council

25 Jan 2024

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Economy Portfolio

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

**DARLINGTON BOROUGH COUNCIL
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