



## Forward Plan of Key Decisions and Budget and Policy Framework Matters

Covering April to July 2024

Bi-monthly version of Plan, published on 19 March 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.
<b>PART 1 – ADULT AND COMMUNITY BASED SERVICES COMMITTEE</b>							

**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.
<b>PART 2 – CHILDREN’S SERVICES COMMITTEE</b>							

**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.
<b>PART 3 – ECONOMIC GROWTH AND REGENERATION COMMITTEE</b>							

**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.
<b>PART 4 - FINANCE AND POLICY COMMITTEE</b>							
DNRS 03/24	Key Decision test (ii)	June 2024 draft Council Plan for consultation	Finance and Policy Committee	<b>1) Council Plan 2024-2029</b>	The preparation of the new Council Plan will be informed by the 'Big Conversation' public consultation that took place over 12 weeks from November 2023 to February 2024. A further consultation on the draft Plan will take place in the summer of 2024 following agreement by Finance and Policy Committee in June 2024 and this will include consultation with individual Policy Committees.	Developing a new Council Plan 2024/5 – 2028/9 reports to Finance and Policy Committee on 18 <sup>th</sup> September 2023 and 19 <sup>th</sup> February 2024.	Catherine Grimwood Performance and Partnerships Manager <a href="mailto:Catherine.grimwood@hartlepool.gov.uk">Catherine.grimwood@hartlepool.gov.uk</a> (01429) 284322
		September 2024 final Council Plan for agreement		2) To approve the new Council Plan.			
				3) The Council Plan sets the Council's ambition for the Borough and the strategic plan for achieving it			
				4) All wards			

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<b>PART 4 - FINANCE AND POLICY COMMITTEE</b>							
PH 147/24	Key Decision (Test ii )	June 2024	Finance and Policy Committee	1) <b>Re procurement of sexual health services for Hartlepool</b>	Consultation with partners led by Stockton including An Independent Review of Teesside Sexual Health Services consultation and report a needs assessment and workshops	Consultation Report	Craig Blundred Director of Public Health <a href="mailto:Craig.blundred@hartlepool.gov.uk">Craig.blundred@hartlepool.gov.uk</a>
				2) Key Decisions, test (ii)			
				3) To seek approval from the Finance and Policy Committee to agree to the re procurement of a Tees wide sexual health re procurement led by Stockton Borough Council			
				4) All			

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<b>PART 5 – NEIGHBOURHOOD SERVICES COMMITTEE</b>							

**No items.**



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<b>PART 6 – COUNCIL</b>							

**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 APRIL 2024**

No items.

#### **2. DECISIONS EXPECTED TO BE MADE IN MAY 2024**

No items.

#### **3. DECISIONS EXPECTED TO BE MADE IN JUNE 2024**

DNRS 03/24 (page 6)  
PH 147/24 (page 7)

Council Plan 2024-2029  
Re-Procurement of Sexual Health  
Services for Hartlepool

Finance and Policy Committee  
Finance and Policy Committee

#### **4. DECISIONS EXPECTED TO BE MADE IN JULY 2024**

No items.