



# Forward Plan of Key Decisions and Budget and Policy Framework Matters Covering December 2023 – March 2024

Bi-monthly version of Plan, published on 16<sup>th</sup> November 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.
<b>PART 1 – ADULT AND COMMUNITY BASED SERVICES COMMITTEE</b>							
CJCS 136/23	Key Test (ii) applies	25 January 2024	Adult and Community Based Services Committee	1) <b>Parks and Open Spaces Place Based Plans</b>	It is the intention to take the draft plans out to public consultation over the summer. They will then be brought back to committee for agreement, prior to being implemented.	Adult Service Committee – Parks and Open Spaces Place Based Plans, June 2023	Gemma Ptak Assistant Director (Preventative & Community Based Services) Tel: (01429) 523441  Sarah Scarr Head of Service (Heritage & Open Spaces) Tel: (01429) 523275
				2) To agree management plans for four parks.			
				3) Place-based management plans have been developed for each park. This will enable a more proactive approach to review the strengths, challenges, opportunities and risks within each site. Sitting alongside these is a summary document to with strategic aims and objectives for all of the sites.			
				4) All wards			

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<b>PART 1 – ADULT AND COMMUNITY BASED SERVICES COMMITTEE</b>							
ACBS 146/23	Key test (ii) applies	25 January 2024	Adult and Community Based Services Committee	1) <b>Playing Pitch, Indoor Facility and Sport/Physical Activity Strategy Development</b>	The consultation process for the development of these strategies is extensive and a proposal will be presented as part of the report. All sports clubs, facility operators, Sport England and NGB's will be engaged.	Hartlepool Playing Pitch and Indoor Facility Strategy 2019  ACBS Committee, July 2019	Gemma Ptak Assistant Director (Preventative & Community Based Services) Tel: (01429) 523441
				2) Proposed strategy development to inform the future decision making, investment planning and programming for sport, leisure and other facilities in Hartlepool.			
				3) To present proposed process, consultation plan and objectives of the work specifically linked to a motion from Council in October 2023.			
				4) All wards			

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<b>PART 2 – CHILDREN’S SERVICES COMMITTEE</b>							
CJCS 137/23	Key decision test (i)	23 January 2024	Children’s Services Committee	1) <b>School Admissions Arrangements for 2025/26</b>	Schools, through Admissions Forum, and other stakeholders will be consulted in the usual manner before report submission to Committee.	None	Amanda Whitehead, Assistant Director Education Tel: 01429 523736
				2) To approve the admissions arrangements for school year 2025-26			
				3) Admissions arrangements must be approved and published 18 months in advance of the September of the year of admission			
				4) All wards			
CJCS 139/23	Key decision tests (i) and (ii)	23 Jan 2024	Children’s Services Committee	5) <b>Dedicated Schools Grant – School Budget Shares and Central School Services Block 2024/25</b>	Schools, via Schools Forum, will be consulted before report submission to Committee.	None	Amanda Whitehead, Assistant Director Education Tel: 01429 523736
				6) 2. To review and approve the schools formula for 2024/25, including the Central School Services Block			
				7) 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 to support budget setting for 2024/25			
				4) All wards			

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<b>PART 2 – CHILDREN’S SERVICES COMMITTEE</b>							
<b>CJCS 142/23</b>	Key decision tests (i) and (ii)	14 March 2024	Children’s Services Committee	<b>1) Schools Capital Works Programme 2024/25</b>	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			
<b>CJCS 143/23</b>	Key decision tests (i) and (ii)	19 March 2024	Children’s Services Committee	<b>1) Dedicated Schools Grant – Early Years block 2024/25</b>	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 Early Years 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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<b>PART 2 – CHILDREN’S SERVICES COMMITTEE</b>							
CJCS 144/23	Key decision tests (i) and (ii)	19 March 2024	Children’s Services Committee	1) <b>Dedicated Schools Grant – High Needs block 2024/25</b>	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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<b>PART 3 – ECONOMIC GROWTH AND REGENERATION COMMITTEE</b>							

**No items**

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<b>PART 4 - FINANCE AND POLICY COMMITTEE</b>							
<b>CJS145/23</b>	Key decision tests (i) and (ii)	22 January 2024	Finance and Policy Committee	1. <b>Additional National Investment to Procure of Stop Smoking Services</b>	Consulted partners as part of the development of the Tobacco Control Strategy for Hartlepool	None	Craig Blundred Director of Public Health Tel: (01429) 284104 Craig.blundred@hartlepool.gov.uk
				2. To seek approval to agree to the procurement of a targeted stop smoking service for Hartlepool			
				3. Approval required to procure a strategic stop smoking service for Hartlepool.			
				4. All Wards			

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<b>PART 4 – FINANCE AND POLICY COMMITTEE</b>							
	Budget and Policy Framework	January 2024	Finance and Policy Committee	1) <b>Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27</b> 2) To consider the updated MTFS and determination of final budget proposals to be referred to full council. 3) To receive feedback from individual policy committees and factor into budget position draft local government financial settlement 4) All	Policy Chairs Members Trade Unions Business Sector	MTFS Report to Finance and Policy Committee September 2023	James Magog Director of Finance, IT and Digital 01429 523093 <a href="mailto:James.magog@hartlepool.gov.uk">James.magog@hartlepool.gov.uk</a>
DNRS 10 / 23	Key Decision	January 2024	Finance and Policy Committee	1) <b>HRA Business Plan</b> 2) Key Decision 3) The HRA Business Plan reviews the recent financial performance of the Housing Revenue Account (HRA), considers the future financial outlook and its overall aims. 4) All wards.	None.	None.	Tony Hanson Executive Director of Development, Neighbourhoods and Regulatory Services (01429) 523400 <a href="mailto:tony.hanson@hartlepool.gov.uk">tony.hanson@hartlepool.gov.uk</a> Tim Wynn Strategic Asset Manager (01429) 523386 <a href="mailto:tim.wynn@hartlepool.gov.uk">tim.wynn@hartlepool.gov.uk</a>

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

**No items**

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<b>PART 6 – COUNCIL</b>							

**No items**

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## **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 DECEMBER 2023**

No items

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

CJCS 136/23 (page 3)	Parks and Open Spaces Places Based Plans	Adult and Community Based Services Committee
ACBS 141/23 (page 4)	Playing Pitch, Indoor Facility and Sport/ Physical Activity Strategy Development	Adult and Community Based Services Committee
CJCS 137/23 (page 5)	School Admissions Arrangements for 2025/26	Children's Services Committee
CJCS 139/23 (page 5)	Dedicated Schools Grant – School Budget Shares and Central School Services Block 2024/25	Children's Services Committee
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 FEBRUARY 2024**

No items

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

CJCS 142/23 (page 6)	Schools Capital Works Programme 2024/25	Children's Services Committee
CJCS 143/23 (page 6)	Dedicated Schools Grant – Early Years Block 2024/25	Children's Services Committee
CJCS 144/23 (page 7)	Dedicated Schools Grant – High Needs Block 2024/25	Children's Services Committee