FORWARD PLAN FOR THE PERIOD: 1 JANUARY 2020 - 31 MAY 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:

- 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)
- 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: lynne.wood@darlington.gov.uk.

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Title

Rail Heritage Quarter

Brief Description

To present the outcome of work to date on the Rail Heritage Quarter, timeline for implementation and funding strategy.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet 7 Jan 2020

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio

Contact Officer/Report Author

Ian Thompson, Assistant Director Community Services Ian.Thompson@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Significant amount of consultation taken place through the production of the Masterplan for the Rail Heritage Quarter. This will be on-going through the further development.

Document to be submitted

Report and Master Planning Documents.

Title

Capital Works required at Crown Street Library

Brief Description

Proposals for the refurbishment/restoration of Crown Street Library building

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

7 Jan 2020

Date of Decision

Cabinet

7 Jan 2020

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio

Contact Officer/Report Author

Charleen Dods

Charleen.Dods@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Park East

Consultation Process and Consultees

None

Document to be submitted

Title

Capital Strategy and Capital Programme

Brief Description

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

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker Date of Decision

Cabinet 7 Jan 2020

Council 20 Feb 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, Capital Strategy and Capital Programme.

Title

Medium Term Financial Plan

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 Date of Decision

Cabinet 7 Jan 2020

Council 20 Feb 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Elizabeth Davison, Assistant Director Resources, Pauline Mitchell, Assistant Director Housing and Building Services elizabeth.davison@darlington.gov.uk, pauline.mitchell@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Full Consultation with Residents, staff, partners and Scrutiny Committees

Document to be submitted

Report and Medium Term Financial Plan.

Title

Housing Revenue Account

Brief Description

To propose a Housing Revenue Account for consultation.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

7 Jan 2020

Relevant Scrutiny Committee

Health and Housing Scrutiny Committee

Relevant Cabinet Member(s)

Health and Housing Portfolio

Contact Officer/Report Author

Pauline Mitchell, Assistant Director Housing and Building Services pauline.mitchell@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Meetings with Tenants Board.

Document to be submitted

Report and draft Housing Revenue Account.

Title

Council Plan 2020/23

Brief Description

To consider the proposed Corporate Plan covering the period 2020 to 2024, and approve it for consultation.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker Date of Decision

Cabinet 7 Jan 2020

Council 20 Feb 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Leader

Contact Officer/Report Author

Neil Bowerbank, Head of Strategy, Performance and Communications neil.bowerbank@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Consultation will be undertaken in conjunction with the Council's Medium Term Financial Plan (MTFP) and will include information in the 'One Darlington' magazine, social media, online survey, scrutiny committees and Member engagement.

Members, Residents, Staff, Partners and Local Businesses.

Document to be submitted

Report and Draft Corporate Plan.

Title

Permit System to Manage and Co-ordinate Roadworks

Brief Description

An update on work to develop a permit scheme for roadworks coordination that Councils across the country are being required to consider by the Department for Transport.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker Date of Decision

Cabinet 7 Jan 2020

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio

Contact Officer/Report Author

Dave Winstanley, Assistant Director Capital Projects, Transport and Highways Planning

dave.winstanley@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Meetings and correspondence with Statutory undertakers.

Document to be submitted

Cabinet Report

Title

Schedule of Transactions

Brief Description

To consider the terms negotiated by the Director, on behalf of the Council, to enable contractually binding contracts to be completed.

(NOTE - this report is included on the agenda for each meeting of Cabinet but there are not always transactions to consider)

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

Date of Decision

Cabinet

7 Jan 2020

Relevant Scrutiny Committee

Economy and Resources 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

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Report and Schedule of Transactions.

Title

Darlington Crematorium Refurbishment - Update

Brief Description

To update Cabinet on the pre-planning consultation feedback for the Crematorium proposal.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

7 Jan 2020

Relevant Scrutiny Committee

Communities and Leisure Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio

Contact Officer/Report Author

Charleen Dods

Charleen.Dods@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

N/A

Document to be submitted

Title

Objection to Waiting Restrictions in Banks Road

Brief Description

Objections received to the above proposal. Request to set aside objections.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet 4 Feb 2020

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

Economic Growth and Neighbourhood Services

Wards Affected

Red Hall and Lingfield

Consultation Process and Consultees

Letter

Businesses on Banks Road.

Document to be submitted

Title

Calendar of Council and Committee Meetings 2020/21

Brief Description

To consider and approve the Calendar of Council and Committee Meetings for the 2020/21 Municipal Year.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet 4 Feb 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Leader

Contact Officer/Report Author

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

Department

Resources

Wards Affected

Consultation Process and Consultees

E-mail.

Internal consultees.

Document to be submitted

Report and Calendar of Council and Committee Meetings.

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 Date of Decision

Cabinet 4 Feb 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Brian Robson, Head of Capital Projects, Peter Carrick, Finance Manager Central/Treasury Management

brian.robson@darlington.gov.uk, peter.carrick@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

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 Date of Decision

Cabinet 4 Feb 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Peter Carrick, Finance Manager Central/Treasury Management peter.carrick@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Schools Admissions 2021/22

Brief Description

To consider the Local Authority's Admission Arrangements for the 2021/22 academic year for maintained schools.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet 4 Feb 2020

Relevant Scrutiny Committee

Children and Young People Scrutiny Committee

Relevant Cabinet Member(s)

Children and Young People Portfolio

Contact Officer/Report Author

Melanie Dickinson

Department

Childrens and Adults

Wards Affected

All Wards

Consultation Process and Consultees

Meetings and e-mail.

Consultation with Parents, Schools, Religious Authorities and the Local Community.

Document to be submitted

Title

Climate Change Cross Party Working Group

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

Date of Decision

Cabinet 4 Feb 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Economy Portfolio

Contact Officer/Report Author

Hannah Fay, Democratic Officer hannah.fay@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Title

Darlington Station Improvements and Growth Zone

Brief Description

To present Members with the proposed Darlington Station Improvements Project and the wider economic growth opportunities in the surrounding area, including Central Park, Cattle Market and Victoria Road

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

Date of Decision

Cabinet

4 Feb 2020

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

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

E-mail to Ward Councillors, briefing to all Members on 15 March 2017, press release and letter drop to local residents and businesses advising of public consultation event in Dolphin Centre.

The Masterplan for Station Improvement was presented for public consultation in March 2017 including Councillors.

Document to be submitted

Title

Darlington Borough Local Plan 2016/36 - Publication Draft

Brief Description

To agree the final draft of the Local Plan to advertise for representations and ultimately submit for examination.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker Date of Decision

Cabinet 4 Feb 2020

Council 26 Mar 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Economy and Regeneration Portfolio

Contact Officer/Report Author

David Hand, Head of Service for Planning Policy, Economic Strategy and Environment

David.Hand@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Legal duty to seek representations prior to submission to Government for examination. Email and Letter and use of the Council's consultation portal. All parties who were consulted at Regulation 18 stage and any party who made a representation at that stage.

Document to be submitted Report and draft Local Plan

Title

Medium Term Financial Plan

Brief Description

To recommend a Medium Term Financial Plan (MTFP) to Council for approval.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision MakerCabinet

Date of Decision
11 Feb 2020

Council 20 Feb 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Elizabeth Davison, Assistant Director Resources elizabeth.davison@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Full consultation with residents, staff, partners and the Council's Scrutiny Committees.

Document to be submitted

Report and Medium Term Financial Plan

Title

Housing Revenue Account

Brief Description

To recommend the Housing Revenue Account to Council.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision MakerCabinet

Date of Decision
11 Feb 2020

Council 20 Feb 2020

Relevant Scrutiny Committee

Health and Housing Scrutiny Committee

Relevant Cabinet Member(s)

Health and Housing Portfolio

Contact Officer/Report Author

Pauline Mitchell, Assistant Director Housing and Building Services pauline.mitchell@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Meetings with Tenants Board.

Document to be submitted

Report and Housing Revenue Account

Title

Capital Strategy and Capital Programme

Brief Description

To recommend a Capital Strategy and Capital Programme to Council for approval.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision MakerDate of DecisionCabinet11 Feb 2020

Council 20 Feb 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, Capital Strategy and Capital Programme.

Title

Treasury Management Strategy and Prudential Indicators

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 Date of Decision
Cabinet 11 Feb 2020

Council 20 Feb 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Resources Portfolio

Contact Officer/Report Author

Peter Carrick, Finance Manager Central/Treasury Management peter.carrick@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Reprot and Treasury Management Strategy.

Title

Council Plan 2020/23

Brief Description

To consider the Council's Corporate Plan for 2020/24, following consultation, and recommend the Plan to Council for approval.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker Date of Decision

Cabinet 3 Mar 2020

Council 26 Mar 2020

Relevant Scrutiny Committee

Economy and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Leader of the Council

Contact Officer/Report Author

Neil Bowerbank, Head of Strategy, Performance and Communications neil.bowerbank@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Consultation will be undertaken in conjunction with the Council's Medium Term Financial Plan (MTFP) and will include information in the 'One Darlington' magazine, social media, online survey, scrutiny committees and Member engagement.

Members, Residents, Staff, Partners and Local Businesses.

Document to be submitted

Report and Corporate Plan.

Title

Local Transport Plan

Brief Description

Update 2019/20 delivery of the Transport Programme including annual monitoring data, Transport Programme for 2020/21 and progress on the Local Implementation Plan.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet

3 Mar 2020

Relevant Scrutiny Committee

Communities and Local Services Scrutiny Committee

Relevant Cabinet Member(s)

Local Services Portfolio

Contact Officer/Report Author

Sue Dobson

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

None

N/A

Document to be submitted

Report and Local Transport Plan.

Title

Education Services Capital Programme

Brief Description

Request to release capital funds for the maintained school's summer capital works.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

Cabinet 3 Mar 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

Consultation will be undertaken as part of the MTPF Schools

Document to be submitted

Title

Regulation of Investigatory Powers Act (RIPA) 2000

Brief Description

To inform and update Members about issues relevant to the use of the Regulation of Investigatory Powers Act 2000 and recent developments.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Date of Decision

3 Mar 2020

Cabinet

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

Document to be submitted

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

Date of Decision

Cabinet

28 Apr 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.

Document to be submitted

FIELD_CONSULTATION FIELD_CONSULTEES FIELD_CONSULTATION FIELD_CONSULTEES