



Forward Plan of Key Decisions and Budget and Policy Framework Matters Covering October 2023 – January 2024

Bi-monthly version of Plan, published on 15th September 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 and Community Based Services 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) Gemma.ptak@hurtlepool.gov.uk 01429 523441 Sarah Scarr Head of Service (Heritage & Open Spaces) Sarah.scarr@hurtlepool.gov.uk 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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PART 1 – ADULT AND COMMUNITY BASED SERVICES COMMITTEE							
ACBS 141/23	Test (i) and (ii)	9 November 2023	Adult and Community Based Services Committee	1) Assistive Technology – Adult Social Care	<p>Consulted with users in the implementation of the new provider for assistive technology provision (Taking Care)</p> <p>Explored charging opportunities with Taking Care</p> <p>Consulted with other LAs to understand regional and national approaches</p>		Danielle Swainston, danielle.swainston@hartlepool.gov.uk 01429 523732
				2) To seek approval for a new charging arrangement (assistive technology) to be introduced from 1 April 2024.			
				3) Introducing charging arrangement for elements of the assistive technology service. This brings the approach in Hartlepool in line with the majority of other areas locally and nationally and contributes to delivery of the Medium Term Financial Strategy by generating additional income from April			
				4) All Wards			

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PART 2 – CHILDREN’S SERVICES COMMITTEE							
CJCS 138/23	Key decision tests (i) and (ii)	November 2023	Children’s Services Committee	1) Dedicated Schools Grant (former Education Services Grant rate per pupil) – Disapplication request	Schools, via Schools Forum, will be consulted before report submission to Committee.	None	Amanda Whitehead Assistant Director, Education Amanda.whitehead@hartlepool.gov.uk 01429 523910
				2) To review and approve a disapplication request to the Secretary of State 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 to support budget setting for 2024/25			
				4) All wards			

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PART 2 – CHILDREN’S SERVICES COMMITTEE							
CJCS 140/23	Key decision	November 2023	Children’s Services Committee	1) Youth Justice Strategic Plan	Children Services Committee	Crime and Disorder Act 1998	Jane Young Jane.young@harrlepool.gov.uk 01429 523957
				2) Approval from CSC to consult on the draft Youth Justice Strategic Plan and for final draft to be approved by CSC prior to being submitting to full Council for ratification.	Safer Hartlepool Partnership Audit and Governance		
				3) Youth Justice Plan is a statutory plan and sits within the Budget and Policy Framework. The Plan outlines the Council’s approach to the delivery of services to children and young people in the Youth Justice system to reduce offending.	Children Services Committee Full Council		
				4) All wards			

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PART 2 – CHILDREN’S SERVICES COMMITTEE							
CJCS 139/23	Key decision tests (i) and (ii)	January 2024	Children’s Services Committee	1) Dedicated Schools Grant – School Budget Shares and Central School Services Block 2024/25 2) To review and approve the schools formula for 2024/25, including the Central School Services Block 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 to support budget setting for 2024/25 4) All wards	Schools, via Schools Forum, will be consulted before report submission to Committee.	None	Amanda Whitehead Assistant Director, Education Amanda.whitehead@hartlepool.gov.uk 01429 523910
CJCS 137/23	Key decision test (i)	23 January 2024	Children’s Services Committee	1) School Admissions Arrangements for 2025/26 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			

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PART 3 – ECONOMIC GROWTH AND REGENERATION COMMITTEE							

NO ITEMS

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PART 4 - FINANCE AND POLICY COMMITTEE							
	Budget and Policy Framework	November 2023	Finance and Policy Committee	1) Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27 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	Policy Chairs Members Trade Unions Business Sector Residents	MTFS Report to Finance and Policy Committee July 2023	James Magog Director of Finance, IT and Digital 01429 523093 James.magog@hartlepool.gov.uk
	Budget and Policy Framework	November 2023	Finance and Policy Committee	1) Council Tax Base 2024/25 2) To agree the Council Tax Base for 2024/25 3) To comply with legislation and to feed into budget decisions 4) All Wards	None	None	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							
	Budget and Policy Framework	November 2023	Finance and Policy Committee	1) Local Council Tax Support (LCTS) 2024/25 2) To agree, for referral to Council, the LCTS scheme for 2024/25 3) To comply with legislation 4) All Wards	None – a proposed scheme will already have been consulted on.	LCTS Report to Finance and Policy Committee September 2023	James Magog Director of Finance, IT and Digital 01429 523093 James.magog@hartlepool.gov.uk
DNRS 09/23	Key Decision	November 2023	Finance and Policy Committee	1) Net Zero Strategy and Action Plan 2) To seek approval for adoption of HBC's Net Zero Strategy 2023 – 2028 and action plan to deliver decarbonisation and climate adaptation activity. 3) The Council must reduce its carbon emissions and reach 'Net Zero Emissions' by 2050, in response to the adopted Climate Pledge (2021) and national strategy. 4) All Wards	Consultation with internal services and departments during 2022/23 to develop strategy and action plan All staff consultation in May / June 2023 to develop actions and priorities	None	Christopher Lau Net Zero Officer, (07816 264 850) Christopher.Lau@hartlepool.gov.uk Beverley Bearne, Assistant Director (Development and Growth) (01429 523002) Beverley.bearne@hartlepool.gov.uk

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PART 4 - FINANCE AND POLICY COMMITTEE							
	Budget and Policy Framework	January 2024	Finance and Policy Committee	1) Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27 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 James.magog@hartlepool.gov.uk
DNRS 10 / 23	Key Decision	January 2024	Finance and Policy Committee	1) HRA Business Plan 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 tony.hanson@hartlepool.gov.uk Tim Wynn Strategic Asset Manager (01429) 523386 tim.wynn@hartlepool.gov.uk

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PART 5 – NEIGHBOURHOOD SERVICES COMMITTEE							
DNRS 08/23	Key Test (i) and (ii)	October 2023	Neighbourhood Services Committee	<p>1) Vehicle & Equipment Approvals Report 2024/25 to 2026/27</p> <p>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.</p> <p>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.</p> <p>4) All Wards</p>	Consultation with internal departments who purchase/lease vehicles via Fleet Services	None	<p>Paul Hurwood, Environmental Services Manager, (01429)284276, paul.hurwood@hartlepool.gov.uk</p> <p>Kieran Bostock, Assistant Director (Neighbourhoods), (01429) 284291, kieran.bostock@hartlepool.gov.uk</p>

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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 OCTOBER 2023

DNRS 08/23 (page 12)	Vehicle and Equipment Approvals Report 2024/25 to 2026/27	Neighbourhood Services Committee
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2. DECISIONS EXPECTED TO BE MADE IN NOVEMBER 2023

CJCS 136/23 (page 3)	Parks and Open Spaces Places Based Plans	Adult and Community Based Services Committee
ACBS 141/23 (page 4)	Assistive Technology – Adult Social Care	Adult and Community Based Services Committee
CJCS 138/23 (page 5)	Dedicated Schools Grant (Former Education Services Grant rate per pupil) – Disapplication Request	Children’s Services Committee
CJCS 140/23 (page 6)	Youth Justice Strategic Plan	Children’s Services Committee
Budget and Policy Framework (page 9)	Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27	Finance and Policy Committee
Budget and Policy Framework (page 9)	Council Tax Base 2024/25	Finance and Policy Committee
Budget and Policy Framework (page 10)	Local Council Tax Support (LCTS) 2024/25	Finance and Policy Committee
DNRS 09/23 (page 10)	Net Zero Strategy and Action Plan	Finance and Policy Committee

3. DECISIONS EXPECTED TO BE MADE IN DECEMBER 2023

No items

4. DECISIONS EXPECTED TO BE MADE IN JANUARY 2024

CJCS 139/23 (page 7)	Dedicated Schools Grant – School Budget Shares and Central School Services Block 2024/25	Children’s Services Committee
CJCS 137/23 (page 7)	School Admissions Arrangements for 2025/26	Children’s Services Committee
Budget and Policy Framework (page 11)	Medium Term Financial Strategy (MTFS) 2024/25 to 2026/27	Finance and Policy Committee
DNRS 10/23 (page 11)	HRS Business Plan	Finance and Policy Committee