



Forward Plan of Key Decisions and Budget and Policy Framework Matters

Covering August - November 2023

Bi-monthly version of Plan, published on 18 July 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							
CJCS 136/23	Key Test (ii) applies	November 2023	Adult Service Committee	1) Parks and Open Spaces Place Based Plans	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) (01429) 523441 Gemma.ptak@hartlepool.gov.uk Sarah Scarr Head of Service (Heritage & Open Spaces) (01429) 523275 Sarah.scarr@hartlepool.gov.uk
				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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PART 2 – CHILDREN’S SERVICES COMMITTEE							

NO ITEMS

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PART 3 – ECONOMIC GROWTH AND REGENERATION COMMITTEE							

NO ITEMS

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PART 4 - FINANCE AND POLICY COMMITTEE							
CE92/23	Budget and Policy Framework	September 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 James.magog@hartlepool.gov.uk

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PART 4 - FINANCE AND POLICY COMMITTEE							
CE93/23	Budget and Policy Framework	November 2023	Finance and Policy Committee	1) Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27	Policy Chairs Members Trade Unions Business Sector Residents	MTFS Report to Finance and Policy July 2023	James Magog Director of Finance, IT and Digital 01429 523093 James.magog@hartlepool.gov.uk
				2) To consider the updated MTFS and draft savings plans for 2024/25 to 2026/27.			
				3) To consider initial proposals and refer to policy committees as appropriate.			
				4) All Wards.			

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PART 5 – NEIGHBOURHOOD SERVICES COMMITTEE							
NRS 07 / 23	Key Test (i) and (ii)	September 2023	Neighbourhood Services Committee	<p>1) Local Transport Plan Scheme Update</p> <p>2) To seek approval for a delivery programme of safety schemes across Hartlepool for financial year 2022/2023..</p> <p>3) To prioritise safety schemes for implementation based on updated road casualty data and in line with available budgets..</p> <p>4) All Wards.</p>	Individual schemes subject to consultation where applicable	Local Transport Plan Programme Report (NS Committee 13/03/23)	<p>Peter Frost Highways, Traffic & Transport Team Leader (01429) 523200 peter.frost@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							
DNRS 08/23	Key Test (i) and (ii)	October 2023	Neighbourhood Services Committee	1) Vehicle & Equipment Approvals Report 2024/25 to 2026/27 2) To seek approval for vehicle and equipment purchases for 2024/25 to 2026/27. The report will also outline which vehicles have been purchased in the current financial year, and an update on the current budget position. 3) The Council's fleet of vehicles must be managed effectively to ensure that vehicles are fit for purpose, and good planning will ensure that vehicles that are coming to the end of their useable life are disposed of before they become burdensome with regard to maintenance and repair fees. 4) All Wards	Consultation with internal departments who purchase/lease vehicles via Fleet Services	None	Paul Hurwood, Environmental Services Manager, (01429)284276, paul.hurwood@hartlepool.gov.uk Kieran Bostock, Assistant Director (Neighbourhoods), (01429) 284291, kieran.bostock@hartlepool.gov.uk

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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 AUGUST 2023

No items

2. DECISIONS EXPECTED TO BE MADE IN SEPTEMBER 2023

CE 92/23 (page 6)
NRS 07/23 (page 8)

Local Council Tax Support (LCTS) 2024/25 Finance and Policy Committee
Local Transport Plan Scheme Update Neighbourhood Services Committee

3. DECISIONS EXPECTED TO BE MADE IN OCTOBER 2023

DNRS 08/23 (page 9)

Vehicle & Equipment Approvals Report Neighbourhood Services Committee
2024/25 to 2026/27

4. DECISIONS EXPECTED TO BE MADE IN NOVEMBER 2023

CJCS 136/23 (page 3)
CE 93/23 (page 7)

Parks and Open Spaces Place Based Plans Adult and Community Based Services Committee
Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27 Finance and Policy Committee