FORWARD PLAN FOR THE PERIOD: 5 AUGUST 2020 - 31 DECEMBER 2020

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.

What is a Key Decision?

A key decision in the Council's constitution is defined as to:

- 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, 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: <u>lynne.wood@darlington.gov.uk</u>.

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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 15 Sep 2020

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

Title Agreed Syllabus for Religious Education

Brief Description To consider the Agreed Syllabus for Religious Education in Darlington.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 15 Sep 2020

Relevant Scrutiny Committee Children and Young People Scrutiny Committee

Relevant Cabinet Member(s) Children and Young People Portfolio

Contact Officer/Report Author

Richard Adamson, Estates Officer Richard.Adamson@darlington.gov.uk

Department Childrens and Adults

Wards Affected All Wards

Consultation Process and Consultees Meetings Consultation with Primary and Secondary Schools in Darlington.

Title

Treasury Management Annual and Outturn Prudential Indicators 2019/20

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 15 Sep 2020

Council

24 Sep 2020

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

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 15 Sep 2020

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

Title

Complaints, Compliments and Comments Annual Reports 2019/20

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 15 Sep 2020

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

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 15 Sep 2020

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Tracy Blowers Tracy.Blowers@darlington.gov.uk

Department Resources

Wards Affected All Wards

Consultation Process and Consultees None

Title Faverdale Masterplan Report

Brief Description Approval of supporting documents for Local Plan Submission Draft.

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 15 Sep 2020

Relevant Scrutiny Committee Place Scrutiny Committee

Relevant Cabinet Member(s)

Economy and Regeneration Portfolio

Contact Officer/Report Author

David Nelson, Planning Officer David.Nelson@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Brinkburn and Faverdale; Heighington and Coniscliffe

Consultation Process and Consultees

Document to be made available on the Council's website. Part of the Local Plan Consultation.

Document to be submitted

Report and Masterplan Documents for Faverdale.

Title

Darlington Borough Local Plan – Local Development Scheme

Brief Description

Update of Local Development Scheme 2020 – 2023 to reflect new timetable for preparation of Local Plan documents. Previous version approved by Cabinet and Full Council as part of the wider Local Plan report in Feb 2020.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 15 Sep 2020

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 Economic Growth and Neighbourhood Services

Wards Affected All Wards

Consultation Process and Consultees Public via Council website

Document to be submitted Report and Updated Local Development Scheme 2020-2023

Title Redevelopment of the Victorian Indoor Market

Brief Description

To update Cabinet of finalised costings, planning application and details of execution plan.

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 15 Sep 2020

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

Economic Growth and Neighbourhood Services

Wards Affected All Wards

Consultation Process and Consultees Consultation with markets.

Title Proposed Write-Off of Irrecoverable Debts 2019-20

Brief Description

To seek approval for write-off of former Housing tenant rent arrears, Housing Benefit overpayments, Non domestic rates, Council Tax and Sundry Debtor invoices that are considered to be irrecoverable.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 15 Sep 2020

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 Economic Growth and Neighbourhood Services

Wards Affected All Wards

Consultation Process and Consultees N/A

Title

Exchange of Land at Whessoe Road and Drinkfield Marsh, Darlington

Brief Description

Exchange of plot of Council land on edge of Whessoe Road for highway widening for land on Drinkfield Nature Reserve - potential to create path around reserve.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction

Fully 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 15 Sep 2020

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

Economic Growth and Neighbourhood Services

Wards Affected Harrowgate Hill

Consultation Process and Consultees

Internal consultation with Highways Section.

Title

Delivery of New Homes at Neasham Road - Joint Venture Proposal and Land Dispoosal

Brief Description

To advise of progress of development of the site and to seek approval to proceed with disposals to Esh Homes / Darlington Borough Council Housing and Building Services.

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 15 Sep 2020

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Economy Portfolio, Resources Portfolio

Contact Officer/Report Author

Barbara Strickland Barbara.Strickland@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected Eastbourne: Hurworth

Consultation Process and Consultees None

Title

Construction of Hybrid Business Innovation Centre - Central Park

Brief Description

Work has been ongoing to design the Hybrid Business Innovation Centre at Central Park. The vast majority of funding secured 'in principle' and a decision is sought on whether to proceed towards investing in and constructing the facility.

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 15 Sep 2020

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 Economic Growth and Neighbourhood Services

Wards Affected Stephenson

Consultation Process and Consultees

Briefing with Portfolio Holder, appropriate Cabinet Members and Ward Councillors; consultation with Central Park businesses and other local stakeholders; and market testing / procurement of future operator.

Document to be submitted

Report

Title

Schedule of Transactions

Brief Description

To consider terms negotiated by the Director on behalf of the Council to enable contractually binding contract 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 15 Sep 2020

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 Economic Growth and Neighbourhood Services

Wards Affected All Wards

Consultation Process and Consultees None

Document to be submitted Report and Schedule of Transactions

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 10 Nov 2020

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Economy Portfolio

Contact Officer/Report Author Tracy Blowers Tracy.Blowers@darlington.gov.uk

Department Resources

Wards Affected All Wards

Consultation Process and Consultees None

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 10 Nov 2020

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author

Tracy Blowers Tracy.Blowers@darlington.gov.uk

Department Resources

Wards Affected All Wards

Consultation Process and Consultees None

Title Council Tax Support - Scheme Approval 2021/22

Brief Description To consider and approve a draft Council Tax Support Scheme.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 10 Nov 2020

Relevant Scrutiny Committee Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s) Resources Portfolio

Contact Officer/Report Author Tracy Blowers Tracy.Blowers@darlington.gov.uk

Department Resources

Wards Affected All Wards

Consultation Process and Consultees None

Document to be submitted Report and draft Council Tax Support Scheme

Title Skerningham Masterplan Report

Brief Description

To consider and approve supporting document for Local Plan Submission Draft.

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Fully exempt

Decision Maker Cabinet Date of Decision 10 Nov 2020

Relevant Scrutiny Committee

Place Scrutiny Committee

Relevant Cabinet Member(s)

Economy and Regeneration Portfolio

Contact Officer/Report Author

David Nelson, Planning Officer David.Nelson@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Harrowgate Hill; Haughton and Springfield; Sadberge and Middleton St. George; Whinfield

Consultation Process and Consultees

Document to be made available on the Council's website Public - Document to be made available as part of the Local Plan Consultation.

Document to be submitted

Report and Masterplan Document for Skerningham.

Title

Rail Heritage Quarter Tenant Leases and Stockton and Darlington Railway Walking and Cycling Route

Brief Description

As part of the development of the Rail Heritage Quarter leases need to be agreed with the proposed tenants before funding and resources are committed to the key elements of the programme.

Following the audit and feasibility work undertaken to identify the preferred options for the Stockton & Darlington railway walking and cycling route, the next stages are to start the design process, secure funding and proceed with planning applications and/or negotiations for access and the creation of new public rights of way or cycle tracks.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 10 Nov 2020

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio

Contact Officer/Report Author

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

Department

Economic Growth and Neighbourhood Services

Wards Affected

Brinkburn and Faverdale; Harrowgate Hill; Heighington and Coniscliffe; North Road; Northgate; Red Hall and Lingfield; Stephenson; Sadberge and Middleton St. George

Consultation Process and Consultees

New sections of the S&DR walking and cycling route will be created through

existing processes including planning applications and Public Rights Of Way legislation which provide statutory consultation processes.

The reports and proposed routes will be made available on the Council website following the Cabinet decision.

Key stakeholders including the Friends of Stockton & Darlington Railway, Network Rail, Historic England, Bishop Line Community Rail Partnership, Stockton Borough Council and Durham County Council are members of the Project Board to steer the rail heritage programme.

The leases will be a direct negotiation with the parties concerned and wider consultation is not required.

Document to be submitted

Report

Title Annual Procurement Plan 2020/21 - Update

Brief Description

To consider and approve an update to the Annual Procurement Plan 2020/21

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 10 Nov 2020

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 Internal consultation with departments.

Document to be submitted Report and Updated Annual Procurement Plan

Title School Term Dates 2022/2023

Brief Description

To consider and set the school term date arrangements for Darlington Maintained Schools for the Academic Year 2021/22

Decision Type Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Dec 2020

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 Meetings/consultation with School Governing Bodies.

Title

Climate Change Cross Party Working Group - 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 8 Dec 2020

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

Economic Growth and Neighbourhood Services

Wards Affected All Wards

Consultation Process and Consultees None

Title

Mid-Year Prudential Indicators and Treasury Management 2020/21

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 Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision 8 Dec 2020

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

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 8 Dec 2020

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

Archived Items from Previous Plan

Title

School Place Planning

Brief Description

To update Cabinet on the current school place planning projections and the impact on parental choice in the secondary sector.

Decision Type Non-Key

Decision Status For Determination

Urgent Decision No

Anticipated Restriction Open

Decision Maker Cabinet Date of Decision

Relevant Scrutiny Committee Children and Young People Scrutiny Committee

Relevant Cabinet Member(s) Children and Young People Portfolio

Contact Officer/Report Author

Paul Richardson, Head of Skills and Employability paul.richardson@darlington.gov.uk

Department Childrens and Adults

Wards Affected All Wards

Consultation Process and Consultees None

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