



Forward Plan of Key Decisions and Budget and Policy Framework Matters Covering February – May 2024

Bi-monthly version of Plan, published on 18th February 2024

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 142/23	Key decision tests (i) and (ii)	March 2024	Children’s Services Committee	1) Schools Capital Works Programme 2024/25	Schools (via Schools Forum capital sub-group) and other stakeholders will be consulted before report submission to Committee.	None	Amanda Whitehead, Assistant Director Education Tel: 01429 523736
				2) To approve the programme of capital works for schools 2024/25			
				3) Approval required to ensure that Hartlepool’s school estate remains in good state of repair, fit for purpose, and meets the needs of the population.			
				4) All Wards			
CJCS 143/23	Key decision tests (i) and (ii)	March 2024	Children’s Services Committee	1. Dedicated Schools Grant – Early Years block 2024/25	Schools, via Schools Forum, will be consulted before report submission to Committee.	None	Danielle Swainston, Assistant Director, Joint Commissioning Tel: 01429 523732
				1. To review and approve the Early Years block funding for 2024/25			
				2. 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 2024/25			
				4. All wards			

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PART 2 – CHILDREN’S SERVICES COMMITTEE							
CJCS 144/23	Key decision tests (i) and (ii)	March 2024	Children’s Services Committee	1) Dedicated Schools Grant – High Needs block 2024/25	Schools, via Schools Forum, will be consulted before report submission to Committee.	None	Danielle Swainston, Assistant Director, Joint Commissioning Tel: 01429 523732
				2) To review and approve the High Needs block funding for 2024/25			
				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 2024/25			
				4) All Wards			

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PART 3 – ECONOMIC GROWTH AND REGENERATION COMMITTEE							

NO ITEMS

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 4 - FINANCE AND POLICY COMMITTEE							
	Budget and Policy Framework	February 2024	Finance and Policy	1) Capital Programme 2024/25 to 2027/28 2) To approve the Councils Capital Strategy and the Capital Programme 2024/25 to 2027/28 3) The Council is required to have an approved capital strategy providing a framework for which the capital and regeneration objectives are delivered. 4) All	Policy Chairs	N/A	James Magog Director of Finance, IT and Digital (01429) 523093 James.magog@hartlepool.gov.uk Paul Dixon Assistant Director (Corporate and Financial Services) (01429) 523188 Paul.dixon@hartlepool.gov.uk
CE94/24	Key Test (i) and (ii)	February 2024	Finance and Policy	1) Council Tax Fraud Prevention Strategy 2) To approve a revised fraud sanction policy and revised approach to tackling Council Tax Fraud, including Single Person Discount. 3) To outline a proposed approach to reduce fraud within the Council Tax system 4) All	Policy Chairs	N/A	James Magog Director of Finance, IT and Digital (01429) 523093 James.magog@hartlepool.gov.uk

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PART 5 – NEIGHBOURHOOD SERVICES COMMITTEE							
	Budget and Policy Framework	February 2024	Neighbourhood Services Committee	1) Local Transport Plan 2023/24 Out-Turn and 2024/25 Programme 2) To inform the Neighbourhood Services Committee of the progress made under the Local Transport Plan delivery programme during 2023/24, and to identify potential schemes for 2024/25. 3) To outline the works delivered during the last year, and the works that will be progressed during the current year. 4) All wards	Individual schemes subject to consultation where applicable.	HBC Local Infrastructure Plan.	Peter Frost Highway Infrastructure Manager (01429) 523400 peter.frost@hartlepool.gov.uk Kieran Bostock Assistant Director (Neighbourhoods) (01429) 284291 kieran.bostock@hartlepool.gov.uk
DNRS 02 / 24	Key Test (i) and (ii)	February 2024	Delegated powers to Executive Director of Development, Neighbourhoods and Regulatory Services	1) 5 Year Highway Maintenance Programme 2) To seek approval for the Council's Highways Maintenance Programme. 3) To ensure the best use of the available budget, in order to provide the greatest benefit from the resurfacing programme across the borough. 4) All wards.	None	None	Peter Frost Highway Infrastructure Manager (01429) 523400 peter.frost@hartlepool.gov.uk Kieran Bostock Assistant Director (Neighbourhoods) (01429) 284291 kieran.bostock@hartlepool.gov.uk

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PART 6 – COUNCIL							
	Budget & Policy Framework	1 February 2024	Council	1) Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27 2) To agree the budget and Council Tax recommendations as referred from Finance and Policy Committee 3) To ensure the Council is able to agree a Council Tax level for 2024/25 4) All	Finance and Policy Committee All Policy Committees Members Trade Unions and Business Sector Public	MTFS Report to Finance and Policy Committee November 2023 and January 2024	James Magog Director of Finance, IT and Digital (01429) 523093 James.magog@hartlepool.gov.uk
	Budget & Policy Framework	22 February 2024	Council	1) Medium Term Financial Strategy (MTFS) 2024/25 To 2026/27 – Statutory Budget and Council Tax Determination 2) To finalise the technical Council Tax calculations which incorporate Council Tax levels independently set by precepting bodies 3) To comply with legal requirements in respect of Council tax calculations 4) All	Finance and Policy Committee All Policy Committees Members Trade Unions and Business Sector Public	MTFS Report to Finance and Policy Committee November 2023 and January 2024	James Magog Director of Finance, IT and Digital (01429) 523093 James.magog@hartlepool.gov.uk

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 FEBRUARY 2024

Budget and Policy Framework (page 7)	Capital Programme 2024/25 to 2027/28	Finance and Policy Committee
CE 94/24 (page 7)	Council Tax Fraud Prevention Strategy	Finance and Policy Committee
Budget and Policy Framework (page 8)	Local Transport Plan 2023/24 Out-Turn and 2024/25 Programme	Neighbourhood Services Committee
DNRS 02/24 (page 8)	5 Year Highway Maintenance Programme	Neighbourhood Services Committee
Budget and Policy Framework (page 9)	Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27	Council
Budget and Policy Framework (page 9)	Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27 – Statutory Budget and Council Tax Determination	Council

2. DECISIONS EXPECTED TO BE MADE IN MARCH 2024

CJCS 142/23 (page 4)	Schools Capital Works Programme 2024/25	Children's Services Committee
CJCS 143/23 (page 4)	Dedicated Schools Grant – Early Years Block 2024/24	Children's Services Committee
CJCS 144/23 (page 5)	Dedicated Schools Grant – High Needs Block 2024/25	Children's Services Committee
	Grant – School Budget	
	Shares and Central School Services Block 2024/25	
CJCS 145/23 (page 9)	Additional National Investment to Procure Of Stop Smoking Services	Finance and Policy Committee
Budget and Policy Framework	Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27	Finance and Policy Committee
DNRS 10/23 (page 10)	HRA Business Plan	Finance and Policy Committee

3. DECISIONS EXPECTED TO BE MADE IN APRIL 2024

No items

4. DECISIONS EXPECTED TO BE MADE IN MAY 2024

No items

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