



Forward Plan of Key Decisions and Budget and Policy Framework Matters Covering June - September 2023

Bi-monthly version of Plan, published on 26 May 2023

INTRODUCTION

- 1.1 As part of the governance arrangements of the Council, a programme of its work in the coming four months is published including information about 'key decisions' that it expects to make, 'The Forward Plan'. This programme is updated bi-monthly.
- 1.2 Key decisions are those which significantly modify the agreed annual budget of the Council or its main framework of policies, those which initiate new spending proposals in excess of £100,000 and those which can be judged to have a significant impact on communities within the Borough. A full definition is contained in Article 13 of the Council's Constitution.
- 1.3 It will be Council, a Council Committee or a nominated officer through delegation who will be responsible for the taking of a Key decision. The approach to decision making is set out in the scheme of delegation as set out in full in Part 3 of the Council's Constitution.

2. FORMAT OF THE FORWARD PLAN

- 2.1 The plan is arranged in sections according to the individual policy committee which will make the decision. Decisions are ordered by the date on which the decision is expected to be taken

Part 1	Adult and Community Based Services Committee
Part 2	Children's Services Committee
Part 3	Economic Growth and Regeneration Committee
Part 4	Finance and Policy Committee
Part 5	Neighbourhood Services Committee
Part 6	Council
- 2.2 Each section includes information on the development of the main policy framework and the budget of the Council where any of this work is expected to be undertaken during the period in question.

- 2.3 It sets out in as much detail as is known at the time of its preparation, the programme of key decisions. This includes information about the nature of the decision, who will make the decisions, who will be consulted and by what means and the way in which any interested party can make representations to the decision-maker.

3. **DECISIONS MADE IN PRIVATE**

- 3.1 Most key decisions will be made in public at a specified date and time.
- 3.2 A small number of key decisions, for reasons of commercial or personal confidentiality, will be made in private and the public will be excluded from any sessions while such decisions are made. Notice will still be given about the intention to make such decisions, but wherever possible the Forward Plan will show that the decision will be made in private session.
- 3.3 Some sessions will include decisions made in public and decisions made in private. In such cases the public decisions will be made at the beginning of the meeting to minimise inconvenience to members of the public and the press.

4. **URGENT DECISIONS**

- 4.1 Although every effort will be made to include all key decisions in the Forward Programme, it is inevitable for a range of reasons that some decisions will need to be taken at short notice so as to prevent their inclusion in the Forward Plan. In such cases a minimum of 5 days public notice will be given before the decision is taken.
- 4.2 In rare cases it may be necessary to take a key decision without being able to give 5 days notice. The agreement of the Leader of the Council or Deputy Leader (in the absence of the Leader) must also be sought.

5. **PUBLICATION AND IMPLEMENTATION OF KEY DECISIONS**

- 5.1 All decisions which have been notified in the Forward Plan and any other key decisions will be recorded and published as soon as reasonably practicable after the decision is taken.
- 5.2 A reference to Council may be made of a Key Decision in conformity with Rule 27 of the Council Procedure Rules as contained in Part 4 of the Council's Constitution.

6. **DETAILS OF DECISION MAKERS**

- 6.1 Names and titles of those people who make key decisions either individually or collectively will be set out in Appendix 1 once they are determined.

7. **TIMETABLE OF KEY DECISIONS**

- 7.1 The timetable as expected at the time of preparation of the forward plan is set out in Appendix 2. Confirmation of the timing in respect of individual decisions can be obtained from the relevant contact officer closer to the time of the relevant meeting. Agenda papers are available for inspection at the Civic Centre five days before the relevant meeting.

Fwd Plan Ref / No/Date Published on Forward Plan	Type of Decision (incl Tests)	Date of Decision	Decision Maker(s)	1) Report Title 2) Nature of decision 3) Summary of issues / why needed 4) Ward(s) Affected	Consultees /Consultation Process	Background Documents	Author/ Contact No.
PART 1 – ADULT AND COMMUNITY BASED SERVICES COMMITTEE							

No items

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PART 2 – CHILDREN’S SERVICES COMMITTEE							
CJCS 135/23	Key decision tests (i) and (ii)	June committee	Children’s Services Committee	1) Dedicated Schools Grant – High Needs block 2023/24	Schools/ Settings/ Schools Forum	None	Danielle Swainston, Assistant Director Joint Commissioning Tel: 01429 523732
				2) To review and approve the High Needs block funding for 2023/24			
				3) Approval required to ensure compliance with Regulation, to ensure that the Dedicated Schools Grant budget is balanced, and to enable information to be provided to schools and other settings to support budget setting for 2023/24			
				4) Members approved HNB budget in March 2023 which included indicative costs for special school funding. This report will request approval in relation to special school costs			
				5) All wards			

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PART 3 – ECONOMIC GROWTH AND REGENERATION COMMITTEE							

NO ITEMS

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PART 4 - FINANCE AND POLICY COMMITTEE							
CE90/23	Key Test (i)	July 2023	Finance and Policy Committee	1) Gladstone House	None	None	Philip Timmins 01429 523228
				2) Sale of the property			
				3) Sale price exceeds delegated authority limit and is a key decision			
				4) Victoria			
CE91/23	Budget and Policy Framework	July 2023	Finance and Policy Committee	1) Strategic Asset Management Plan	None	None	Tim Wynn Strategic Asset Manager 01429 523386
	Key Test (i)			2) To approve the Council's Strategic Asset Management Plan as a supplementary document to the Council's Capital Strategy and Capital Programme 2023/24 to 2026/27			
	3) Best Practice dictates that the Council have an approved Strategic Asset Management Plan clarifying intentions, priorities and practices to be adopted in the management of its Estate.						
	4) All						

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PART 4 - FINANCE AND POLICY COMMITTEE							
	Budget and Policy Framework	July 2023	Finance and Policy Committee	1) Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27 2) For information and to approve the MTFS budget timetable 3) The report will provide an update of the financial position of the Council, impact of inflation and updated forecasts for 2024/25 to 2026/27 4) All	Policy Chairs Members (via members briefings) Trade Unions Business Sector Representatives	Current MTFS position 2023/24 to 2025/26	James Magog Director of Finance, IT and Digital 01429 523093
	Budget and Policy Framework	July 2023	Finance and Policy Committee	1) Local Council Tax Support (LCTS) 2024/25 2) To consider the options for a potential simplified LCTS scheme as a basis for consultation. 3) To consider options for a simplified working age LCTS scheme to improve current administration, make it easier to claim and to assist in the collection of Council tax within the area. 4) All	Public Consultation will be required should options be agreed.	LCTS Report to Finance and Policy September 2022	James Magog Director of Finance, IT and Digital 01429 523093

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PART 4 - FINANCE AND POLICY COMMITTEE							
CJCS 134 /23	Key Test ii	July 2023	Finance and Policy Committee	1) Household Support Fund			Sally Robinson Director Tel: 01429 523910 Email: sally.robinson@hartlepool.gov.uk
				2) To consider and approve proposals for the delivery of the Household Support Fund 01/04/2023 – 31/03/2024.			
				3) Since the 30 September 2021 the Government has made available a 'Household Support Fund' via local authorities to distribute funding to vulnerable households in the local community to help them with food and other essential household costs. It is down to local determination how the fund is distributed to meet local need			
				4) All Wards			

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PART 5 – NEIGHBOURHOOD SERVICES COMMITTEE							
NRS 04/23	Key Test (ii) applies	June 2023	Neighbourhood Services Committee	1) Air Quality Strategy 2) To seek approval for the Council’s Air Quality Strategy. 3) Defra have notified all Local Authorities that a local Air Quality Strategy must be produced in 2023. 4) All Wards	Consultation to take place on draft strategy prior to formal approval. Amends would be made to the Strategy to reflect comments where necessary and reported back to Committee for approval.	The Air Quality Strategy will link to Policies in the Hartlepool Local Plan. Finance and Policy Committee – Net Zero and Climate Change Strategy Report. Defra – Local Air Quality Management Policy Guidance (PG22)	Sylvia Pinkney Assistant Director (Regulatory Services) 01429 523315 Sylvia.pinkney@hartlepool.gov.uk Zoe Craig Environmental Health Manager (Environmental Protection) 01429 523325 zoe.craig@hartlepool.gov.uk

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PART 5 – NEIGHBOURHOOD SERVICES COMMITTEE							
NRS 05/23	Key Test (i) and (ii)	June 2023	Neighbourhood Services Committee	1) Adoption of Housing Civil Penalties Policy 2) A decision is needed to adopt a policy relating to a discretionary power to impose financial penalties as an alternative to prosecution for certain Housing Act 2004 offences. 3) The Council adopted an overarching General Enforcement Policy in 2021 which set out the use of Penalty Notices. However, we need a robust policy in place specifically relating to Housing Civil Penalties due to the nature of the offences and level of penalty that may be applied (up to £30,000). This is essential in the event of any appeals against the penalty imposed. 4) All wards.	Consultation already carried relating to the overarching general enforcement policy. Individuals who are directly affected by the proposed imposition of a financial penalty must be issued with a Notice of Intent before the penalty is imposed and must be given 28 days to make a representation.	General Enforcement Policy Housing Act 2004 (as amended) Housing and Planning Act 2016 (DCLG) Civil Penalties Guidance for Local Housing Authorities	Sylvia Pinkney Assistant Director (Regulatory Services) 01429 523315 Sylvia.pinkney@hartlepool.gov.uk Joanne Burnley Environmental Health Manager (Housing) 01429 523324 joanne.burnley@hartlepool.gov.uk

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PART 5 – NEIGHBOURHOOD SERVICES COMMITTEE							
NRS 06 / 23	Key Decision	June 2023	Neighbourhood Services Committee	<p>1) Hartlepool Local Plan Review</p> <p>2) This report is to inform Members of changes in planning law since June 2023 and gives a recommendation on how to proceed with the Local Plan.</p> <p>3) In June 2022 a report was discussed at Neighbourhood Services Committee with regards to reviewing the 2018 Local Plan. Members decided not to commence a Local Plan review but to reconsider the need for a review in June 2023.</p> <p>4) All wards.</p>	None.	June 2022 Neighbourhood Services Committee Report.	<p>Helen Smith Interim Planning Policy Team Leader (01429) 284308 Helen.smith@hartlepool.gov.uk</p> <p>Kieran Bostock Assistant Director (Neighbourhoods) (01429) 284291 kieran.bostock@hartlepool.gov.uk</p>

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PART 5 – NEIGHBOURHOOD SERVICES COMMITTEE							
NRS 07 / 23	Key Test (i) and (ii)	September 2023	Neighbourhood Services Committee	1) Local Transport Plan Scheme Update	Individual schemes subject to consultation where applicable.	Local Transport Plan Programme Report (NS Committee 13/03/23)	Peter Frost Highways, Traffic & Transport Team Leader (01429) 523200 peter.frost@hartlepool.gov.uk Kieran Bostock Assistant Director (Neighbourhoods) (01429) 284291 kieran.bostock@hartlepool.gov.uk
				2) To seek approval for a delivery programme of safety schemes across Hartlepool for financial year 2022/2023.			
				3) To prioritise safety schemes for implementation based on updated road casualty data and in line with available budgets.			
				4) All wards.			

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PART 6 – COUNCIL							

NO ITEMS

APPENDIX 1

DETAILS OF DECISION MAKERS

POLICY COMMITTEES

Finance and Policy Committee	11 Members of the Authority (Chaired by the Leader of the Council)
Children's Services Committee	Chair to be Lead Member for Children's Services and 6 Members of the Authority and co-optees (together with education representatives when discharging education functions)
Adult and Community Based Services Committee	Chair to be Lead Member for Adult and Community Based Services and 6 Members of the Authority
Economic Growth and Regeneration Committee	7 Members of the Authority
Neighbourhood Services Committee	7 Members of the Authority

APPENDIX 2

TIMETABLE OF KEY DECISIONS

Decisions are shown on the timetable at the earliest date at which they may be expected to be made.

1. DECISIONS EXPECTED TO BE MADE IN JUNE 2023

CJCS 135/23 (page 4)	Dedicated Schools Grant – High Needs Block 2023/24	Children’s Services Committee
NRS 04/23 (page 9)	Air Quality Strategy	Neighbourhood Services Committee
NRS 05/23 (page 10)	Adoption of Housing Civil Penalties Policy	Neighbourhood Services Committee
NRS 06/23 (page 11)	Hartlepool Local Plan Review	Neighbourhood Services Committee

2. DECISIONS EXPECTED TO BE MADE IN JULY 2023

CE90/23 (page 6)	Gladstone House	Finance and Policy Committee
CE91/23 (page 6)	Strategic Asset Management Plan	Finance and Policy Committee
Budget and Policy Framework (page 7)	Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27	Finance and Policy Committee
Budget and Policy Framework (page 7)	Local Council Tax Support (LCTS) 2024/25	Finance and Policy Committee
CJCS 134/23 (page 8)	Household Support Fund	Finance and Policy Committee

3. DECISIONS EXPECTED TO BE MADE IN AUGUST 2023

No items

4. DECISIONS EXPECTED TO BE MADE IN SEPTEMBER 2023

NRS 07/23 (page 12)	Local Transport Plan Scheme Update	Neighbourhood Services Committee
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