

FORWARD PLAN FOR THE PERIOD: 1 JULY 2025 - 30 NOVEMBER 2025

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 Olivia Hugill, Democratic Officer, Democratic Services, Resources and Governance, Town Hall, Feethams, Darlington, DL1 5QT. Tel: 01325 405363. Email: <u>olivia.hugill@darlington.gov.uk</u>.

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Title Climate Change Progress

Brief Description

(annual report July (with figures) / six month update January (no figures) - for the climate change action plan)

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Jul 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio

Contact Officer/Report Author

Margaret Enstone, Sustainability and Climate Change Lead Officer Margaret.Enstone@darlington.gov.uk

Department Chief Executive and Economic Growth

Wards Affected All Wards

Consultation Process

Title

Collection of Council Tax, Business Rates and Rent 2024/25

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 8 Jul 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title Consultation on a Homes Strategy for the Borough

Brief Description To seek approval to consult on a Draft Homes Strategy.

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Jul 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio

Contact Officer/Report Author Lucy Simms Lucy.Simms@darlington.gov.uk

Department Economy and Public Protection

Wards Affected All Wards

Consultation Process Borough Wide Consultation - method will be detailed in the report.

Title

Council Plan Performance Reporting Update - Quarter 4

Brief Description

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

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Jul 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title Disabled Facilities Grant 2025/26

Brief Description

Permission to release funds to enable adaptations for those individuals who are eligible to receive the Disabled Facilities Grant.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Jul 2025

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 N/A

Title Housing Services Fire Safety Policy 2025-2030

Brief Description To approve the Housing Services Fire Safety Policy 2025/30.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Jul 2025

Relevant Scrutiny Committee Health and Housing Scrutiny Committee

Relevant Cabinet Member(s) Health and Housing Portfolio

Contact Officer/Report Author

Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process Meetings and written communication with Tenants Panel.

Document to be submitted Report and Housing Services Safety Policy 2025/30

Title

Introduction of a Boroughwide Article 4 Direction to control changes of use to Houses of Multiple Occupation

Brief Description

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Jul 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio

Contact Officer/Report Author

David Hand, Head of Service for Planning Policy, Economic Strategy and Environment David.Hand@darlington.gov.uk

Department Economy and Public Protection

Wards Affected All Wards

Consultation Process

Title

Project Position Statement and Capital Programme Monitoring Outturn 2024/25

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 8 Jul 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Rebecca Willoughby, PA Manager

Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title

Revenue Budget Outturn 2024/25

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 8 Jul 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title Town Centre Regeneration

Brief Description

To consider development partner proposals for the Town Centre Regeneration.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Jul 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio

Contact Officer/Report Author Lucy Simms Lucy.Simms@darlington.gov.uk

Department Economy and Public Protection

Wards Affected Park East

Consultation Process Town Centre Businesses

Title

Updated Statement of Community Involvement - Part 1 (Local Plan)

Brief Description

The current Statement of Community Involvement (SCI) was adopted in July 2016 (with a temporary update in August 2020 in relation to COVID restrictions). Planning legislation states that it must be reviewed every five years from its date of adoption. It is considered that amendments to the SCI are required due to the Council's decision to review the Local Plan. After a six-week consultation period an updated SCI (Part 1) is now recommended for adoption.

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Jul 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio

Contact Officer/Report Author David Nelson, Planning Officer

David.Nelson@darlington.gov.uk

Department

Economy and Public Protection

Wards Affected All Wards

Consultation Process

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 8 Jul 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title Annual Review of the Investment Fund

Brief Description

To provide an update on the schemes and projects agreed by Cabinet to be being funded from the £50m investment fund.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title Blue Badge Application Procedures

Brief Description

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Adults Portfolio

Contact Officer/Report Author

Assistant Director Adults Services

Department People

Wards Affected All Wards

Consultation Process

Title

Climate Change and Nature Restoration Strategy

Brief Description

Following the recent motion declaring a nature restoration emergency and combining it with the climate change declaration, this strategy sets out how the principles by which the Council intends to deliver both targets

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio

Contact Officer/Report Author

Margaret Enstone, Sustainability and Climate Change Lead Officer Margaret.Enstone@darlington.gov.uk

Department Economy and Public Protection

Wards Affected All Wards

Consultation Process

Title

Community Asset Transfer Policy

Brief Description

New policy outlining principles, process, and criteria for transfer of Council-owned property to community-led organisations, enabling them to deliver services and activities that benefit the local area.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Guy Metcalfe, Head of Service for Asset Management and Investment Guy.Metcalfe@darlington.gov.uk

Department Economy and Public Protection

Wards Affected All Wards

Consultation Process

Document to be submitted

The Community Asset Transfer Policy

Title

Complaints, Compliments and Comments Annual Reports 2023/24

Brief Description

To consider the annual complaints, compliments and comments annual reports for Adult Social Care, Children's Social Care, Corporate, Housing and Public Health.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

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 Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title

Project Position Statement and Capital Programme Monitoring - Quarter 1 2025/26

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 Sep 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

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 Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Jim Langley, Principal Lawyer - Litigation jim.langley@darlington.gov.uk

Department Resources and Governance

Wards Affected

Consultation Process

Title

Revenue Budget Monitoring 2025/26 - Quarter 1

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 Sep 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title Single Use Plastic Policy

Brief Description

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio

Contact Officer/Report Author

Margaret Enstone, Sustainability and Climate Change Lead Officer Margaret.Enstone@darlington.gov.uk

Department Economy and Public Protection

Wards Affected All Wards

Consultation Process

Title Strategic Asset Plan

Brief Description

Public document setting out the Asset Management Strategy, Policy and Action Plan 2024-2029.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Lucy Simms Lucy.Simms@darlington.gov.uk

Department Environment, Highways and Community Services

Wards Affected All Wards

Consultation Process N/A

Document to be submitted Report and Asset Plan

Title

Treasury Management Annual Report and Outturn Prudential Indicators 2024/2025

Brief Description

Report providing information on the regulation and management of the Council's borrowing, investments and cash-flow and requesting approval of the Prudential Indicators.

Decision Type

Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process N/A

Title Woodland Road Waiting Restrictions

Brief Description

To consider setting aside objections to proposed waiting restrictions on Woodland Road.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 9 Sep 2025

Relevant Scrutiny Committee Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s) Local Services Portfolio

Contact Officer/Report Author Lucy Simms Lucy.Simms@darlington.gov.uk

Department Environment, Highways and Community Services

Wards Affected College; Pierremont

Consultation Process N/A

Title Procurement Plan Update

Brief Description

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 7 Oct 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Stephen Foster, Principal Lawyer (Commercial) and Procurement Management stephen.foster@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process

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 Cabinet Date of Decision 4 Nov 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department

Resources and Governance

Wards Affected All Wards

Consultation Process

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 Cabinet Date of Decision 4 Nov 2025

Relevant Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Rebecca Willoughby, PA Manager Rebecca.Willoughby@darlington.gov.uk

Department Resources and Governance

Wards Affected All Wards

Consultation Process