

Efficiency and Resources Scrutiny Committee Agenda



9.30 am Thursday, 20 December 2018
Committee Room 2, Town Hall,
Darlington, DL1 5QT

Members of the Public are welcome to attend this Meeting.

1. Introductions/Attendance at Meeting
2. Declarations of Interest
3. To approve the Minutes of the meeting of this Scrutiny Committee held on 8 November, 2018 (Pages 1 - 2)
4. Council Tax Recovery –
Report of the Director of Economic Growth and Neighbourhood Services
(Pages 3 - 12)
5. Performance Indicators Q2 - 2018/19 –
Report of the Managing Director
(Pages 13 - 18)
6. Medium Term Financial Plan (MTFP) 2019/20 –
Report of the Chief Officers Executive
(Pages 19 - 80)
7. Work Programme –
Report of the Managing Director
(Pages 81 - 88)
8. SUPPLEMENTARY ITEM(S) (if any) which in the opinion of the Chair of this Committee are of an urgent nature and can be discussed at this meeting

9. Questions



Luke Swinhoe
Assistant Director Law and Governance

Wednesday, 12 December 2018

Town Hall
Darlington.

Membership

Councillors Haszeldine, Carson, Cossins, Coultas, Crichlow, Johnson, Marshall,
Mrs H Scott and C Taylor

If you need this information in a different language or format or you have any other queries on this agenda please contact Shirley Burton, Democratic Services Manager, Resources Group, during normal office hours 8.30 a.m. to 4.45 p.m. Mondays to Thursdays and 8.30 a.m. to 4.15 p.m. Fridays E-mail: shirley.burton@darlington.gov.uk or telephone 01325 405998

EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE

8th November 2018

PRESENT – Councillor Haszeldine (in the Chair); Councillors Carson, Coultas, Crichlow, Crumbie, Johnson, K. Nicholson Mrs Scott and C Taylor. (9)

APOLOGIES –)

ALSO IN ATTENDANCE – Councillor Coultas

OFFICERS IN ATTENDANCE – Brett Neilson, Finance Manager

ER17. DECLARATIONS OF INTEREST – There were no declarations of interest reported at the meeting.

ER18. VICE-CHAIR – RESOLVED – That Councillor Crichlow be appointed a Vice-Chair of this Scrutiny Committee for the remainder of the Municipal Year 2018/19.

ER19. MINUTES – Submitted - The Minutes (previously circulated) of the meeting of this Scrutiny Committee held 13 September 2018.

RESOLVED - That the Minutes be approved as a correct record.

ER20. REVENUE BUDGET MONITORING 2018-19 - QUARTER 2 – The Managing Director submitted a report (previously circulated) together with the Quarter 2 revenue budget outturn report (also previously circulated) which had been considered by Cabinet at its meeting held on 6 November 2018.

It was reported that the Council's projected revenue reserves at the end of 2018/19 were £16.606 million, £1.116 million more than the initial 2018-22 MTFP position and included a brought forward amount of £0.530 million from 2017/18, a rebasing exercise of £0.425 million, with the departmental/corporate resources forecast to be £0.0161 million better off.

Particular reference was made to the overspend of £0.432 million in Children's Services, which was mainly due to increased costs in relation to the adoption and placement budget and school transport and which was being offset by an underspend on the financing costs budget of £0.591 million.

Discussion ensued on some specific variances within Departmental budget headings and the Finance Manager gave an explanation as to the possible reasons for those variances. Members questioned whether the Scrutiny Committee should be supplied with more detailed information in respect of those larger variances in budgets, in addition to the narrative given in the covering report, however, were reassured by the explanation of the processes involved in budget monitoring and management by Officers.

Particular reference was made to the current position in relation to the pay award, an underspend in relation to the Dolphin Centre which it was requested be carried

forward into the next financial year, the costs associated with the legal fees in relation to the airport, the source of income into the DLO highways budget; new build housing costs and the need to ensure that any savings across departmental budgets in relation to staffing costs were balanced against any possible impact on service delivery.

Members also requested that further information in relation to the current position of the joint venture between the Council and Esh Homes be submitted to a future meeting of this Scrutiny Committee.

RESOLVED – That the report be received.

ER16. WORK PROGRAMME – The Managing Director submitted a report (previously circulated) requesting that consideration be given to the work programme items scheduled to be considered by this Committee and to give consideration to any additional areas Members felt should be added to the previously approved work programme.

It was requested that information on the current position in relation to Section 106 monies be provided to Members.

RESOLVED – That the report be received.

**RESOURCES SCRUTINY COMMITTEE
20 DECEMBER 2018**

COUNCIL TAX RECOVERY

SUMMARY REPORT

Purpose of the Report

1. To provide an overview of the Council Tax recovery process and collection performance.

Summary

2. The Council has a statutory duty to:
 - (a) Decide liability for Council Tax
 - (b) Issue bills and reminder notices
 - (c) Collect Council Tax when it is due
 - (d) Undertake recovery action for Council Tax arrears
 - (e) Enforce Council Tax debts.
3. The collection of Council Tax is a key priority for the Council and is the responsibility of the Revenues and Benefits service, which has dedicated teams of recovery officers, inspection officers and advisors to maximise recovery of Council Tax.
4. This report provides details of the recovery and enforcement actions taken by the Council to collect Council Tax and also details our collection performance and how we compare at a national and regional level.

Recommendation

5. It is recommended that Scrutiny Members note the contents of this report.

Ian Williams
Director of Economic Growth and Neighbourhood Services

Background Papers

No background papers were used in the preparation of this report.

Anthony Sandys: Extension 6926

S17 Crime and Disorder	There are no issues
Health and Well Being	There are no issues relating to health and well-being which this report needs to address
Sustainability	There is no environmental impact in this report
Diversity	There are no diversity issues
Wards Affected	All wards are affected
Groups Affected	Anyone who is liable to pay Council Tax
Budget and Policy Framework	There is no particular impact
Key Decision	This is not a key decision
Urgent Decision	This is not an urgent decision
One Darlington: Perfectly Placed	The report has no particular implications for the Sustainable Community Strategy.
Efficiency	The collection of Council Tax is a key priority for the Council
Impact on Looked After Children and Care Leavers	There is no particular impact

MAIN REPORT

Information and Analysis

Background

6. The billing and collection of Council Tax is set out in national legislation, the main regulations being the Council Tax (Administration and Enforcement) Regulations 1992.
7. Before any Council Tax can be collected, the Council has a statutory duty to decide liability for Council Tax. This includes:
 - (a) Identifying domestic properties liable for a Council Tax charge and notifying the Valuation Office Agency of any changes.
 - (b) Identifying the person(s) liable for Council Tax. This is usually the occupier(s) of the property (owners or tenants) or the owners or landlords for empty properties.
 - (c) Identifying any exemptions or discounts (including Council Tax Support) that apply.

The Council Tax Bill

8. There is no liability to pay Council Tax until a bill (formally referred to as a 'demand notice') has been issued. The Council Tax bill is the first formal notice of Council Tax recovery action. Annual bills for the forthcoming financial year are issued around the middle of March and adjustment notices can be issued at any time during the year if the liability changes.
9. The content of the bill is prescribed by law and must contain details of the amount payable and any instalments, including the dates and amounts of each instalment (referred to as the 'statutory payment scheme').

10. The statutory payment scheme is also prescribed in law. Usually, Council Tax is paid over 10 months, with instalments due on the 1st of each month, although the Council Tax payer has the right to pay over 12 months and can chose a different day in the month to pay. Different payment arrangements can be made depending on when the Council Tax bill is issued, although the Council must give at least 14 days' notice of the first instalment due.
11. Non-statutory payment arrangements can also be made at the discretion of the Council (such as weekly payments), but these are not subject to the statutory recovery process.
12. In **all** cases, the Council Tax due must be paid in full by 31st March.

Statutory Recovery Process

Reminder Notices

13. If an instalment of Council Tax has become due but is not paid after 21 days (or is only part paid) the Council may issue a reminder notice requiring the outstanding amount to be paid. The reminder notice advises that the outstanding amount must be paid within the next 7 days (plus any further instalment that may fall during the 7 day period).
14. The reminder notice also advises that failure to pay the outstanding amount in 7 days will result in the Council Tax payer losing the right to pay by instalments and the full year's Council Tax becoming due.
15. A second reminder notice can be issued if a Council Tax payer has brought their account up to date after the issue of a first reminder, but defaults again. The second reminder notice advises that if they default for a third time, the right to pay by instalments will be lost automatically without a further reminder notice being sent.

Notice of Legal proceedings

16. If an instalment of Council Tax has not been paid (or only part paid) after 14 days from the issuing of a reminder notice, the Council may issue a notice of legal proceedings (known as a final reminder).
17. The notice of legal proceedings advises that the Council Tax payer has lost the right to pay by instalments and that the full amount of the outstanding Council Tax is due and must be paid within the next 7 days. The notice also advises that failure to pay the full amount within the next 7 days may result in the Council taking legal action to recover the debt.
18. Although the Council Tax payer will have lost the right to pay by instalments at this stage, the Council may still accept instalment payments, if the Council Tax payer brings their account up to date. However, any further default in Council Tax payments may result in legal action being taken without any further reminder notices being issued.

Summons

19. If after the issuing of a notice of legal proceedings, full payment has not been received, the Council may take legal action with the issuing of a summons for the Council Tax payer to appear at the Magistrates Court.
20. A summons is issued by the Council on behalf of the Magistrates Court and is made following a list of names and address of debtors provided to the Court, also referred to as a 'complaints list'.
21. The summons will specify to the Council Tax payer the outstanding amount, including any costs, and will advise that if the outstanding amount is paid in full before the court date, further action will be suspended. In these circumstances, the summons will usually be withdrawn by the Council.
22. Summons costs of £33.50 are added to the Council Tax payer's account at this stage (£33.00 for the Council's costs and £0.50 for the Court's set fee).

Liability Order

23. If the full amount outstanding has not been paid by the Court date, a Liability Order will be issued by the court. The Council Tax payer does not have to attend court as the Liability Order will be granted in their absence.
24. Unless there are objections, the Court will usually grant a Liability Order. The Council must satisfy the Court that the appropriate procedures have been followed, including the issuing of the statutory demand and reminder notices. The only objections the Court will take into account are that:
 - (a) The Council has not followed the correct procedures (although saying that the correct notices have not been received will not be accepted as a defence).
 - (b) The Council Tax payer can provide evidence that they have lodged an appeal against their Council Tax liability with a Valuation Tribunal and this is waiting to be heard.
 - (c) The full amount of the Council Tax, including the costs, has been paid before the Court date.
25. The Liability Order is not a written notification; it is simply a verbal instruction made by the Court and there is no legal requirement for the Council to provide a Court signed document to the Council Tax payer. Further costs of £44.00 are added to the Council Tax payer's account once a Liability Order has been granted.
26. The Council will then write to the Council Tax payer to advise that the Liability Order has been granted and they will have the option to pay the amount in full, or pay by a new instalment arrangement set by the Council. In all cases, full payment must be made by 31st March.

27. If full payment is not made, or the first instalment is not paid (or is only part paid) after 14 days, the Council will issue a 'request for information'. The Council Tax payer is required by law to provide the Council with 'relevant information', including details of their employer, their earnings and any other income.
28. If any Council Tax remains unpaid at this stage, the Liability Order gives the Council powers to recover and enforce the debt.

Enforcement of debts

29. The following enforcement actions are available to the Council once a Liability Order has been granted:
- (a) Attachment of Earnings Orders.
 - (b) Deductions from Benefits.
 - (c) Enforcement Agents (bailiffs).
 - (d) Charging Orders.
 - (e) Bankruptcy.
 - (f) Committal to Prison.

Attachment of Earnings Orders

30. If the Council knows the Council Tax payer's employer, an Attachment of Earnings Order can be served on the employer. The employer then has a legal obligation to make deductions from their employee's earnings and submit the amounts deducted to the Council.
31. The amounts to be deducted are prescribed by law and are dependent on the amount earned. A maximum of two Attachment of Earnings can be made at the same time.

Table 1 – Attachment of Earnings amounts to be deducted

Monthly net earnings	Percentage to be deducted
Less than £300	0%
£300 to £550	3%
£550 to £740	5%
£740 to £900	7%
£900 to £1,420	12%
£1,420 to £2,020	17%
Over £2,020	17% of the first £2,020 then 50% of the remainder

Deductions from Benefit

32. If the Council Tax payer is in receipt of certain benefits, then the Council can apply to the Department for Work and Pensions to deduct amounts from their benefit and submit these to the Council. These benefits include; Income Support, Jobseekers Allowance, Employment and Support Allowance, and Universal Credit.
33. The amount that can be deducted is £3.70 each week and only one deduction can apply at a time. The Council will not usually take any other enforcement action if deductions from benefit are being made.

Enforcement Agents

34. Enforcement Agents (formerly known as bailiffs) are one of the last resort actions for recovery taken by the Council. Referring a debt to an Enforcement Agent will only take place if:
- (a) The Council Tax payer has not paid the debt in full or has not kept up with instalment arrangements, and
 - (b) An attachment of Earnings Order cannot be made, and
 - (c) Deductions from Benefits cannot be made.
35. The Council will write to the Council Tax payer to advise them that if payment of the debt is not made, then it will be passed to the Council's Enforcement Agent and further fees will be added to the debt. This is the last chance the Council Tax payer has to pay the debt to the Council.
36. The amount of fees an Enforcement Agent can charge to the debtor is prescribed in the Taking Control of Goods Act 2014. The Enforcement Agent will always collect their fees first before any Council Tax debts.

Table 2 – Enforcement Agents' fees

Stage	Fee
Compliance stage (initial contact by telephone or letter)	£75
Enforcement stage (visit)	£235 (or 7.5% of the sum to be recovered if this is over £1,500)
Sale or disposal stage (taking of goods)	£110 (or 7.5% of the sum to be recovered if this is over £1,500)

37. The Enforcement Agent will attempt to contact a debtor by telephone or in writing as part of the compliance stage. Where this has been unsuccessful, the Enforcement Agent will visit the debtor's property. At this stage the Enforcement Agent will use their discretion as to whether a payment arrangement is offered; any arrangement will usually be over a short period.

Where a Council Tax payer contacts the Council about a debt referred to the Enforcement Agent, they will be referred to them to make a payment arrangement. The Council will only usually intervene if an issue of vulnerability arises.

38. The Enforcement Agent has the power to remove goods that belong to the debtor, to pay the outstanding debt. Where the Enforcement Agent has been unsuccessful in obtaining payment and there are insufficient goods that can be removed to cover the value of the debt, they will issue a 'nulla bona' (no goods) certificate to the Council and return the debt. In these circumstances, the Council will decide if it economical for the Council to take any further action.

Charging Orders

39. Where the Council Tax payer owns property and there is sufficient equity in the property to cover the outstanding debt, a charging order can be placed against the property as a secured charge (in a similar way to a mortgage). This means that if the property is sold, the Council Tax debt will be paid on completion of the sale.
40. In some cases, the Council may force the sale of a property to recover the debt. This is usually where the property is empty or the property is occupied but the Council Tax payer is making no attempt to pay their ongoing Council Tax charge. Each case is looked at individually and the Council will normally take legal advice in such cases. The Council will usually add additional legal fees on to the debt.

Example

41. A significant amount of Council Tax debt remained outstanding for a large unoccupied property in the Great Burden area. The Council had previously obtained charging orders against the property, but had held off from further action as we were aware that the property was being sold. However, we became aware that the asking price for the property did not reflect its market value and so instructed solicitors to start order for sale proceedings. This prompted the owner to lower the asking price and the property was sold without any further action by the Council. As a result of the sale, we collected the following:

Council Tax	£17,808
Fees and interest	£3,207
Total recovered	£21,015

Bankruptcy

42. Where the overall debt exceeds £5,000 the Council will consider bankruptcy action. In these circumstances, the Council will serve a 'statutory demand' on the debtor, and if full payment is not received, we can then petition for bankruptcy. In most cases, the Court will expect the Council to have exhausted all other methods of recovery, including referral to Enforcement Agents.
43. In deciding if bankruptcy action is appropriate, the Council has to weigh up the costs of taking such action, together with legal advice as to how likely the Council will be in recovering its debt. The Council will also have to consider the impact on the debtor and what action they have taken to improve their financial situation. Bankruptcy is very often a last resort action where the debtor is wilfully refusing to pay their Council Tax and all other recovery actions have been exhausted. Any fees incurred in taking

bankruptcy action will be paid by the debtor, although the likelihood of actually recovering these fees also has to be taken into account.

Example

44. A significant amount of Council Tax debt was outstanding for an occupied property in the Lingfield area of Darlington. Charging orders had been successfully secured against the property, but this did not address the ongoing Council Tax. The owner / occupier of the property had not engaged with the Council or made any attempt to pay their Council Tax.

In 2016 the Council made the owner of the property bankrupt; the Council Tax arrears at this point were in excess of £10,000. The owner also failed to engage with the Insolvency Practitioner appointed by the Official Receiver. The Official Receiver then obtained an eviction order in June 2017 and the owner eventually left the property in January 2018.

The property was then sold and the Council Tax arrears and fees were recovered from the sale.

Council Tax	£11,899
Fees	£1,330
Total recovered	£13,229

Committal to prison

45. Where Enforcement Agent action to recover a debt has been unsuccessful, the Council can apply to the Magistrates Court for a committal summons to be issued. Again this is for cases where the debtor can be shown to be wilfully refusing to pay their Council Tax and the Magistrates Court can sentence a person for up to 3 months in prison.
46. The Council has never taken committal action against a Council Tax payer and there are very few Councils that do. Committal is another last resort action available to the Council, but is generally not considered as an effective method of recovery. This is mainly because if a debtor is sent to prison, then the debt is automatically remitted (written-off).

Council Tax collection performance

47. The collection of Council Tax is a key priority for the Council and is increasingly becoming a larger proportion of the Council's overall income, as Government grants reduce.
48. Council Tax collection performance is measured by the percentage of Council Tax liability collected in-year (1st April to 31st March) and the total Council Tax collected overall.

The in-year target for collection is 95.5% and the overall collection target is 99%. Performance against both measures is summarised below.

Table 3 – Council Tax collection performance (as at 31st March 2018)

Year	Debit (£,000)	Collected (£,000)	Written-off (£,000)	Outstanding (£,000)	In-year collection	Overall collection (to date)	Potential collection
2012/13	41,273	40,868	307	98	96.0%	99.0%	99.3%
2013/14	44,697	44,109	391	197	95.2%	98.7%	99.1%
2014/15	46,339	45,566	431	342	95.2%	98.3%	99.1%
2015/16	47,946	46,965	403	578	95.2%	98.0%	99.2%
2016/17	50,334	49,024	271	1,039	95.8%	97.4%	99.5%
2017/18	53,473	51,121	95	2,257	95.6%	95.6%	99.8%

49. Since 2013, collection of Council Tax has become more challenging following the introduction of the Council Tax Support scheme. Under the Council's local scheme, working aged people on low incomes can receive up to 80% help with their Council Tax (as opposed to 100% under the previous Council Tax Benefit scheme).
50. However, collection of Council Tax for people in receipt of support has proven generally successful, with in-year collection of Council Tax for these people around 80% and overall collection rates at 90%. In-year collection of Council Tax is benchmarked at a national level and overall Darlington's performance has been below the national average. However, it is difficult to make a fair comparison with other Councils since 2013, as each Council has set their own Council Tax Support scheme and some Councils still offer up to 100% support for working aged people on low incomes. In addition, collection levels in more affluent areas of the country have been consistently higher than the North East region.

Table 4 – In-year collection of Council Tax benchmarking

Year	National average	Darlington
2012/13	97.37%	95.96%
2013/14	96.96%	95.24%
2014/15	97.01%	95.19%
2015/16	97.10%	95.17%
2016/17	97.17%	95.81%
2017/18	97.11%	95.60%

51. The Council also monitors the collection of Council Tax arrears collection, both in cash terms and as a percentage of outstanding Council Tax arrears. Overall the collection of arrears has improved significantly since 2012 and Darlington performs well both in terms of the percentage of arrears collected and the level of outstanding arrears.

Table 5 – Council Tax arrears collection (including costs)

Year	Arrears outstanding (£,000)	Arrears collected (£,000)	Percentage of arrears collected	National average
2012/13	4,358	977	22.42%	20.41%
2013/14	4,956	1,136	22.92%	20.58%
2014/15	5,179	1,463	28.25%	22.31%
2015/16	6,081	1,869	30.74%	22.83%
2016/17	5,889	1,664	28.26%	22.74%
2017/18	5,946	1,848	31.08%	21.20%

Conclusion

52. Collection of Council Tax is a high priority for the Council and has been particularly challenging over the last few years with the difficult economic climate and the introduction of the Council Tax Support scheme in 2013.
53. Overall, collection performance is good and arrears of Council Tax are well managed. Dedicated recovery staff actively pursue the higher debts and those people who deliberately avoid paying Council Tax. However, these 'last resort' enforcement actions are very resource intensive and success is not always guaranteed. The Council has to balance the likelihood of recovery with the overall aim to collect Council Tax in the most economical way, with the resources available.

Efficiency and Resources Scrutiny Committee

Date 20 December 2018

PERFORMANCE INDICATORS Q2 2018/19

Purpose of the Report

1. To provide Members with performance data against key performance indicators for 2018/19 at Quarter 2.

Report

Performance summary

2. This report provides performance information in line with an indicator set and scrutiny committee distribution agreed by Monitoring and Coordination Group on 4 June 2018, and subsequently by scrutiny committee chairs.
3. The indicators included in this report are aligned with key priorities and the majority are used to monitor the Corporate Plan 2017/21. Other indicators may be referenced when appropriate in narrative provided by the relevant assistant directors, when providing the committee with performance updates.
4. 10 (Ten) indicators are reported to the committee, all on a quarterly basis as follows. No data is available at the time of writing for LGP 008 'Contracted spend as a % of total non-salary spend' due to a reporting problem with the Agresso.
5. Targets have been set for 5 (five) of these indicators for which data is available at Q2:
 - a) 5 (five) of these indicators are on track at the end of Q2, to achieve year-end targets:
 - FHR 001 – Sickness absence
 - HBS 002 – Council Tax arrears collected
 - HBS 003 – Housing Benefit overpayments recovered
 - HBS 009 - % of Council Tax collected in year
 - HBS 010 - % of Business Rates collected in year
6. Of the remaining 4 (four) indicators for which a target is not set, comparison is made against the same time last year:
 - a) 2 (two) indicators are showing performance better than at this time last year:

FHR 009 Number of complaints upheld by the ICO

FHR 019 Staff turnover

- b) 2 (two) indicators are showing performance not as good as at this time last year:

FHR 003 Reportable accidents / ill health
FHR 008 Complaints upheld by the LG Ombudsman / Housing Ombudsman and

7. A detailed performance scorecard is attached at Appendix 1.
8. This Scrutiny Committee performance report is compiled by the Corporate Performance Team. All queries regarding the format of this report should be addressed to Barbara.Copson@Darlington.gov.uk

Recommendations

9. It is recommended:
- a) that performance information provided in this report is reviewed and noted, and relevant queries raised with appropriate assistant directors
10. This Scrutiny Committee performance report is compiled by the Corporate Performance Team. All queries regarding the format of this report should be addressed to Barbara.Copson@Darlington.gov.uk

Paul Wildsmith – Managing Director

Barbara Copson Performance Manager x 6054

Background papers

No background papers were used in the preparation of this report.

S17 Crime and Disorder	This report supports the Councils Crime and Disorder responsibilities
Health and Well Being	This report supports performance improvement relating to improving the health and wellbeing of residents
Sustainability	This report supports the Council's sustainability responsibilities
Diversity	This report supports the promotion of diversity
Wards Affected	This reports supports performance improvement across all Wards
Groups Affected	This report supports performance improvement which benefits all groups
Budget and Policy Framework	This report does not represent a change to the budget and policy framework
Key Decision	This is not a key decision
Urgent Decision	This is not an urgent decision

One Darlington: Perfectly Placed	This report contributes to the Sustainable Community Strategy (SCS) by involving Members in the scrutiny of performance relating to the delivery of key outcomes
Efficiency	Scrutiny of performance is integral to optimising outcomes.

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PLEASE NOTE: The date has to be set correctly in the PMF Master (Summary Table tab) for the Qtr being reported in order that the data for "Data at the same period last year" to be shown correctly, e.g. Qtr 1 01/08, Qtr 2 01/10, Qtr 3 01/01 and Qtr 4 01/04. If the date in the PMF has to change you must SAVE the doc after changing it and then refresh the PIVOT.

Date PMF Master set at:

01/10/18



Efficiency & Resources

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10	Total	10
5	= Better than same period last year (↑)	0
	Better from when last reported (↑) =	
1	= The same as same period last year (↔)	0
	The same from when last reported (↔) =	
4	= Not as good as same period last year (↓)	1
	Not as good from when last reported (↓) =	
0	Not comparable (blank)	9

10	Total
4	Better than target
0	Achieving target
0	Missing target
6	No Target

Indicator Num	Indicator Description	Reported	What is best	Measure of unit	Latest England Av	Latest North East Av	Latest other benchmark Av	2014/15	2015/16	2016/17	2017/18	Data at same period last year	Latest data performance from same period last year	June	Sept	Sept - Num	Sept - Den	Trend from when last reported	Sept Target	Qtr 2 - Sept compare to target	Year End Target	Comments
FHR 001	Number of FTE working days lost due to sickness (excluding schools)	Monthly	Smaller	Num/Rate	-	-	-	-	-	-	9.2	4	↑	2	4	5,233	1,389		-	9	-	Qtr 2 Improvement on Q2 2017/18 - 147 days, 0.14 per FTE. Of the 5233 Days lost 52% (51% in Q2 17/18) is long term absence, there have been 100 Cases 80 have now returned to work, 8 have left the Council and 1 sadly passed away, the remaining 11 are still off but being managed. St/De/MH related absence is the highest cause, 28% (32%) of which 34% (23%) was deemed work related. 66% of employees have had zero absence. Projected year end outturn is 8.90 days per FTE - the same as the Council target and 0.32 improvement on 17/18 outturn.
FHR 003	Number of reportable employee accidents / ill health	Quarterly	Smaller	Num	-	-	-	11	13	13	9.0	1	↓	1	3	3			-	-	-	Qtr 2 2 reportable accidents in Q2, bringing the total to 3. A leisure attendant/swim instructor slipped in the Dolphin Centre changing village and waste operative injured shoulder whilst moving a 360 bin.
FHR 008	Number of complaints upheld by the Local Government Ombudsman/Housing Ombudsman	Quarterly	Smaller	Num	-	-	-	3.0	11	7.0	6.0	5	↓	3	7	7			-	-	-	Qtr 2 Adult Social Care received 4 upheld decisions, compared to 1 in Q2 2017/18. Finance and Human Resources received 3 upheld decisions an increase from 2 in Q2 2017/18.
FHR 009	Number of complaints upheld by the Information Commissioner's Office	Quarterly	Smaller	Num	-	-	-	3.0	9.0	1.0	3.0	1	↑	0	0	0			-	-	-	Qtr 2 The ICO did not uphold any complaints against the Council during Q2.
FHR 019	Staff turnover - Voluntary Leavers	Quarterly	Smaller	%	-	-	-	7.8	7.0	6.8	7.3	4	↑	2	4	74	2,004			-	-	Qtr 2 Reduction on Q2 in 2017/18 (3.8%). Of the 74 leavers 30 were from C&A, 34 from EG & NS and 11 from Resources Further details can be seen in AD comments. Looking at the information taken from Exit Surveys in the period, 83% of respondents said they would work for their Service Group again, 90% said they would work for the Council again. The survey includes all leavers, not just those leaving voluntarily.
HBS 002	Amount in £'s of Council Tax arrears collected	Monthly	Bigger	Num	-	-	-	1,271,644	1,549,537	1,567,911	1,477,347	886,983	↓	459,950	866,751	866,751			750,000.00	↑	1,500,000	Qtr 2 Collection of Council Tax arrears is currently on course to exceed the target
HBS 003	Amount in £'s of Housing Benefit overpayments recovered	Quarterly	Bigger	Num	-	-	-	991,571	1,063,561	1,202,060	1,106,519	524,680	↑	337,624	606,247	606,247			475,000.00	↑	950,000	Qtr 2 Collection of Housing Benefit overpayments is currently on course to meet the target
HBS 009	% of Council Tax collected in year	Monthly	Bigger	%	97	82	-	95	95	96	96	53	↔	27	53	30,283,447	57,410,325		52.70	↑	96	Qtr 2 Performance is currently on course to meet the target.
HBS 010	% of Business Rates collected in year	Monthly	Bigger	%	98	83	-	98	98	98	99	56	↑	30	57	19,999,880	35,318,162		54.20	↑	98	Qtr 2 Performance is currently on course to meet the target.
LGP 008	Contracted spend as a % of total non-salary spend	Quarterly	Bigger	%	-	-	-	-	-	72	74	75	↓	67						80	80	Qtr 2 .

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CABINET
11 DECEMBER 2018

MEDIUM TERM FINANCIAL PLAN

**Responsible Cabinet Member - Councillor Harker,
Leader and all Cabinet Members**

Responsible Director - Chief Officers Executive

SUMMARY REPORT

Purpose of the Report

1. To propose a Medium Term Financial Plan (MTFP) for 2019/20 to 2022/23 for consultation including setting a budget and council tax increase for 2019/20. To also propose a 2019/20 to 2022/23 Capital Programme for consultation.

Summary

2. Between the financial years 2010/11 to 2018/19 the Council has faced unprecedented financial challenges from reductions in public sector spending. In the case of Darlington Borough Council this has meant an overall real terms decrease in government funding of £47.5m anticipated to increase to £51m by 2022/23. This resulted in the Council agreeing reductions to planned expenditure of over £57m leading to a reduction to date of 747 in the Council's workforce. These income reductions have come at a time when demands for services in particular social care are increasing.
3. This report has been prepared before the Local Government Finance Settlement (LGFS) which is being announced on the 6 December so if there are any changes an update will be provided at the meeting. Members will recall however the Council submitted an Efficiency Statement in 2016 which gave certainty over the Revenue Support Grant (RSG) levels for four years, albeit this funding is now a small and decreasing element of the Councils revenue stream particularly as there is a further cut of £2.8m in 2019/20. Therefore amendments in regard to the LGFS are not expected to be significant.
4. In the 2018 Budget delivered on the 29 October the Chancellor made reference to a number of additional one off finance including funding for adult and children's social care and road maintenance. The additional income is welcomed but as it is one year short term funding, it does not assist with the future sustainability of services and which are facing major demand pressures particularly in Children and Adult social care.
5. The Council undertook a significant consultation exercise in 2016 following an in-depth and detailed review of all services which resulted in the agreement of a Core Offer budget which allowed for a small futures fund allocated to discretionary services. Furthermore in February 2018 when agreeing the 2018/19 MTFP Members following

consultation agreed to use unallocated balances of £4.1m to invest in five areas which hold great value to our community, they were;

- (a) Community Safety
 - (b) Maintain an attractive street scene environment
 - (c) Maintaining a vibrant town centre
 - (d) Developing an attractive visitor economy
 - (e) Neighbourhood renewal
6. The Core offer remains extremely challenging with some significant pressures arising in Children's social care. Nevertheless, through innovative financial investments, increased income from economic growth successes and release of redundant earmarked reserves, the Council can still deliver the agreed balanced plan, extend the MTFP, and have also identified a further £0.600m which can be used to bolster the Futures Fund themes.
7. In summary despite a further £2.8m reduction in RSG in 2019/20, with significant good progress on savings, strong cost management and innovative treasury management, the councils financial position is robust with a four year balanced MTFP and funds available for investment which will be delegated to Cabinet.

Recommendation

8. It is recommended that Cabinet approve for consultation;
- (a) the Revenue MTFP as set out in **Appendix 7** and the proposed Capital Programme summarised in **Appendix 8** including the following;
 - (i) Council tax increase of 2.99% for 2018/19.
 - (ii) Schedule of charges as set out in **Appendix 3**

Reasons

9. The recommendations are supported by the following reasons :-
- (a) The Council must set a budget for the next financial year.
 - (b) To enable the Council to continue to plan services and finances over the medium term.
 - (c) To ensure decisions can be made in a timely manner.

Chief Officers Executive

Background Papers

No background papers were used in the preparation of this report.

Elizabeth Davison: Extension 5830

S17 Crime and Disorder	The report contains proposals to continue to allocate resources in support of the Council's Crime and Disorder responsibilities
Health and Well Being	The report contains proposals to continue to allocate resources in support of the Council's Health and Well Being responsibilities
Carbon Impact	The proposals in the report seek to continue to support the Council's responsibilities and ambitions to reduce carbon impact in the Council and the Borough.
Diversity	There are no specific proposals that impact on diversity issues.
Wards Affected	All wards are affected
Groups Affected	All groups are affected by the Council Tax increase. Individual groups will be affected by specific proposals as they develop. In each case impacts will be considered before a decision is made to implement the proposal.
Budget and Policy Framework	The MTFP, Budget and Council Tax must all be decided by full Council
Key Decision	The MTFP, Budget and Council Tax must all be decided by full Council
Urgent Decision	The MTFP, Budget and Council Tax must all be decided by full Council
One Darlington: Perfectly Placed	Within the constraints of available resources it is necessary for the Council to make decisions involving prioritisation. The proposals contained in this report are designed to support delivery of the Sustainable Community Strategy, within those constraints.
Efficiency	Efficiency savings which do not affect service levels have been included in the MTFP.
Impact on Looked after Children and Care leavers.	Children's social care continues to be resourced to provide good outcomes for Looked after Children or Care Leavers.

MAIN REPORT

Background and Context

10. The Council for the period 2010/11 to 2018/19 has faced unprecedented financial challenges as the Government responded to the worldwide economic downturn by introducing significant public sector spending reductions. In the case of Darlington Borough Council this meant an overall real terms decrease in government funding of £47.5m anticipated to increase to £51m by 2022/23. This resulted in the Council agreeing reductions to planned expenditure of £57m leading to reduction to date of 747 in the Council's workforce. Higher expenditure reductions were required due to the significant pressures being faced which have been documented over the years but the most significant being the increased demand in both children and adult services.
11. Savings minimising service disruption to residents and service users were targeted initially and included efficiencies and reductions in back office services and management, however in 2016 it was clear this did not go far enough and expenditure needed to be reduced by a further £12m.
12. The Council undertook a significant consultation exercise with the public during 2016 following an in-depth and detailed review of all services. This resulted in the agreement of a Core Offer budget which reduced expenditure and services to a risk based minimum level with a small investment fund (The Futures Fund) of £2.5m per annum for services which the Council does not have to provide but which add great value to Darlington and its residents.
13. Subsequently in the 2018/19 MTFP following good progress made on achieving savings, strong cost management and innovative treasury initiatives the council was in a position to add to the futures fund and Members after listening to feedback agreed to use unallocated balances of £4.1m to invest in five areas which hold great value to our community.
14. In setting the criteria for the futures fund investments Cabinet first and foremost took the two key priorities held in the Community Strategy One Darlington Perfectly Placed.
15. One Darlington aims to make sure that all residents have opportunities for a good quality of life; that inequalities are tackled, the most vulnerable supported and the potential of every resident realised.
16. Perfectly Placed aims to make sure that Darlington's natural advantages, its transport links, good housing and attractive environment, are maximised to create wealth within the economy and to ensure that everyone is able to share in that wealth.
17. As a consequence of looking to these long term goals the following five themes which are wholly consistent with the Council's corporate plan priorities were agreed:-
 - (a) Community Safety
 - (b) Maintain an attractive street scene environment
 - (c) Maintaining a vibrant town centre
 - (d) Developing an attractive visitor economy
 - (e) Neighbourhood renewal

18. The funds are being utilised as expected to make positive change, the progress of which is detailed later in the report.
19. In terms of the financial context faced by the Council since approving the MTFP the situation remains similar with reductions in Local Government funding along the lines predicted. Following the submission and approval of the Council's Efficiency Statement, RSG is guaranteed at the published reducing level with a further £2.8m cut in 2019/20, however this is now only a small fraction of the Councils overall revenue stream. The Councils two main sources of funding are Council Tax and Business Rates, the former being relatively stable, the latter being more volatile.
20. The Chancellors budget on the 29th October 2018 highlighted a number of areas which should be of benefit to the Council details of which are discussed below.

Financial Analysis

Progress on Delivery of the Current MTFP

21. Good progress has been made on delivering the savings identified in the current MTFP although there has been a change in regard to the proposal to move Crown Street Library to the Dolphin Centre and the Cockerton Library proposal to be run by volunteers. At the 11 September 2018 Cabinet meeting Members revised their decision to relocate the Crown Street library, the context being the rapidly changing Town Centre environment and the better financial position of the council in comparison to when the original decision was made.
22. Members agreed to an alternative proposal which is currently subject to consultation and includes the refurbishment of the Crown Street building and to refresh the internal design and service standards. The cost of this alternative proposal is £0.220m per annum which includes the financing costs for the refurbishment and has been built into these initial estimates.
23. The original £0.038m saving proposal for the Cockerton library was for it to be volunteers led with assistance from the council. Unfortunately the group who agreed to operate the library have now withdrawn their support so the library will continue to be operated by the council.

Projected Expenditure

24. Estimates attached at **Appendix 1** have been prepared based on current service levels and include known pressures and efficiencies which are summarised below and detailed in **Appendix 2**. The most significant pressures and efficiencies are however discussed in the following paragraphs. Assumptions used when preparing the estimates are set out at **Appendix 4**.

<u>Summary of Pressures</u>	Estimate 19/20	Estimate 20/21	Estimate 21/22	Estimate 22/23
	£m	£m	£m	£m
Efficiencies/Savings offsetting pressures	(2.092)	(1.947)	(1.147)	(0.124)
Service Demand	1.345	0.757	0.216	0.249
Price Inflation	0.212	0.223	0.427	0.637
Loss of grant and reduced Income	0.062	0.320	0.680	0.709
Other	0.455	0.473	0.485	0.531
Crown Street/Cockerton Library	0.275	0.285	0.295	0.305
Risk Contingencies	0.784	1.319	1.691	1.691
Total	1.041	1.430	2.647	3.998

25. **Efficiencies/Savings** - the transformation work in Adult Services to ensure people receive the right level of care and are able to stay in their homes longer has reduced the cost of residential care placements and exceeded the estimated target. The saving does however reduce in future years due to increasing inflationary costs. Further significant savings have been achieved in financing costs where increased activity in the Council's Joint Ventures in house building have been successful with returns to the Council higher than initially anticipated.
26. **Service demand** –The largest service demand pressures are the external residential placements and Independent Fostering placements in Children's Services with an anticipated pressure of £1.85m. The cost of children's care is being highlighted at a national level as local and national trends are showing an upward trajectory with cases becoming more complex with and the cost of external placements increasing. Work is on-going in the Children's transformation project to try and reduce the expenditure, however the likelihood of reducing this further in the short term is limited, with the more likely scenario being the establishment initiatives which will to stem demand and growth in this area. This pressure has been reduced over the MTFP life however there is a significant risk that this cannot be achieved. This is being taken into account in the risk contingency provision discussed below. Another linked demand pressure is the legal costs of associated with children entering care of £0.146m per annum.
27. These demand pressures are high and increasing and whilst the service is looking for innovative ways to reduce the cost and future demand these children are among the most vulnerable in society and need help and protection. The Council is fully committed to investing the resources needed in these children to ensure they are safeguarded and have a bright future.
28. **Reduced income** – the main area of income reduction is the loss of the troubled families grant from 2020/21. The Council receives £0.530m per annum which supports our core staffing in children's social care. To reduce the staffing to the level required to cover this pressure would render the service unsustainable. Further reductions relate to changes to DSG funding and the council's rechargeable element.
29. **Other** – there are a number of other pressures including increases in coroners pay following a national review, software upgrade pressures in particular Microsoft 365, this should however assist with future productivity, ICT anti-virus contract renewal where

prices are increasing due to the increased complexity and of cyber-attacks and partnership contributions. Furthermore government funding will cease this year for a trail blazing project which tackles vulnerable adult homelessness. As the project is successful and good outcomes are being achieved, gap funding is required for a further year whilst an alternative funding source is secured. This gap is being jointly funded in partnership with Police Crime and Victims Commissioner

30. **Crown Street and Cockerton Library** – as noted previously at the 11 September 2018 Cabinet meeting Members revised their decision to relocate the Crown Street library, the cost of this proposal is £0.220m and includes the financing of the refurbishment costs. There is also a financial implication following the withdrawal of support in regard to Cockerton Library which was proposed to be volunteer led.
31. **Risk Contingency** – as noted earlier there are a number of risks pressures which have been identified but at this point it is not certain when or if they will come to fruition. They do however differ from monies set aside in the risk reserve as they are known risks with a significant likelihood some will happen. The numbers in these noted risks are high and it is therefore prudent to recognise them in the budget but without allocating them to individual service budgets. Following a review of these risks it is recommended that a prudent level would be at 60% of the total risk and this has been included in the risk contingency line. The four risks identified are;
 - (a) Learning Disability – rising cost of ordinary residency placements in Adult services and five high costs cases the services are alerted to.
 - (b) Adult care – Demand and complexity pressures – whilst the service has reduced demand for residential placements over the last few years the elderly population is growing along with increased complexities. The service are mindful that we are at base level and pressures are likely to materialise in the coming year/s.
 - (c) Children Services - Independent fostering placements and independent residential placements – As noted above the Children’s services transformation programme is looking at ways to reduce expenditure in this area, an example being the newly established Edge of Care team which looks to support children and families to stop the children having to come into care. There are targets set for a reduction over the next four years but given the increasing demand and the spiralling costs of external placements there is a significant risk they won’t all be achieved.
 - (d) School Transport. The service is overspending in the current year and this is anticipated to rise over the coming years. The Council is currently consulting on SEND Transport arrangements and pending the outcome of the consultation it is proposed that changes to the way transport is delivered will reduce the current projected overspend occurring for this service. Notwithstanding this as a significant area of overspend related to out of borough placements and savings rely on these children being brought back to Darlington provision where there is currently not enough provision.

32. Taking all of the above savings and pressures into account the projected expenditure is shown in the table below:-

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
Children and Adult Services	55.607	56.298	57.747	59.602
Economic Growth & Neighbourhood Services	20.173	20.689	21.772	22.355
Resources	10.062	10.194	10.402	10.636
Financing costs	0.997	1.231	1.358	1.650
Joint Venture – Investment Return	(1.212)	(1.028)	(0.812)	(0.517)
Council Wide Pressures/(savings)	(0.108)	(0.110)	(0.046)	0.181
Risk Contingencies	0.784	1.319	1.691	1.691
# Pensions backfunding provision	(2.453)	0.000	0.000	0.000
Apprentice levy	0.197	0.199	0.201	0.201
Total Expenditure	84.047	88.792	92.313	95.798

the pension backfunding provision relates to the upfront pension deficit payment made by the Council in 2017/18 saving £0.465m. The mechanism is to capitalise appropriate revenue expenditure which creates a credit in the revenue account.

Projected Income

Core Grant Funding to Local Government

33. As mentioned earlier, the Council submitted an Efficiency Statement which was approved and guaranteed our level of Revenue Support Grant (RSG) until 2019/20. Therefore the resource levels are as per the current MTFP. It must be noted however that this represents a further £2.8m reduction in RSG for 2019/20. This is a significant sum in particular in context of reduction that have already been made and also in the context of our current pressure which would be funded in their entirety for the next three years if this grant wasn't being cut.
34. In terms of New Homes Bonus (NHB) this is included in core Government funding as it is top sliced from RSG. However in the 2017/18 Local Government Finance Settlement changes to the formula were announced and there is now a national baseline of 0.4% with no NHB paid until the increase in numbers is above this limit, which for Darlington is 164. The NHB payment of 6 years was reduced to 4 years in 2018/19.
35. The national saving in NHB of £240m in 2017/18 was converted into an Adult Social Care Support Grant of which Darlington's element was £0.503m. This grant however was for one year only whereas the NHB reduction is on an annual basis putting further pressure on our finances.
36. As part of the Economic Growth Strategy, the Council is working towards increasing housing numbers to meet the needs of our population particularly as the economy is growing well and new jobs being created with a subsequent inward migration and increased demand for housing. There are a high number of planning applications being granted and whilst some of the developments are slow to come to fruition there has been a positive increase in properties being built. The current financial incentives in terms of NHB are £1,591 per band D equivalent property with an additional £350 for

affordable housing. In addition the Council also receives additional Council Tax for each property. Clearly housing growth is key to sustaining the Councils MTFP.

37. Members will recall that previous year changes to the NHB scheme along with the reduction in RSG funded the Additional Better Care Fund (BCF) which was separate to the funding stream allocated direct to the NHS. This was in recognition that Councils were under significant pressure in regards to social care funding, it was however only allocated until 2019/20. For estimate purposes it has been assumed this funding will continue given it is part of the core funding settlement.
38. Set out in the table below are the latest projections which show a further £2.934m reduction in cash terms, in real terms (which assumes inflation) this equates to £4.3m.

	2018/19	2019/20	2020/21	2021/22	2022/23
	£m	£m	£m	£m	£m
Revenue Support Grant	6.334	3.556	3.102	3.102	3.102
Top up Grant	7.019	7.175	7.318	7.465	7.614
New Homes Bonus	1.830	1.675	1.501	1.840	1.856
Better Care Fund	3.157	3.855	3.147	3.147	3.147
Adult Social Care Support Grant	0.313	0.000	0.000	0.000	0.000
TOTAL	18.653	16.261	15.068	15.554	15.719

39. What happens to Local Government funding beyond 2020 is unknown, the Government had announced that it would be reviewing the system and was proposing to allow Councils to keep 100% of NNDR subject to some equalisation of resources and safety nets. In return Local Government will receive no RSG and take on additional responsibilities and costs. Following the national election and the priority given to Brexit the full review of Local Government Finance has been delayed so any changes that happen will only take place where there is no need for legislative changes; this means a 100% business rate retention scheme cannot happen. The government is now aiming for 75% business rate retention by 2020/21, alongside system reset and implementation of the Fair Funding Review.
40. Progress on the Fair Funding Review remains slow, the initial timetable promised an outline of the system in Autumn/Winter 2018 for consultation with indicative numbers in early summer 2019, followed by final numbers that autumn and implementation in April 2020. Soundings now are that it will be very difficult to actually have it up and running for 2020/21. This change puts a level of uncertainty into the system and planning at this stage beyond 2020 is challenging.

Budget announcements

41. On the 29th October the Chancellor delivered his budget statement with some potentially beneficial one off funding streams. The allocations for both the Social care and Local Highways Maintenance monies have been received as below.
42. Social Care Funding – for adults £240m winter pressures money in 2018/19 and 2019/20 with a further £410m in 2019/20 for children and adult services. For Darlington the £240m winter pressures money equates to £0.501m and is welcomed, however this funding needs to be agreed in a plan with the NHS and it is anticipated this will come

with additional expenditure requirements so cannot be used as core funding in either year. The funding allocation for the remaining £410m is £856m for Darlington and can be used for Children and/or Adult Services. Again this is welcomed although it will only address some short term pressures and not the full extent of all immediate pressures. As members will have noted above the children's services pressures are significant and anticipated at £4.8m over the MTFP. This funding will therefore be utilised to assist in this investment into our children.

43. Local Highways Maintenance Funding - £420m. To tackle potholes, repair damaged roads, and invest in keeping bridges open and safe. We have been notified of Darlington's allocation which is £0.720m all of which is capital grant and must be spent by March 2019 so will not show in the new MTFP.
44. Future High Streets Fund - £675m – will support local areas to develop and fund plans to make their high streets and town centres fit for the future. At present there are no further details on this funding and how it will be allocated or bid for, however we are preparing a bit to meet anticipated criteria.
45. Given the above the only income taken into account in this MTFP is the one off estimated £0.856m for Children and Adult Social Care.

	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
Adult and children's one off funding	0.000	0.856	0.000	0.000	0.000

Council Tax Income

46. As a direct consequence of reductions in Government funding Council Tax is now by far the largest single funding stream and will increase further as a percentage over the coming years as it represents 58% of all income in 2018/19 increasing to 62% by 2022/23. The on-going increases reflect the Cabinet's continued view that income from Council Tax must increase to protect key services. Members will recall that a 1% increase in Council Tax increases annual revenue by £0.480m and that Darlington has the second lowest Council Tax in the North East Region.
47. The 2018/19 LGFS gave Local Authorities more flexibility by increasing the Council Tax referendum limit to 2.99%. Although we haven't been given the limits for 2019/20 it is safe to assume it will be at the same 2.99% level and therefore the level set out for consultation.
48. Planning estimates anticipate growth levels to be an average of 470 band D equivalent properties over the period of this plan which is a growth on the tax base of 1.50% and higher than anticipated in the current MTFP. These figures have been used to prepare the estimates; clearly should this be any different income levels will differ. The collection rate is anticipated to remain at 99% in 2019/20.

49. Taking the above into account Council Tax income over the period of this plan is estimated as follows :-

	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
Total Council Tax anticipated	47.331	49.496	51.802	54.030	56.331

National Non Domestic Rates

50. The Council retains 49% of NNDR collected and can gain or lose depending on whether the net tax collected increases or decreases. The Government via the valuation office sets rateable values and the rate paid in the pound is increased each year in line with the Consumer Price Index (CPI). The business tax-base is far more volatile than the council tax base and requires very close monitoring. In addition to the potential to “lose” income due to business closures the Council also carries the risk of losing appeals by businesses against valuations.
51. Member will recall one of the three conditions identified to help the Council tackle the austerity measures and government grant cuts was to grow the economy. The Council’s Economic Strategy gives priority to increasing business within the borough and significant effort has been put into achieving growth. This has been rewarded with a positive net increase in projected NNDR collected over the coming MTFP, including the large development at Symmetry Park. Notwithstanding this major developments and attracting businesses into the Town by their very nature take time and upfront investment so this is an area which needs continued prioritisation pump prime funding so growth can continue. It needs to be remembered that net growth in NNDR collected relies on growth outstripping revaluations and reductions which can be challenging in the current economy.
52. The in-year collection rate target for NNDR is 98.0% and as at the end of October 2018 the actual collection figure is 64.8% with five months to go and so is on track to achieve the target.
53. Taking the above into account the projections of NNDR are shown below

	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
NNDR	14.963	16.147	17.720	18.049	18.385

Collection Fund

54. The Collection Fund account reflects the statutory requirements for the Council to maintain a separate Fund in relation to the operation of Council Tax and Business Rates Retention Scheme (BRRS). The Fund records all of the transactions for billing in respect of Non Domestic Rates (NNDR) and Council Tax, exemptions and discounts granted, provision for bad debts and appeals and payments made to the Council’s General Fund, the Police and Fire and Rescue precept authorities and Central Government.

55. Due to the positive economic growth over the last few years a number of large schemes have now come to fruition such as the Feethams leisure development, with the corresponding increase in NNDR. This in turn has had a positive impact on the collection fund reserve of £3.600m which can now be released into reserves to help fund the MTFP.

Other Grants

56. Set out below are the estimated specific grants which are included in service estimates at Appendix 1.

	2019/20 £m
Public Health Grant	8.224
PFI	3.200
Troubled Families Grant	0.525
Discretionary Housing Payments	0.239
Youth Justice Board	0.222
Local Reform & Community Voices	0.057
Adult & Community Learning	0.968
Individual Electoral Registration	0.007
Staying Put	0.050
Bikeability	0.029
ACCESS	0.552
HLF	0.065
	14.138

Total Income

57. The table below summaries the Council's estimated income for the period of this plan which thanks to increased economic growth and house building activity, and the subsequent increases in council tax and NNDR, confirms a much needed increase in income despite the reductions in government grant, albeit not in relative terms when taking inflation into account.

Resources - Projected and assumed	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
Council Tax	47.331	49.496	51.802	54.030	56.331
Business rates retained locally	14.963	16.147	17.720	18.049	18.385
Top Up Grant	7.019	7.175	7.318	7.465	7.614
RSG	6.334	3.556	3.102	3.102	3.102
New Homes Bonus	1.830	1.675	1.501	1.840	1.856
Better Care Fund	3.157	3.855	3.147	3.147	3.147
Adult Social Care Support Grant	0.313	0.000	0.000	0.000	0.000
Additional Social Care Grant	0.000	0.856	0.000	0.000	0.000
Total Resources	80.947	82.760	84.590	87.633	90.435

Projected MTFP

58. Set out in the table below is the projections based on the income and expenditure analysis discussed in the previous sections of this report along with the required use of balances.

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
Estimated Expenditure	83.006	87.362	89.666	91.800
Add Pressures	1.041	1.430	2.647	3.998
	84.047	88.792	92.313	95.798
Projected Total Resources	(82.760)	(84.590)	(87.633)	(90.435)
Projected budget deficit	1.287	4.202	4.680	5.363
Utilisation of balances	(1.287)	(4.202)	(4.680)	(5.363)
Total	0.000	0.000	0.000	0.000

Revenue Balances

59. The table below shows the anticipated revenue balances taking into account the projected revenue outturn for 2018/19 which is detailed at **Appendix 5** along with the assessment of required risk balances as set out in **Appendix 6** and the utilisation of revenue balances as set out above to fund the projected budget deficit. The reserves position has improved against the current MTFP and as can be seen there remains a closing balance of £0.595m by 2022/23:-

	2019/20 £m	2020/21 £m	2021/22 £m	2022/23 £m
Revenue Balances				
Opening balance	16.606	12.876	9.674	5.994
2018/19 social care grant	0.307			
Risk Reserve	(4.350)	0.000	0.000	0.000
Contribution from Collection fund	1.600	1.000	1.000	0.000
Contribution to/(from) balances	(1.287)	(4.202)	(4.680)	(5.363)
Closing balance	12.876	9.674	5.994	0.631

60. The unallocated balances rely on building around 470 houses per year, no significant overspending, assumptions of additional income in the budget statement materialising and a Council Tax increase of 2.99%. We therefore need to be cautious but understand the need to invest into our services as much as possible to stimulate growth and tackle inequality.
61. Members will recall that the recent strategy for using unallocated balances has been to
- To minimise on-going committed annual spending to assist and work towards eradicating future years funding gaps.
 - Invest into the Futures Fund to stimulate growth over the four years of the MTFP.

Futures Fund

62. As noted earlier Council allocated £4.1m to the futures fund, £0.400m pa over the MTFP life for ongoing funding for Community Safety and Maintaining an Attractive Street Environment and this funding is being utilised for those purposes. The remaining £2.5m was split equally between the five themes and the current commitments along with remaining balances are shown below;

Theme	Budget £m	Committed £m	Balance £m
Theme 1 - Community Safety	0.500	0.476	0.024
Theme 2 - Maintaining an Attractive Street Scene Environment	0.500	0.000	0.500
Theme 3 - Maintaining a Vibrant Town Centre	0.500	0.486	0.014
Theme 4 - Developing an Attractive Visitor Economy	0.500	0.000	0.500
Theme 5 - Neighbourhood Renewal	0.500	0.101	0.399
Total	2.500	1.063	1.437

63. To date £1.063 has been committed to the futures fund themes with a balance of £1.437m remaining. A summary of commitments is noted below

Futures Fund - Theme 1 - Community Safety

64. £0.476m of the fund has been committed on staffing across the four years. This is to improve resilience and robustness in this newly formed team. The position will be reviewed when the team is fully resourced and functioning and resource altered and prioritised as necessary.

Futures Fund - Theme 2 – Maintaining an Attractive Street Scene Environment

65. The one off funding has not been committed yet. The core funding allocated of £0.300m per annum has already made a big impact on the street environment. Grass cutting returned to a 12-15 day cycle which improved the look of the borough over the summer period and more frequent cleanses and litter picks have made a noticeable difference. Floral displays helped in achieving the Northumbria in bloom awards accolades.

Futures Fund - Theme 3 – Maintaining a Vibrant Town Centre

66. The Town Centre faces a number of challenges as do many towns across the country due to the increase in on-line shopping and out of town retailing. £0.486m of the funding has been committed across a number of areas including a one of grant to the House of Fraser to facilitate the store remaining open following the financial difficulties they face and the announcement of store closures across the country. We have invested in a Town Centre partnership officer position and also committed to a full events programme to target more footfall.

Futures Fund - Theme 4 – Developing an Attractive Visitor Economy

67. No funds have been committed against this theme at present as it was to be mainly focused on the Experience Darlington Strategy or the 2025 200th Anniversary of the opening of the Stockton and Darlington Railway to pump prime investment and match fund initiatives on these and other culture opportunities.

Futures Fund - Theme 5 – Neighbourhood Renewal

68. Despite the significant work undertaken to reduce the inequality gap through the One Darlington Strategy the austerity measures have had a negative impact and poverty and inequality remain significant barriers to all of our communities enjoying a good quality of life. £0.101m has been committed against this theme with £0.050m to the Darlington Credit Union to enable them to continue work in addressing financial hardship and deprivation across households and neighbourhoods in Darlington. Also £0.015m to fund a holiday hunger scheme through the school holidays and £0.036m to support work to embed community wealth building across the Council and partners.

Use of balances

69. Given the pressure on budgets and the limited funds for discretionary services it is proposed the £0.600m of the unallocated balances is utilised for the futures fund and the allocation between funds is delegated to Cabinet depending on need throughout the period.

Capital Expenditure

70. Capital expenditure is significant, one off expenditure used to purchase or improve assets to enable the Council to deliver its priorities, for example purchasing land to enable road improvements or investing in modernising school buildings and housing. The Council continues to deliver a significant capital investment programme in the main funded from the Housing Revenue Account (HRA) and external funding which is targeted at specific schemes and programmes such as Transport and Schools.
71. The Council can also supplement Government Capital and funding from its own resources such as capital receipts which are scarce in these times of austerity and or prudential borrowing which has future revenue implications. The Capital programme set and agreed by Council last year laid out a four year plan, in addition there are some significant pressures on our own council assets which require attention over the next year, including the heating system at Harewood House, renewing the louvres in the Town Clock Tower and damp proofing at the Head of Steam Goods Shed. As capital receipts are limited and required for the previously agreed Economic Growth Investment Fund prudential borrowing of £1m is proposed to facilitate these requirements over the life of the MTFP. These schemes will be prioritised and a detailed report will come to Cabinet to release the funds before work commences.
72. Attached at **Appendix 8** is the latest capital programme which has regular updates as decisions are made and external funding becomes available. The following paragraphs describe the major elements of the programme. Specific scheme approvals will be subject to detailed reports to Cabinet.
73. Set out below are details of the levels of Government funding available for investment by the Council in 2019/20 and outline proposed use of such funds, the detailed use of the funds will be subject to detailed reports to Cabinet.

	2019/20 £m
Children's Services	
School Condition Allocation	0.110
Transport	
Local Transport Plan	2.575
Local Growth Fund	0.425
Pothole Action Fund	0.095
National Productivity Investment Fund	1.855
Other Capital Programme	
Disabled Facility Grant	869
Total Capital Grants Available	5.929

Children's Services

School Condition Allocations

74. The Local Authority now only receives school condition funding for Community Maintained Schools. Maintenance funding for Academies is available through other routes. This funding received by the Local Authority will be spent in line with key priorities identified with each maintained school through the locally agreed asset management planning (LAMPA) process, carried out each January. There are no strict spend deadlines for these small scale condition related projects which are prioritised and completed as funding becomes available.

Transport and Highways

75. The following works are proposed for delivery in 2019/20;

76. The Department for Transport (DfT) releases capital funding to the Tees Valley Combined Authority (TVCA) under the devolution deal, to implement the Local Transport Plan (LTP) based on a needs formula. A new Local Transport Plan is currently in draft form as the Strategic Transport Plan for the Tees Valley which is due for consultation and publication early 2019. There will be a number of further documents under the Strategic Plan including a Local Implementation Plan for each local authority area, which will effectively replace the individual local authority's LTP's. Currently the TVCA has agreed to passport the LTP allocation of funding to the local authorities and it is assumed that this will continue in 2019/20. The allocation is made up of two blocks of funding; the Integrated Transport Block and Highways Capital.

77. In 2019/20 the indicative amounts are £0.886m allocated for the Integrated Block and £1.689m for the Highways Maintenance Block (comprising £1.398m maintenance and £0.291m incentive funding). These will fund an agreed priority of maintenance of highway assets, management of the highway network and improvement.

78. An Expression of Interest has been submitted to the TVCA for Local Growth Fund Sustainable Access to Employment programme funding for £0.425m. If successful this will fund works on Victoria Road to improve sustainable and public transport links with Darlington.

79. In 2017/18 a successful bid was made to the National Productivity Investment Fund (NPIF) to improve the route between the A66 and Darlington town centre. 2019/20 is the final year of this two year funding and Darlington will claim a further £1.855m. This will continue to fund the following schemes: -

- (a) McMullen Road roundabout scheme to increase capacity and traffic flow along Yarm Road and to facilitate access into Ingenium Parc.
- (b) To signalise Lingfield Way/Yarm Road junction to improve bus reliability and punctuality; improve access into the Business Park and Industrial Estate for all modes including by bike through the creation of an off road cycle route; and to improve traffic flow on Yarm Road.
- (c) To change the layout of the throughabout junction on Haughton Road and create more capacity to improve traffic flow, whilst retaining good walking and cycling crossing points and routes.

Disabled Facility Grants

80. These grants are available if you are disabled and need to make changes to your home with examples being:

- Widen doors and install ramps,
- Improve access to rooms and facilities – e.g. stairlifts or a downstairs bathroom,
- Provide a heating system suitable for your needs, and
- Adapt heating or lighting controls to make them easier to use.

Housing

81. All Housing Capital schemes are funded fully from the Housing Revenue Account. The priorities identified through the Housing Business Plan to be funded from the estimated capital resources for 2019/20 include:-

- (a) Adaptations and lifts – £0.150m budget is to deliver adaptations within the Council's housing stock to enable tenants with a disability to remain in their own home and live independently across the Borough and to complete any unplanned major works to passenger lifts within sheltered and extra care schemes.
- (b) Heating Replacement - £0.950m to fund new condensing boiler and central heating upgrades. This work will predominantly be completed in the following areas: Park Place and Dodds Street. There will also be some miscellaneous properties which will be included in the programme and we will be running a "just in time" programme of replacement for those boilers that fail before their due replacement date within the financial year.
- (c) Structural Repairs - £0.500m has been set aside to address any structural issues that may be identified within the year.
- (d) Lifeline Services - £0.050m is set aside to continue to provide upgrades to Lifeline equipment.
- (e) Repairs before Painting - £0.100m will be invested in joinery repair works in anticipation of the cyclical external painting programme. This will predominantly be in the Haughton, Springfield and Firthmoor areas of the Borough.
- (f) Roofing – £0.700m for the replacement of roofs, fascia's, soffits and rainwater goods alongside the top-up of loft insulation where appropriate. The programme will primarily be in the Geneva Road area.
- (g) Garages - £0.050m will be invested in improvements to the Council's garage blocks in areas to be determined, which will include Nightingale Road and demolition of poor condition garages in Lock street.
- (h) External Works - £0.300m will be used to provide new rear dividing fences and new footpaths to Council properties across areas including Tennyson Gardens and Hilda Street.
- (i) Smoke Detectors - £0.025m is required to replace existing hard wired smoke and heat detectors where systems are now 10 years old and reaching the end of their recommended lifespan.

- (j) Pavement Crossings - £0.032m has been identified to fund pavement crossings across the Borough.
- (k) Replacement Door Programme - £0.350m will be used to replace external doors in the Springfield area.
- (l) Window Replacement - £0.500m has been identified to replace windows across the Borough. These areas will be determined based on those in the poorest condition.
- (m) Internal planned maintenance – £1.980m for the replacement of kitchens and bathrooms, rewiring of electrical systems and heating system upgrades where required. This work will predominantly be completed in Branksome. There will also be some miscellaneous properties which will be included in the programme and we will incorporate additions to the programme when void properties which have been omitted from previous year’s programmes become available.
- (n) Communal Works - £0.100m is required to replace communal doors and screens in the North Road Estate.
- (o) New Build - £16.480m will be spent completing the current new build programme.

Consultation

The MTFP will be subject to consultation between the 11 December 2018 and the 25 January 2019

Conclusion

- 82. The MTFP as agreed by Council remains deliverable but as previously acknowledged it is not without risk and challenges. Some risks previously identified have occurred and the recommendations within this report address the associated financial implications. The proposed MTFP includes the retention of risk balances to offset further unforeseen risks and the provision of a risk contingency to cover significant value risks which are already known.
- 83. The Council still has the financial capacity to deliver a four year balanced MTFP which puts it in a much stronger position than many Councils, however this is at the cost of reductions in service levels. To mitigate some of these reductions the Council agreed to utilise available revenue balances to create five Future Fund Investments themes which will stimulate growth and assist in delivery of One Darlington Perfectly Placed outcomes to be utilised over the four years of the current MTFP. A further £0.500m has been identified and it is recommended this is used to supplement the futures fund themes. Despite further grant cuts and significant pressures faced in Children’s services, the proactive stance taken in growing the economy is working and assisting in minimising on-going committed annual spending to assist and work towards eradicating the unfunded budget gap in 2023/24 and.
- 84. Planning beyond the current MTFP is extremely difficult given the uncertainty around the new Local Government financial system planned for 2020 and such issues as the impact of BREXIT on the Country’s finances. The proposed plan will allow the new Council elected in 2019 to inherit a balanced MTFP to 2022/23 giving it time to assess the impacts of the changing landscape and make its decision on how it will address the

financial position it faces. Current planning suggests there will be a budget deficit of approximately £5.4m for the new Council to address however for the reason above, this will almost certainly change but at this stage it is not possible to know whether the change will be positive or negative.

85. In summary, the Council continues to face significant financial challenges however the MTFP remains deliverable on conditions – economic growth, house building, no further pressures, fair funding review, fair settlement
86. As the Council's Statutory Chief Financial Officer, the Assistant Director Resources, must advise the Council on the robustness of the budget and adequacy of reserves. The budget presented to Members in this report has been based on the most accurate information available therefore the Assistant Director is confident that they are an accurate reflection of the Council's financial position. General Reserves are adequate however the Council is carrying a significant risk in terms of the need to reduce expenditure, it is essential that growing pressures in children's services are addressed through transformation and implemented as the Council will be operating with minimum levels of balances to fund any future cost pressures.

APPENDICES

Appendix 1	Detailed Estimates
Appendix 2	Budget Pressures / Savings
Appendix 3	Fees and Income Proposals
Appendix 4	Assumptions used to prepare estimates
Appendix 5	Projected Revenue Outturn 2018/19
Appendix 6	Assessment of Risk Balances
Appendix 7	Proposed MTFP 2019 to 2023
Appendix 8	Capital Programme 2019 to 2023

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REVENUE ESTIMATES 2019/20 - Summary

APPENDIX 1

	2018/19	2019/20			
	Net Budget	Gross Budget	Income	Grants	Net Budget
	£000	£000	£000	£000	£000
Children and Adults	55,781	109,317	(15,217)	(38,493)	55,607
Economic Growth & Neighbourhood Services	20,002	103,625	(42,490)	(40,962)	20,173
Resources	9,749	12,418	(2,349)	(7)	10,062
Group Totals	85,532	225,360	(60,056)	(79,462)	85,842
Financing Costs	1,071	997	0	0	997
Joint Venture - Investment Return	(156)	(1,212)	0	0	(1,212)
Council Wide Pressures / Savings	84	(108)	0	0	(108)
Contingencies	325	(1,472)	0	0	(1,472)
Grand Total	86,856	223,565	(60,056)	(79,462)	84,047

Revenue Estimates 2019/20
CHILDREN & ADULT SERVICES

	2018/19	2019/20			
	Net Budget	Gross Budget	Income	Grants	Net Budget
	£000	£000	£000	£000	£000
Director of Adults & Children's Services	181	185	0	0	185
Children & Adult Services					
Transformation & Performance	511	671	(119)	(35)	517
Business Support	1,219	1,297	(38)	0	1,259
Children's Services					
Children's Services Management & Other Services	492	522	0	0	522
Assessment Care Planning & LAC	3,012	2,934	0	0	2,934
First Response & Early Help	2,110	2,740	0	(489)	2,251
Adoption & Placements	11,341	12,215	(92)	(50)	12,073
Youth Offending / ASB	251	610	(127)	(223)	260
Quality Assurance & Practice Improvement	454	554	(112)	0	442
Development & Commissioning					
Commissioning	2,083	2,232	(93)	0	2,139
Workforce Development	209	204	0	0	204
Voluntary Sector	424	339	0	(57)	282
Education					
Education	2,114	22,979	(1,157)	(19,549)	2,273
Schools	0	9,866	0	(9,866)	0
Transport Unit	0	0	0	0	0
Public Health & Community Safety					
Public Health	99	8,323	0	(8,224)	99
Healthy New Towns	243	0	0	0	0
Adult Social Care & Health					
External Purchase of Care	25,180	35,634	(11,570)	0	24,064
Intake & Enablement	644	1,951	(1,294)	0	658
On-going Long Term Care - Older People	1,346	1,499	(112)	0	1,387
On-going Long Term Care - Physical Disability	5	56	(52)	0	4
On-going Long Term Care - Learning Disability	1,618	1,680	(55)	0	1,625
On-going Long Term Care - Mental Health	934	1,391	(397)	0	994
On-going Long Term Care - Disabled Children's	447	454	0	0	454
Service Development & Integration	864	981	0	0	981
Total Adults & Children's Services	55,781	109,317	(15,217)	(38,493)	55,607

Economic Growth & Neighbourhood Services

	2018/19	2019/20			
	Net Budget	Gross Budget	Income	Grants	Net Budget
	£000	£000	£000	£000	£000
<u>Director of Economic Growth & Neighbourhood Services</u>	165	170	0	0	170
<u>Planning, Economic Initiatives & Asset Management</u>					
AD Economic Initiative	129	132	0	0	132
Building Control	147	299	(154)	0	145
Built & Natural Environment	166	153	0	0	153
Consolidated Budgets	128	146	0	0	146
Development Management	(87)	608	(686)	0	(78)
Economy	258	265	0	0	265
Environmental Health	283	312	(15)	0	298
Experience Darlington	40	40	0	0	40
Place Strategy	374	370	(26)	0	344
Property Management & Estates	(603)	485	(1,088)	0	(604)
<u>Capital Projects, Transport & Highways Planning</u>					
AD Transport & Capital Projects	122	126	0	0	126
Building Design Services	33	512	(475)	0	37
Capital Projects	206	287	(110)	0	178
Concessionary Fares	3,259	3,253	0	0	3,253
Flood & Water Act	82	84	0	0	84
Highways	2,618	3,123	(644)	(29)	2,450
Highways - DLO	(449)	6,989	(7,438)	0	(450)
Investment & Funding	399	178	(177)	0	2
Regeneration Projects	142	188	(47)	0	142
Sustainable Transport	197	785	(40)	(552)	193
<u>Community Services</u>					
AD - Community Services	122	126	0	0	126
Allotments	9	22	(11)	0	11
Building Cleaning - DLO	111	726	(580)	0	146
Cemeteries & Crematorium	(812)	635	(1,474)	0	(839)
Dolphin Centre	504	3,305	(2,773)	0	532
Eastbourne Complex	(19)	79	(128)	0	(49)
Emergency Planning	94	95	0	0	95
Head of Steam	232	300	(58)	0	242
Hippodrome	81	4,581	(4,425)	(65)	91
Indoor Bowling Centre	21	25	(12)	0	13
Libraries	848	752	(53)	0	699
Markets	2	0	0	0	0
Move More	0	116	(116)	0	0
Outdoor Events	227	358	(22)	0	336
School Meals - DLO	31	737	(692)	0	45
Heritage & Culture Fund	118	103	0	0	103
Street Scene	4,887	6,813	(1,797)	0	5,017
Transport Unit - Fleet Management	(18)	58	(77)	0	(18)
Waste Management	2,745	2,827	0	0	2,827
Winter Maintenance	417	424	(2)	0	422
<u>Community Safety</u>					
CCTV	233	599	(348)	0	252
Community Safety	95	154	(19)	0	136
Community Safety Enforcement	152	255	(17)	0	238
General Licensing	0	159	(159)	0	0
Parking	(1,227)	1,428	(2,562)	0	(1,134)
Private Sector Housing	40	58	(5)	0	53
Stray Dogs	48	44	(1)	0	43
Taxi Licensing	0	149	(149)	0	0
Trading Standards	223	237	(6)	0	231

Economic Growth & Neighbourhood Services (continued)

	2018/19	2019/20 APPENDIX 1			
	Net Budget	Gross Budget	Income	Grants	Net Budget
	£000	£000	£000	£000	£000
Building Services					
Construction - DLO	(417)	10,836	(11,233)	0	(397)
Maintenance - DLO	(379)	3,166	(3,538)	0	(372)
Other - DLO	55	0	0	0	0
Corporate Landlord	2,455	3,108	(393)	0	2,715
General Support Services					
Works Property & Other	105	107	0	0	107
Joint Levies & Boards					
Environment Agency Levy	105	109	0	0	109
Outside Contributions	51	53	0	0	53
Housing					
Local Taxation	435	775	(272)	(147)	356
Rent Rebates / Rent Allowances / Council Tax	(132)	39,539	(132)	(39,539)	(132)
Housing Benefits Administration	168	822	0	(631)	191
Customer Call Centre	351	757	(288)	0	469
Homelessness	301	397	(97)	0	300
Service, Strategy & Regulation and General Services	131	284	(154)	0	130
Total Economic Growth & Neighbourhood Services	20,002	103,625	(42,490)	(40,962)	20,173

Revenue Estimates 2019/20
Resources

	2018/19	2019/20			
	Net Budget	Gross Budget	Income	Grants	Net Budget
	£000	£000	£000	£000	£000
Managing Director	251	259	(64)	0	195
Darlington Partnership	17	101	(84)	0	17
AD Resources					
Financial Services & Governance	1,375	1,668	(331)	0	1,337
Financial Assessments & Protection	211	272	(40)	0	232
Communications & Engagement	900	996	(145)	0	851
Systems	729	758	(7)	0	751
Xentrall Services (D&S Partnership)	1,493	2,280	(659)	0	1,621
Human Resources	584	825	(241)	0	584
Health & Safety	126	189	(56)	0	133
AD Law & Governance					
Complaints & Freedom of Information	170	188	(4)	0	184
Democratic Support	1,251	1,350	(24)	(7)	1,319
Registrars of births, deaths and marriages	(35)	243	(254)	0	(11)
Administration	648	802	(98)	0	704
Legal & Procurement	1,079	1,503	(331)	0	1,172
Coroners	197	200	0	0	200
AD ICT	753	784	(11)	0	773
Total Resources	9,749	12,418	(2,349)	(7)	10,062

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Pressures/Savings	Estimate 19/20 £m	Estimate 20/21 £m	Estimate 21/22 £m	Estimate 22/23 £m
Savings				
Concessionary Fares - NESTI funding secured until 2020/21	(0.049)	(0.049)	0.000	0.000
Street Lighting energy savings from replacement columns	(0.130)	(0.130)	(0.130)	(0.130)
Richmond Council - increased legal services Income	(0.016)	(0.017)	(0.019)	(0.020)
Adults - Net reduction in packages after inflation	(1.122)	(1.019)	(0.505)	(0.068)
Additional Joint Venture (Interest + Profits) - due to increased activity	(0.540)	(0.583)	(0.353)	(0.090)
Financing Costs - lower than anticipated interest charges	(0.235)	(0.149)	(0.140)	0.184
	(2.092)	(1.947)	(1.147)	(0.124)
Increased Demand				
Childrens External Placements	1.165	0.577	0.038	0.072
Childrens Services legal costs and processes	0.146	0.146	0.146	0.146
Early Help - Missing from home and Child Sexual Exploitation contracts	0.015	0.015	0.015	0.015
LAC Education welfare call contract increase	0.019	0.019	0.017	0.016
	1.345	0.757	0.216	0.249
Price Inflation				
Inflation - Utilities/Waste Disposal/fuel etc increase	0.000	0.000	0.195	0.398
Increases in electricity (17%) and gas (18%) prices across the estate and street lighting	0.212	0.223	0.232	0.239
	0.212	0.223	0.427	0.637
Reduced Income				
Early Help -Trouble Families Grant ceasing	0.000	0.200	0.530	0.530
Decrease in DSG income affecting the LA overhead recovery	0.062	0.120	0.150	0.179
	0.062	0.320	0.680	0.709
Other				
Engineers - increased cost of moving software licences to cloud based system	0.011	0.011	0.026	0.026
Children Services staffing	0.154	0.256	0.282	0.311
Adults and children safeguarding board cost increases.	0.026	0.050	0.084	0.100
Vulnerable Adults homeless services,700 Club & CAB - 50% one year contribution	0.064	0.000	0.000	0.000
ICT - Microsoft 365 upgrade	0.108	0.063	0.000	0.000
ICT - Anti virus security	0.046	0.046	0.046	0.046
Coroners pay increase contribution	0.014	0.015	0.015	0.016
CACI insight system software	0.032	0.032	0.032	0.032
	0.455	0.473	0.485	0.531
Library changes				
Crown Street Library - ongoing costs of keeping library at Crown Steet	0.220	0.220	0.220	0.220
Cockerton Library budget reinstated	0.055	0.065	0.075	0.085
	0.275	0.285	0.295	0.305
Risk contingencies				
Learning Disability - provision for Ordinary Residency	0.162	0.323	0.323	0.323
Demand and complexity pressures - 15 beds included for future demand	0.188	0.188	0.188	0.188
Independent Fostering - placements - cost of not achieving a net reduction	0.154	0.325	0.496	0.495
Independent Residential - Placements - cost of not achieving a net reduction	0.154	0.325	0.495	0.496
Transport - School Transport - cost of not relocating children back in to Darlington	0.125	0.158	0.188	0.188
	0.784	1.319	1.691	1.691
Total net pressures	1.041	1.430	2.647	3.998

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SCHEDULE OF CHARGES 2019/20				
Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
LEARNING SKILLS - LEARNING FOR LIFE				
Standard Fee is £60 per course per term				
Full Fees (including enrolment and tuition fees) per hour	L	3.00	3.00	NIL
<p>Accredited Learning Full accreditation fee (if applicable) - if the course has a qualification there will be additional fees to pay for registration and certification.</p> <p>No fees will be charged for publicly subsidised courses where: Learners are aged 16-18 (on 31 August 2017) Learners are aged 19-24 (on 31 August 2017) with a learning difficulty and/or disability as evidenced through an Education, Health and Care (EHC) Plan or Learning Difficulty Assessment (LDA) Learners are aged 19 or older where the learning aim is up to and including level 2, and the learner is studying English or maths. Learners are aged 19-23 (on their first day of study) and are studying their first 'full' level 2 or first 'full' level 3, excludes English for speakers of Other Languages (ESOL). Learners are aged 19 or older where the learning aim is up to and including level 2 (including ESOL), the skills training will help them into work, and the learner is classed as unemployed and one or more of the following apply: · They receive Job Seeker's Allowance (JSA) - this includes those receiving National Insurance credits only, or They receive Employment and Support Allowance (ESA) and the learner is in the work-related activity group (WRAG), or They receive Universal Credit, earn less than 16 times the national minimum wage or £330 a month and are determined by Jobcentre Plus (JCP) as being in one of the following groups:</p> <ol style="list-style-type: none"> i. All Work Related Requirements Group ii. Work Preparation Group iii. Work Focused Interview Group <p>They are released on temporary licence (RoTL) and studying outside a prison environment and not funded through the Offender's Learning and Skills Service (OLASS).</p> <p><i>Evidence required: Letter of entitlement from Job Centre Plus indicating the date and claim or for copy of licence (RoTL) from Probation Service</i></p> <p>Learners aged 19-24 who are unemployed and on a Traineeship</p> <p>Courses with no public subsidy For learners aged 19 or above and where the learning aim is level 3 or above (except for exclusion above), learners will need to take out an Advanced Learning Loan, subject to funding availability. Further details can be found at: www.gov.uk/advanced-learning-loans</p> <p>Asylum Seekers – individuals will be assessed for eligibility in conjunction with SFA Special Fees – some courses have special fees, cost on application FE course – NVQ etc price on application</p> <p>The following courses are free: Family Learning, Functional Skills, Study Programmes and courses which are funded through external projects Additional Learning Support (ALS) is intended to enable disadvantaged learners to achieve their learning goal by providing funding, on top of programme funds, to help them overcome their barriers to learning. The funding is intended to be flexible and to help support learners who have a range of learning difficulties and/or disabilities.</p>				

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
REGISTRATION OF BIRTHS, DEATHS, MARRIAGES AND CIVIL				
The following fees do not incur VAT				
Marriages				
Entering a Notice of Marriage or Civil Partnership	N			
For a Registrar to attend a Marriage at the Register Office	N			
Civil Partnership Registration	N			
Incumbents for every Entry Contained in Quarterly Certified	N			
Copies of Entries of Marriage	N			
Registrars fee for attending a marriage at a registered building or for the housebound or detained	N			
Superintendents Registrar fee for attesting a notice of marriage away from his office for housebound or detained	N			
Superintendents Registrar fee for attending the marriage of the housebound or detained	N			These charges set nationally by Statute and will be charged at the advised rate for 2019/20
Certification for Worship and Registration for Marriages				
Place of Meeting for Religious Worship	N			
Registration of Building for Solemnisation of Marriage	N			
Certificates issued from Local Offices				
Standard Certificate (SR)	N			
Standard Certificate (RBD) (at time of Registration)	N			
Standard Certificate (RBD) (after Registration)	N			
Short Certificate of Birth (SR)	N			
Short Certificate of Birth (RBD)	N			
Certificates of Civil Partnership (at time of Ceremony)	N			
Certificates of Civil Partnership (at later date)	N			
General Search fee	N			
Each Verification	N			
Certificates				
Walk in Certificates	L	20.00	20.00	
European Passport return service checking	L	40.00	40.00	
All Ceremonies – Approved Premises				
Application Fee (3 years)	L	1,700.00	1,700.00	
Fee for Attendance Monday to Saturday	L	458.00	533.00	
Fee for Attendance Sunday	L	508.00	533.00	
Fee for Attendance Bank Holidays	L	508.00	533.00	
All Ceremonies – Town Hall				
Monday to Saturday	L	250.00	283.00	
REGISTER OF ELECTORS, OPEN REGISTER AND MONTHLY UPDATES - SALE				
The following fees do not incur VAT.				
Register – Printed Form	N	10.00	10.00	
Per 1,000 Names – Printed	N	5.00	5.00	
Register – Data Form	N	20.00	20.00	
Per 1,000 Names – Data	N	1.50	1.50	
LIST OF OVERSEAS ELECTORS – SALE				
The following fees do not incur VAT.				
List – Printed Form	N	10.00	10.00	
Per 1,000 Names – Printed	N	5.00	5.00	
List – Data Form	N	20.00	20.00	
Per 1,000 Names – Data	N	1.50	1.50	
MARKED COPY OF THE REGISTER OF ELECTORS AND MARKED ABSENT VOTERS LIST - SALE				
The following fees do not incur VAT				
Register – Printed Form	N	10.00	10.00	
Per 1,000 Names – Printed	N	2.00	2.00	
Register – Data Form	N	10.00	10.00	
Per 1,000 Names – Data	N	1.00	1.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
TOWN HALL				
Hire of Committee Rooms – all charges shown exclusive of VAT. Charges will be made plus the appropriate VAT rate. All rooms are to be charged by the hour, rather than by session Committee Rooms per hour				
	L	31.00	32.00	
				12,500.00
LAND CHARGES				
The following fees are inclusive of VAT				
Search Fees				
Standard Search - Residential Property (post or DX)	L	91.80	91.80	
Standard Search – Residential Property (electronic)	L	89.80	89.80	
Standard Search – Commercial Property (post or DX)	L	139.80	139.80	
Standard Search – Commercial Property (electronic)	L	137.80	137.80	
Con 29 Required				
Residential Property				
One Parcel of Land	L	76.80	76.80	
Several Parcels of Land – Each Additional Parcel	L	24.00	24.00	
Commercial Property				
One Parcel of Land	L	124.80	124.80	
Several Parcels of Land – Each Additional Parcel	L	24.00	24.00	
Con 29 Optional				
Each Printed Enquiry	L	6.00	6.00	
Own Questions	L	6.00	6.00	
Official Search – LLCI	L	15.00	15.00	
Official Search – NLIS (National Land Information Service) or email	L	13.00	13.00	
Expedited Search (Residential)	L	165.00	165.00	
Expedited search (Commercial)	L	225.00	225.00	
Personal Search	L	No charge	No charge	
				NIL

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
FINANCIAL PROTECTION SERVICES				
Category				
I. Work up to and including the date upon which the court makes an order appointing a deputy for property and affairs	N	745.00	745.00	
II. Annual management fee where the court appoints a local authority deputy for property and affairs, payable on the anniversary of the court order:				
- for the first year	N	775.00	775.00	
- for the second and subsequent years	N	650.00	650.00	
where the net assets are below £16,000, the local authority deputy for property and affairs will take an annual management fee not exceeding 3% of the net assets on the anniversary of the court order appointing the local authority as deputy				
Where the court appoints a local authority deputy for health and welfare, the local authority will take an annual management fee not exceeding 2.5% of the net assets on the anniversary of the court order appointing the local authority as deputy for health and welfare up to a maximum of £500.				
III. Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property	N	300.00	300.00	
IV. Preparation and lodgement of an annual report or account to the Public Guardian	N	216.00	216.00	
V. Conveyancing Costs				
Where a deputy or other person authorised by the court is selling or purchasing a property on behalf of P, the following fixed rates will apply except where the sale or purchase is by trustees in which case, the costs should be agreed with the trustees:	N	See Description	See Description	
A value element of 0.15% of the consideration with a minimum sum of £350 and a maximum sum of £1,500, plus disbursements				
Travel Rates are allowed at a fixed rate per hour for travel costs	N	40.00	40.00	
Please note that these rates are set by The Office of Public Guardian and are the rates as of 1st April 2017, these may be amended during 2019/20				
				NIL
DEFERRED PAYMENT FEES				
Administration cost for setting up a Deferred Payment Agreement		300.00	300.00	
plus cost of valuation (this will be dependant on property type)		200.00	Actual cost of valuation	
				NIL

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
LIBRARIES				
Fines On Overdue Items				
Adults – per day	L	0.15	0.15	
Maximum charge per book	L	5.10	5.10	
Senior Citizens – per day	L	0.10	0.10	
Maximum charge per book	L	3.10	3.10	
Children – per day	L	No charge	No charge	
Loan Charges for Audio Materials (1 week)				
CD's	L	1.00	1.00	
DVD's	L	1.50	1.50	
Reservation Fees for books and Audio Materials				
Adults	L	0.50	0.50	
Senior Citizens	L	0.25	0.25	
Children/Unemployed	L	0.25	0.25	
Reservation Fees for Books Obtained from Outside the Authority				
Single charge for all books obtained from other libraries	L	6.00	6.00	
Repeat Fee for Renewal of Books from Outside the Authority				
Single Charge for all books obtained from other local authorities	L	6.00	6.00	
Replacement Tickets				
Adults	L	1.20	1.20	
Senior Citizens	L	1.20	1.20	
Children/Unemployed	L	0.60	0.60	
Spoken Word				
Cassettes & CDs (3 Week Loan)	L			
Adults (who are not exempt) each	L	1.50	1.50	
Children each	L	No charge	No charge	
Language Courses (per element)				
Subscription for whole course to be paid in advance	L	1.35	1.35	
Local History Research				
Standard charge	L	5.00	5.00	
Specialist Research – per hour	L	30.00	30.00	
Photocopies				
A4 B&W	L	0.15	0.15	
A3 B&W	L	0.30	0.30	
Printing				
Text Printouts				
A4 B&W	L	0.15	0.15	
A3 B&W	L	0.30	0.30	
Image Printouts				
A4 B&W	L	0.80	0.80	
A4 colour	L	1.60	1.60	
Reproduction of Images from Stock				
Digital copies for Private/Study purposes – per photo	L	5.50	5.50	
Digital copies for small local commercial use – per photo	L	5.50 + 2 copies of publications	5.50 + 2 copies of publications	
Digital copies for local commercial use - per photo	L	10.50 + 2 copies of book	10.50 + 2 copies of book	
Digital copies for national/international commercial	L	110.00	110.00	
Scan and e-mail Service				
First sheet	L	1.00	1.00	
Each subsequent sheet	L	0.50	0.50	
Hire of Locker				
Internet Use				
Library members First 30 minutes FREE , Members & Non Members £1.00 per 30 minutes hereafter	L	1.00	1.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Lost & Damaged Items	L	Full current Replacement Cost (non-refundable)	Full current Replacement Cost (non-refundable)	
Fax				
Outgoing Transmission				
United Kingdom – per sheet	L	1.45	1.45	
Europe – per sheet	L	2.30	2.30	
USA/Canada – per sheet	L	2.80	2.80	
Rest of the World – per sheet	L	3.80	3.80	
Incoming Transmission – per sheet	L	0.45	0.45	
Fax by Satellite				
Atlantic Ocean/Indian Ocean/Pacific Ocean – per sheet	L	12.50	12.50	
Room Hire				
Not for profit organisations per hour	L	10.00	10.00	
Commercial organisations per hour	L	15.00	15.00	
				NIL
PLANNING FEES				
Planning fees are set nationally				
PLANNING – PRE APPLICATION ADVICE				
All charges include VAT at 20%				
Large Major Development (200+) for a written response, including up to 2 meetings	L	504.00	1,200.00	
Small Major Development (10-199) for a written response, including up to 2 meetings	L	504.00	600.00	
Minor Development for a written response to include a meeting if necessary	L	252.00	400.00	
Other Developments				
Minerals Processing	L	Based on areas above	Based on areas above	
Change of use for a written response to include a meeting if necessary	L	126.00	50.00	
Householder developments	L	24.00 to 36.00	36.00	
Advertisements	L	63.00	25.00	
Listed Building consents (to alter/extend/demolish)	L	Free	Free	
Conservation area consents	L	Free	Free	
Certificates of lawful development	L	Application advice not appropriate	Application advice not appropriate	
Telecommunications Notifications	L	126.00	126.00	
Other Charges				
Pre-Application meeting involving Planning Committee Members	L	630.00	1,000.00	
PLANNING – SUPPLEMENTARY ITEMS				
Items inclusive of VAT at 20%				
A4 Photocopy (ex plans) – first page	L	1.10	1.10	
Subsequent pages	L	0.10	0.10	
A3 Photocopy (ex plans) – first page	L	1.20	1.20	
Subsequent pages	L	0.20	0.20	
A2 Photocopy (ex plans) – first page	L	1.50	1.50	
A1 Photocopy (ex plans)	L	2.00	2.00	
A0 Photocopy (ex plans)	L	3.00	3.00	
Items outside the scope of VAT				
Local plan	L	18.00	18.00	
Local plan – postage	L	4.00	4.00	
Local plan – alterations	L	2.00	2.00	
Invoicing	L	9.00	9.00	
				7,000.00

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
LICENSING The following fees do not incur VAT				
Prosecution Costs				
Hourly rate for Preparation of Case Reports	L	45.00	46.00	
General Licensing				
Pavement Café Licence, per person				
1-10	L	200.00	200.00	
11-25	L	240.00	240.00	
26-40	L	280.00	280.00	
41-60	L	320.00	320.00	
61-80	L	360.00	360.00	
81-99	L	400.00	400.00	
100 or over	L	450.00	450.00	
Duplicate licence fee	L	50.00	50.00	
Transfer of licence	L	50.00	50.00	
Change of detail	L	30.00	30.00	
Variation of Covers	L	100.00	100.00	
Pavement Display Licence	L	155.00	155.00	
Pet Shops	L	120.00	130.00	
Animal Boarding	L	120.00	130.00	
Dangerous wild animals	L	120.00	120.00	
Performing animals registration	L	100.00	100.00	
Dog Breeding	L	120.00	130.00	
Riding Establishments	L	230.00	230.00	
Sex Shop Grant of application	L	1,200.00	1,200.00	
Sex Shop Renewal	L	1,200.00	1,200.00	
Sex Shop transfer	L	1,200.00	1,200.00	
Sexual Entertainment Venue (SEV) Grant	L	1,200.00	1,200.00	
SEV Variation	L	1,200.00	1,200.00	
SEV Renewal	L	1,200.00	1,200.00	
SEV Grant / Variation / Renewal – Club Premises Certificates	L	750.00	750.00	
Skin Piercing (Premises) Grant	L	280.00	280.00	
Skin Piercing (Personal) Grant/Variation	L	65.00	65.00	
Scrap Metal Dealers				
Collectors Licence (3 years) - application	L	150.00	150.00	
Collectors Licence (3 years) – renewal	L	150.00	150.00	
Major Variation	L	50.00	50.00	
Minor Variation	L	15.00	15.00	
Site Licence (3 years) Grant	L	350.00	350.00	
Additional Sites (per site per year of licence)	L	195.00	195.00	
Site licence (3 years) – renewal	L	270.00	270.00	
Additional sites (per site per year of licence)	L	195.00	195.00	
Minor Variation Site	L	15.00	15.00	
Major Variation Site	L	50.00 + 65.00 per additional site per year	50.00 + 65.00 per additional site per year	
Caravan Sites				
New Application for a permanent residential site licence;	L			
1-5 pitches	L	200.00	200.00	
6-20 pitches	L	225.00	225.00	
21-50 pitches	L	240.00	240.00	
Greater than 50 pitches	L	260.00	260.00	
Annual Fees associated with administration and monitoring of site licences;				
1-5 pitches	L	No charge	No charge	
6-50 pitches	L	220.00	220.00	
Greater than 50 pitches	L	260.00	260.00	
Cost of Laying Site Rules	L	25.00	25.00	
Cost of Variation/Transfer	L	100.00	100.00	
Zoo Licensing Act				
New Application (4 years) or renewal (6 years) for a Zoo Licence (excluding the inspection costs of appointed inspector)	L	450.00	450.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Street Trading				
November / December - Full Calendar Month	L	975.00	975.00	
- Week	L	385.00	385.00	
- Day	L	85.00	85.00	
January / October - Full Calendar Month	L	660.00	660.00	
- Week	L	270.00	270.00	
- Day	L	60.00	60.00	
Note- The above to apply to Itinerant traders. For regular all year round traders - fees as follows				
Annual Consent	L	7,000.00	7,000.00	
If Paying Monthly	L	620.00	620.00	
If Paying Weekly	L	170.00	170.00	
Buskers selling CD's – Half Day	L	25.00	25.00	
Full Day	L	45.00	45.00	
Mobile vehicles (moving or lay-by)	L	260.00	260.00	
New Vendor Permits	L	35.00	35.00	
Duplicate licenses	L	15.00	15.00	
Skip Hire Licence				
More than 3 days' notice	L	15.00	15.00	
Less than 3 days' notice	L	30.00	30.00	
Hoarding/Scaffold Licence	L	50.00	50.00	
Administration Charge (per hour or part thereof)	L	35.00	35.00	
Statutory Fees				
Petroleum Licences				
Less than 2,500 litres	L	41.00	41.00	
2,500 – 50,000 litres	L	57.00	57.00	
More than 50,000 litres	L	118.00	118.00	
Transfer/variation	L	8.00	8.00	
Gambling Act				
Statutory Fees- The following gambling fees are set within statutory bands and will be revised as changed nationally.				
Adult Gaming Centres – Annual Fee	N	600.00	600.00	
New Application	N	1,300.00	1,300.00	
Variation	N	1,300.00	1,300.00	
Transfer	N	1,200.00	1,200.00	
Provisional Statement	N	1,300.00	1,300.00	
Licence Reinstatement	N	1,200.00	1,200.00	
Betting Shops - Annual Fee	N	550.00	550.00	
New Application	N	1,300.00	1,300.00	
Variation	N	1,300.00	1,300.00	
Transfer	N	1,200.00	1,200.00	
Provisional Statement	N	1,300.00	1,300.00	
Licence Reinstatement	N	1,300.00	1,300.00	
Bingo Halls - Annual Fee	N	600.00	600.00	
New Application	N	1,300.00	1,300.00	
Variation	N	1,300.00	1,300.00	
Transfer	N	1,200.00	1,200.00	
Provisional Statement	N	1,300.00	1,300.00	
Licence Reinstatement	N	1,200.00	1,200.00	
Family Entertainment Centres – Annual Fee	N	550.00	550.00	
New Application	N	1,300.00	1,300.00	
Variation	N	1,300.00	1,300.00	
Transfer	N	950.00	950.00	
Provisional Statement	N	1,300.00	1,300.00	
Licence Reinstatement	N	950.00	950.00	
Betting (tracks) – Annual Fee	N	550.00	550.00	
New Application	N	1,300.00	1,300.00	
Variation	N	1,300.00	1,300.00	
Transfer	N	950.00	950.00	
Provisional Statement	N	1,300.00	1,300.00	
Licence Reinstatement	N	950.00	950.00	
<i>Permit Type – The following fees are set by statute and will be revised as changed nationally</i>				
Small Society Lottery Registration	N	40.00	40.00	
Small Society Annual Fee	N	20.00	20.00	
FEC gaming machine – Renewal fee	N	300.00	300.00	
FEC gaming machine – Change of name	N	25.00	25.00	
Prize gaming – Application fee	N	300.00	300.00	
Prize gaming – Renewal fee	N	300.00	300.00	
Prize gaming – Change of name	N	25.00	25.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Prize gaming – Copy permit	N	15.00	15.00	
Gaming machines (3 or more) - application Fee	N	100.00	100.00	
Gaming machines (3 or more) - variation Fee	N	100.00	100.00	
Gaming machines (3 or more) - transfer Fee	N	25.00	25.00	
Gaming machines (3 or more) - annual Fee	N	50.00	50.00	
Change of name	N	25.00	25.00	
Copy Permit	N	15.00	15.00	
Notice of intent 2 or less gaming machines available	N	50.00	50.00	
Club Premises cert (S 72f Licencing Act 2003) application fee	N	100.00	100.00	
Club Premises cert (S 72f Licencing Act 2003) renewal fee	N	100.00	100.00	
Other applicants - application fee	N	200.00	200.00	
Other applicants - renewal fee	N	200.00	200.00	
Variation fee	N	100.00	100.00	
Annual fee	N	50.00	50.00	
Copy permit	N	15.00	15.00	
Initial fee	N	40.00	40.00	
Annual fee	N	20.00	20.00	
Temporary use notice	N	500.00	500.00	
Copy/replacement/endorsed copy of notice	N	25.00	25.00	
Licensing Act Fees				
Statutory Fees- The following gambling fees are set within statutory bands and will be revised as changed nationally.				
Premises Licences				
Band A (RV £0 - £4,300) - Initial fee	N	100.00	100.00	
- Annual fee	N	70.00	70.00	
Band B (RV £4,301 - £33,000) - Initial fee	N	190.00	190.00	
- Annual fee	N	180.00	180.00	
Band C (RV £33,001 - £87,000) - Initial fee	N	315.00	315.00	
- Annual fee	N	295.00	295.00	
Band D (RV £87,001 - £125,000) - Initial fee	N	450.00	450.00	
- Annual fee	N	320.00	320.00	
Band E (RV > £125,001) - Initial fee	N	635.00	635.00	
- Annual fee	N	350.00	350.00	
Band D with Multiplier - Initial fee	N	900.00	900.00	
- Annual fee	N	640.00	640.00	
Band E with Multiplier - Initial fee	N	1,905.00	1,905.00	
- Annual fee	N	1,050.00	1,050.00	
Club Premises Certificates				
Band A (RV £0 - £4,300) - Initial fee	N	100.00	100.00	
- Annual fee	N	70.00	70.00	
Band B (RV £4,301 - £33,000) - Initial fee	N	190.00	190.00	
- Annual fee	N	180.00	180.00	
Band C (RV £33,001 - £87,000) - Initial fee	N	315.00	315.00	
- Annual fee	N	295.00	295.00	
Band D (RV £87,001 - £125,000) - Initial fee	N	450.00	450.00	
- Annual fee	N	320.00	320.00	
Band E (RV > £125,001) - Initial fee	N	635.00	635.00	
- Annual fee	N	350.00	350.00	
Large Scale Events				
5,000 to 9,999 - Initial fee	N	1,000.00	1,000.00	
- Annual fee	N	500.00	500.00	
10,000 to 14,999 - Initial fee	N	2,000.00	2,000.00	
- Annual fee	N	1,000.00	1,000.00	
15,000 to 19,999 - Initial fee	N	4,000.00	4,000.00	
- Annual fee	N	2,000.00	2,000.00	
20,000 to 29,999 - Initial fee	N	8,000.00	8,000.00	
- Annual fee	N	4,000.00	4,000.00	
30,000 to 39,999 - Initial fee	N	16,000.00	16,000.00	
- Annual fee	N	8,000.00	8,000.00	
40,000 to 49,999 - Initial fee	N	24,000.00	24,000.00	
- Annual fee	N	12,000.00	12,000.00	
50,000 to 59,999 - Initial fee	N	32,000.00	32,000.00	
- Annual fee	N	16,000.00	16,000.00	
60,000 to 69,999 - Initial fee	N	40,000.00	40,000.00	
- Annual fee	N	20,000.00	20,000.00	
70,000 to 79,999 - Initial fee	N	48,000.00	48,000.00	
- Annual fee	N	24,000.00	24,000.00	
80,000 to 89,999 - Initial fee	N	56,000.00	56,000.00	
- Annual fee	N	28,000.00	28,000.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
> 90,000 - Initial fee	N	64,000.00	64,000.00	
- Annual fee	N	32,000.00	32,000.00	
Other Licensing Act 2003 Fees & Charges				
Minor Variations	N	89.00	89.00	
Personal Licence	N	37.00	37.00	
Provisional Statement	N	315.00	315.00	
Temporary Event Notice (TEN)	N	21.00	21.00	
Theft / Loss of Licence / Notice	N	10.50	10.50	
Variation of DPS	N	23.00	23.00	
Transfer of Premises Licence	N	23.00	23.00	
Change of Name / Address	N	10.50	10.50	
Notification of Interest	N	21.00	21.00	
Notification of Alteration of Club Rules	N	10.50	10.50	
Interim Authority Notice	N	23.00	23.00	
Explosives Act/Fireworks Annual Registration	N	52.00	52.00	
				Minimal
HACKNEY CARRIAGES				
Taxi Licencing				
Taxi licencing fees are agreed annually by licensing committee normally in March and will be published separately as part of this process. Existing licence holders will be notified accordingly.				
ENVIRONMENTAL HEALTH				
Pest Treatment Charges – All charges shown exclusive of VAT. Charges will be made plus the appropriate VAT rate				
Insects – per Treatment	L	58.50	58.50	
Rodents in Private Premises	L	8.33	8.33	
Re-rating Food Hygiene Inspections	L	150.00	150.00	
Prosecution Costs				
Hourly Rate for preparation of case reports and carrying out works in default of legal notices	L	45.00	46.00	
Environmental Searches				
Environmental search 1 or 2 report includes environmental information held by the Council on a site (additional charges apply for sites larger than 10,000m2 and distance buffer greater than 250m radius)	L	65.00	65.00	
Additional photocopying for example copies of site investigation reports;				
A4 B&W	L	0.10	0.10	
A3 B&W	L	0.20	0.20	
A4 Colour	L	1.00	1.00	
A3 Colour	L	2.00	2.00	
Scanned Copy	L	Free	Free	
LAPPC and LAIPPC Permits				
Charges are annually set by Defra in March and are subject to change. Current charges as known are;				
LAPPC Charges				
Application Fee;				
Standard process (includes solvent emission activities)	N	1,650.00	1,650.00	
Additional fee for operating without a permit	N	1,188.00	1,188.00	
PVRI, SWOBs and Dry Cleaners	N	155.00	155.00	
PVR I & II combined	N	257.00	257.00	
VRs and other Reduced Fee Activities	N	362.00	362.00	
Reduced fee activities: additional fee for operating without a permit	N	71.00	71.00	
Mobile plant**	N	1,650.00	1,650.00	
for the third to seventh applications	N	985.00	985.00	
for the eighth and subsequent applications	N	498.00	498.00	
Where an application for any of the above is for a combined Part B and waste application add an extra to the above amounts	N	310.00	310.00	
Annual Subsistence Charge;				
Standard process Low*	N	772.00	772.00	
		(+104.00)	(+104.00)	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Standard process Medium*	N	1,161.00 (+156.00)	1,161.00 (+156.00)	
Standard process High*	N	1,747.00 (+207.00)	1,747.00 (+207.00)	
*the additional amounts must be charged where a permit is for a combined Part B and waste installation				
PVRI, SWOBs and Dry Cleaners Low	N	79.00	79.00	
PVRI, SWOBs and Dry Cleaners Medium	N	158.00	158.00	
PVRI, SWOBs and Dry Cleaners High	N	237.00	237.00	
PVR I & II combined Low	N	113.00	113.00	
PVR I & II combined Medium	N	226.00	226.00	
PVR I & II combined High	N	341.00	341.00	
VRs and other Reduced Fees Low	N	228.00	228.00	
VRs and other Reduced Fees Medium	N	365.00	365.00	
VRs and other Reduced Fees High	N	548.00	548.00	
Mobile plant, for the first and second permits Low**	N	626.00	626.00	
for the third to seventh permits Low	N	385.00	385.00	
eighth and subsequent permits Low	N	198.00	198.00	
Mobile plant, for the first and second permits Medium**	N	1,034.00	1,034.00	
for the third to seventh permits Medium	N	617.00	617.00	
eighth and subsequent permits Medium	N	316.00	316.00	
Mobile plant, for the first and second permits High**	N	1,551.00	1,551.00	
for the third to seventh permits High	N	924.00	924.00	
eighth and subsequent permits High	N	473.00	473.00	
Late payment fee	N	52.00	52.00	
Where a Part B installation is subject to reporting under the E-PRTR Regulation add an extra to the above amounts	N	104.00	104.00	
Transfer and Surrender;				
Standard process transfer	N	169.00	169.00	
Standard process partial transfer	N	497.00	497.00	
New operator at low risk reduced fee activity	N	78.00	78.00	
Surrender: all Part b activities	N	0.00	0.00	
Reduced fee activities: transfer	N	0.00	0.00	
Reduced fee activities: partial transfer	N	47.00	47.00	
Temporary transfer for mobiles;				
First transfer	N	53.00	53.00	
Repeat following enforcement or warning	N	53.00	53.00	
Substantial change;				
Standard process	N	1,050.00	1,050.00	
Standard process where the substantial change results in a new PPC activity	N	1,650.00	1,650.00	
Reduced fee activities	N	102.00	102.00	
**Not using simplified permits				
LAPPC mobile plant charges (not using simplified permits)				
Number of permits 1 to 2;				
Application fee	N	1,650.00	1,650.00	
Subsistence fee Low	N	646.00	646.00	
Subsistence fee Medium	N	1,034.00	1,034.00	
Subsistence fee High	N	1,506.00	1,506.00	
Number of permits 3 to 7;				
Application fee	N	985.00	985.00	
Subsistence fee Low	N	385.00	385.00	
Subsistence fee Medium	N	617.00	617.00	
Subsistence fee High	N	924.00	924.00	
Number of permits 8 and over;				
Application fee	N	498.00	498.00	
Subsistence fee Low	N	198.00	198.00	
Subsistence fee Medium	N	316.00	316.00	
Subsistence fee High	N	473.00	473.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
LA-IPPC charges				
Every subsistence charge below includes the additional £104 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation				
Application	N	3,363.00	3,363.00	
Additional fee for operating without a permit	N	1,188.00	1,188.00	
Annual Subsistence Low	N	1,447.00	1,447.00	
Annual Subsistence Medium	N	1,611.00	1,611.00	
Annual Subsistence High	N	2,334.00	2,334.00	
Late Payment Fee	N	52.00	52.00	
Variation	N	1,368.00	1,368.00	
Transfer	N	235.00	235.00	
Partial Transfer	N	698.00	698.00	
Surrender	N	698.00	698.00	
Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £38.00				
Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application. This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs				
				Minimal
TRADING STANDARDS				
Please note that VAT may be added to some charges. Check with the service before the work is agreed.				
Prosecution Costs				
Hourly rate for Preparation of Case Reports	L	45.00	46.00	
Measures				
Linear measures not exceeding 3m each scale	L	13.50	14.00	
Not exceeding 15kg	L	38.00	39.00	
Exceeding 15kg but not exceeding 100kg	L	58.00	59.50	
Exceeding 100kg but not exceeding 250kg	L	80.00	82.00	
Exceeding 250kg but not exceeding 1 tonne	L	139.00	142.50	
Exceeding 1 tonne but not exceeding 10 tonnes	L	223.00	228.50	
Exceeding 10 tonnes but not exceeding 30 tonnes	L	468.00	479.00	
Exceeding 30 tonnes but not exceeding 60 tonnes	L	696.00	712.00	
Charge to cover any additional costs involved in testing incorporating remote display or printing facilities based on the above fee plus a charge per hour (minimum charge of 2 hours)	L	61.32 per hour	62.52 per hour	
Measuring Instruments for Intoxicating Liquor				
Not exceeding 150ml	L	22.00	22.50	
Other	L	25.00	26.00	
Measuring Instruments for Liquid Fuels and Lubricants				
Container Type (un-subdivided)				
Multi-grade (with price computing device):	L	96.00	98.50	
Single Outlets	L	132.00	135.50	
Solely Price Adjustment	L	241.50	247.50	
Otherwise				
Other Types – Single Outlets				
Solely Price Adjustment	L	106.00	108.50	
Otherwise	L	144.00	147.50	
Other Types – Multi Outlets:				
1 Meter Tested	L	154.00	158.00	
2 Meters Tested	L	253.00	259.00	
3 Meters Tested	L	345.50	353.50	
4 Meters Tested	L	440.00	450.50	
5 Meters Tested	L	532.50	545.00	
6 Meters Tested	L	625.00	639.50	
7 Meters Tested	L	706.00	722.50	
8 Meters Tested	L	816.50	835.50	
Charge to cover any additional costs involved in testing ancillary equipment such as payment acceptors based on the above fee plus a charge per hour (minimum of 2 hours)	L	61.32 per hour	62.52 per hour	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Special Weighing and Measuring Equipment For all specialist work undertaken by the service which is not included above a charge per hour on site (minimum charge of 2 hours) plus cost of provision of testing equipment applies	L	61.32 per hour	62.52 per hour	
Discounts Fees from Measures to Certification Calibration will be discounted as follows :- a) Where more than a single item is submitted on one occasion the second and subsequent fees will be reduced by 20% b) Where tests are undertaken using appropriately certified weights and equipment not supplied by the Borough Council the fees will be reduced by 20% c) Special rates can be negotiated for multiple submissions or where assistance with equipment or labour is provided NB – Where different fees are involved the highest fee will be charged in full and any discounts calculated from the remaining lesser fees				
Licensing – VAT not applicable				
Explosives and Fireworks Licences (Statutory Fee) Licence for the storage of explosives Licence for the sale of fireworks all year round	N N	**See Note **See Note	**See Note **See Note	
**These are statutory rates that are set centrally in April				
				Minimal
PARKING – all off-street charges are inclusive of VAT at 20%				
Car Parks (Short Stay) – per hour				
Abbotts Yard	L	1.00	1.00	
Commercial Street East & West	L	1.00	1.00	
Feethams Multi Storey Car Park	L	1.00	1.00	
Winston Street North & South	L	1.00	1.00	
Car Parks – Mixed Charges Archer Street, Garden Street, Kendrew Street East & West, Hird Street, St Hilda's & Park Place East & West				
First 2 hours	L	Free	Free	
3 hours	L	1.00	1.00	
Per day	L	4.00	4.00	
Per week	L	16.00	16.00	
East Street				
Per hour	L	1.00	1.00	
Per day	L	2.00	2.00	
Car Parks – Long Stay				
Chestnut Street				
Cars first 2 hours	L	Free	Free	
Cars 3 hours	L	1.00	1.00	
Cars per day	L	2.00	2.00	
Cars per week	L	8.00	8.00	
HGV/coach per day	L	Free	Free	
HGV/coach per night (6pm-8am)	L	4.00	4.00	
Park Lane				
Per day	L	5.00	5.00	
Central House				
Saturday all day	L	4.00	4.00	
Bank Holiday all day	L	4.00	4.00	
All Car Parks				
Sunday all day	L	1.00	1.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
On Street Parking (up to 2 hours no return within 1 hour EXCEPT for Grange Road & Northumberland Street up to 3 hours no return within 1 hour and East Row 30 minutes maximum no return within 1 hour) Per 30 mins	L	0.50	0.50	
Car Parks – Contract Parking – all charges are inclusive of VAT at 20%				
Parking locations as determined by the Director of Neighbourhood Services and Resources.				
Per year one space	L	950.00	950.00	
Per year two spaces	L	900.00	900.00	
Per year three spaces	L	860.00	860.00	
Per year four spaces	L	830.00	830.00	
Per year five to nine spaces	L	800.00	800.00	
Per year ten or more spaces	L	700.00	700.00	
Four Riggs				
Per calendar month	L	64.00	64.00	
Winston Street West				
Per space per year	L	1,100.00	1,100.00	
Car Parks – Staff & Members per year	L	173.04	173.04	
Residents Parking Permits				
3 month temporary permit	L	12.00	12.00	
6 month permit	L	24.00	24.00	
12 month permit	L	40.00	40.00	
Tradesmen Parking Permits				
Daily Waiver	L	5.00	5.00	
3 month permit	L	50.00	50.00	
6 month permit	L	90.00	90.00	
12 month permit	L	150.00	150.00	
				NIL
BUILDING CONTROL				
Items inclusive of VAT at 20%				
Letter confirming exemption	L	Free	Free	
Letter confirming enforcement action will not be taken	L	Free	Free	
Decision/Approval Notice (Building Control)				
Responding to request for historical information from electronic databases (email response)	L	Free	Free	
Responding to request for historical information from electronic databases (letter response)	L	1.00	1.00	
Responding to request for historical information from manually recorded data (email response)	L	Free	Free	
Personal searches (email response)	L	Free	Free	
The Building (Local Authority Charges) Regulations 2010 Plus VAT at 20%				
Work charged on individual job basis	L	As agreed with client	As agreed with client	
				NIL

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
DOLPHIN CENTRE				
Pricing based on the introduction of a leisure card.				
Swimming				
Adult swim				
Card holder	L	3.65	3.75	
Non card holder	L	4.20	4.30	
Concession	L	2.75	2.85	
Junior Swim	L	2.45	2.55	
Concession	L	1.85	1.90	
Family swim junior rate discount (up to 4 children accompanying 1 adult)				
Per card holder	L	1.85	1.90	
Per non card holder	L	2.15	2.20	
Under 5 years	L	1.05	1.10	
Under 12 months	L	Free	Free	
Lessons	L	45.00	46.50	
Fitness Areas				
The Gym				
Card holder	L	4.35	4.55	
Non card holder	L	5.00	5.25	
Concession	L	3.25	3.40	
Junior Gym	L	3.50	3.70	
Concession	L	2.65	2.80	
Health & Fitness Classes				
Health & Fitness Classes				
Card holder	L	3.90	3.95	
Non card holder	L	4.50	4.55	
Concession	L	2.95	2.95	
Multi Activity Sessions				
Badminton Daytime Session				
Card holder	L	2.40	2.60	
Non card holder	L	2.75	3.00	
Half Main Hall				
Adult				
Card holder	L	43.50	43.50	
Non card holder	L	50.00	50.00	
Junior (1 hour courts only)	L	30.00	30.00	
Weekday lunchtime				
Card holder	L	38.00	38.00	
Non card holder	L	42.00	42.00	
Badminton				
Adult				
Card holder	L	7.65	7.90	
Non card holder	L	8.80	9.10	
Concession	L	5.75	5.95	
Junior (1 hour courts only)	L	4.05	4.25	
Concession (1 hour courts only)	L	3.05	3.20	
Squash Courts				
Adult				
Card holder	L	6.90	6.90	
Non card holder	L	7.95	7.95	
Concession	L	5.20	5.20	
Junior (up to 5pm on weekdays only)	L	3.55	3.55	
Concession (up to 5pm on weekdays only)	L	2.65	2.65	
Equipment Hire				
Footballs	L	Free	Free	
Footballs – Deposit (FOC for card holders)	L	5.00	5.00	
Badminton	L	2.00	2.00	
Badminton – Deposit (FOC for card holders)	L	5.00	5.00	
Squash Racquets	L	2.00	2.00	
Squash Racquets – Deposit (FOC for card holders)	L	5.00	5.00	
Table Tennis Bats	L	1.40	1.40	
Table Tennis Bats – Deposit (FOC for card holders)	L	5.00	5.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Pram Lock	L	Free	Free	
Pram Lock – Deposit (FOC for card holders)	L	5.00	5.00	
Children's Activities				
Crèche	L	3.30	3.40	
Soft play admissions	L	3.60	3.70	
Sensory Room	L	3.60	3.70	
Parent/toddler (Soft play)	L	3.60	3.70	
Other Activities				
Showers				
Card holders	L	1.75	1.85	
Non card holders	L	2.00	2.10	
Fit 4 Life Packages				
12 month Full Membership	L	299.40	299.40	
12 month Seniors	L	228.00	228.00	
12 month Student	L	180.00	180.00	
6 Month Full	L	195.00	195.00	
12 Month Upfront	L	275.00	275.00	
Swimming Pools				
Main Pool - per hour	L	86.40	89.00	
Diving Pool - per hour	L	48.60	50.00	
Teaching Pool - per hour	L	48.60	50.00	
Gala - per hour				
Swimming Galas - whole complex				
Normal opening hours - per hour	L	275.40	284.00	
Outside normal opening hours - per hour	L	145.80	150.00	
Swimming Galas - Schools, Junior Clubs and Organisations				
Main Pool - Peak	L	194.40	200.00	
Main Pool - Off Peak	L	135.00	139.00	
Main Pool and Teaching Pool - Peak	L	162.00	167.00	
Main Pool and Teaching Pool - Off Peak	L	167.40	172.00	
Electronic Timing	L	81.00	83.00	
Dry Sports Hall				
Main Sports Hall - per hour	L	91.70	94.00	
Special Events - per hour Weekends	L	289.90	309.00	
Preparation - per hour Weekends	L	156.20	161.00	
Special Events - Schools - per hour off peak	L	43.00	44.00	
Meeting Room	L	31.00	32.00	
Seminar Room/Stephenson Suite	L	31.00	32.00	
Central Hall				
All Events (except commercial, exhibitions and local societies)	L	95.00	98.00	
Exhibitions - commercial - per hour	L	124.00	128.00	
Local Societies event - per hour	L	65.00	67.00	
				23,500.00
PARKS				
Bowls Season Ticket	L	37.00	37.00	
Concession	L	28.00	28.00	
Football - Hire of Hundens Park Pitch Seniors' Match	L	36.00	36.00	
Juniors Match	L	20.00	20.00	
				NIL

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
EASTBOURNE SPORTS COMPLEX				
3G Pitch				
Non Charter Standard Pay and Play (No VAT)				
3G 1/3 per hour – Adult	L	45.00	46.00	
3G 1/3 per hour – Junior	L	28.00	29.00	
3G Full pitch per hour – Adult	L	75.00	77.00	
3G Full pitch per hour – Junior	L	48.00	50.00	
Charter Standard and Partner Clubs (No VAT)				
3G 1/3 hour	L	35.00	36.00	
3G Full pitch hour	L	50.00	52.00	
Partner Club Rate Fridays 3G Full pitch hour	L	30.00	31.00	
Off Peak Summer Prices (May to August) Charter Standard and Partner Clubs Only				
3G 1/3 hour	L	15.00	15.50	
3G Full pitch hour	L	25.00	26.00	
Grass Pitch				
Adult per match	L	35.80	37.00	
Junior per match	L	18.00	19.00	
Athletics Track				
Non club rate				
Adult	L	3.50	3.60	
Junior	L	2.10	3.20	
Full track per hour	L	31.00	32.00	
Club rate				
Adult	L	2.25	3.00	
Junior	L	1.45	3.00	
Gym				
Adult	L	4.00	4.20	
Cardiac Concession	L	2.20	2.20	
Junior	L	2.00	2.00	
Adult induction	L	10.30	10.50	
Junior Induction	L	7.75	8.00	
Personal training per hour	L	20.00	20.00	
3 months membership	L	60.00	60.00	
12 month full upfront membership	L	150.00	150.00	
12 month direct debit membership per month	L	15.00	15.00	
Other				
Shower	L	1.70	1.80	
Function room and pavilion hire per hour	L	19.00	20.00	
				2,500.00
HIPPODROME & HULLABALOO				
Hire & Conferencing (all pricing exclusive of VAT)				
John Wade Group Lounge - max capacity 40 (theatre style) - per hour	L	40.00	40.00	
John Wade Group Lounge - max capacity 40 (theatre style) - day hire**	L	240.00	240.00	
Living Water Tower Room - max capacity 18 - per hour	L	30.00	30.00	
Living Water Tower Room - max capacity 18 - day hire**	L	200.00	200.00	
Hippo Lounge - max capacity 70 - per hour	L	40.00	40.00	
Hippo Lounge - max capacity 70 - day hire**	L	240.00	240.00	
Hippo Education Space - max capacity 40 (workshop of approx. 25) - per hour	L	40.00	40.00	
Hippo Education Space - max capacity 40 (workshop of approx. 25) - day hire**	L	240.00	240.00	
Hullabaloo Rehearsal Space - max capacity 35 - per hour	L	40.00	40.00	
Hullabaloo Rehearsal Space - max capacity 35 - day hire**	L	240.00	240.00	
Hullabaloo Café - max capacity 70 - per hour	L	40.00	40.00	
Hullabaloo Café - max capacity 70 - day hire**	L	240.00	240.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Hippodrome Theatre Hire - max capacity 1,000 - w/end full day	L	1,500.00	1,500.00	
Hippodrome Theatre Hire - max capacity 1,000 - w/end half day	L	750.00	750.00	
Hippodrome Theatre Hire - max capacity 1,000 - w/day full day	L	1,250.00	1,250.00	
Hippodrome Theatre Hire - max capacity 1,000 - w/day half day	L	650.00	650.00	
Hullabaloo Theatre Hire - max capacity 150 - per hour	L	60.00	60.00	
Hullabaloo Theatre Hire - max capacity 150 - day hire**	L	360.00	360.00	
**day hire - 9am to 6pm				NIL
CATTLE MARKET				
Tolls				
Cattle	L	13.30	13.30	
Sheep, pigs, calves	L	4.35	4.35	
Levies				
Cattle	L	10.64	10.64	
Sheep, pigs, calves	L	3.48	3.48	
Rent	L	4,000.00	4,000.00	
				NIL
HEAD OF STEAM				
Admission				
Adult	L	4.95	4.95	
Concession	L	3.75	3.75	
Children (6-16 years old)	L	3.00	3.00	
Children (under 6)	L	No charge	No charge	
Single annual pass	L	10.00	10.00	
Family day pass (2 adults & 4 children)	L	10.00	10.00	
Family annual pass (2 adults & 4 children)	L	15.00	15.00	
School Visit	L	No charge	No charge	
Research				
Research	L	£30.00 (min 1 hour & max 3 hours)	£30.00 (min 1 hour & max 3 hours)	
Research by Curator	L	£30.00 (min 1 hour & max 3 hours)	£30.00 (min 1 hour & max 3 hours)	
Short research (up to 10 mins)	L	Free except for £5.00 minimum handling fee for scans, photocopies and postage	Free except for £5.00 minimum handling fee for scans, photocopies and postage	
Photocopying				
A4 (B&W)	L	0.20	0.20	
A3 (B&W)	L	0.40	0.40	
A4 (B&W)	L	0.50	0.50	
A3 (Colour)	L	1.00	1.00	
A0 plan copies (B&W)	L	6.50	6.50	
Digital Copies (personal) per image				
Scan of document (max A3)	L	Free except for £5.00 minimum handling fee for scans	Free except for £5.00 minimum handling fee for scans	
Scan of photograph (max A3)	L	6.50	6.50	
Day photo pass	L	10.00	10.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Digital Copies (commercial) per image				
Small local charitable, educational including websites	L	6.50	6.50	
Local commercial including websites	L	15.00	15.00	
Books, specialist magazines, journals & newspapers including websites	L	30.00	30.00	
Regional TV/Video/Film/DVD	L	50.00	50.00	
National/international TV/Video/Film/DVD	L	100.00	100.00	
Discount for 10 images or more	L	0.10	0.10	
Postage and Packing				
Up to A4 (in UK only)	L	Free except for 5.00 minimum handling fee	Free except for 5.00 minimum handling fee	
'Package' size and/or outside UK delivery	L	Dependant on size and weight	Dependant on size and weight	
Filming Fees				
Student Production (during opening hours)	L	Free but donation welcome	Free but donation welcome	
Small Productions (per day)	L	350.00	350.00	
Large Productions (per day)	L	700.00	700.00	
Conference Facilities				
During opening hours (per hour)	L	25.00	25.00	
Outside opening hours (per hour)	L	32.50	32.50	
Use by Museum partners (during opening hours)	L	Free	Free	
Hire of Museum Field				
Educational Use	L	No charge	No charge	
Corporate Events	L	Negotiated on an individual basis	Negotiated on an individual basis	
				NIL
REFUSE COLLECTION AND DISPOSAL				
Refuse sacks (per 25) (Exclusive of VAT)	L	96.45	99.35	
Bulky Household Collection up to 6 items	L	17.17	17.70	
Garden waste sacks (Non-Vatable)	L	10.30	10.60	
Cost of replacement (inclusive of 20% VAT)				
360L Wheeled Bin	L	50.30	50.30	
240L Wheeled Bin	L	19.80	19.80	
Caddie	L	5.10	5.10	
Glass Box	L	3.25	3.25	
55L Box	L	1.60	1.60	
Lid for recycling box	L	1.35	1.35	
Lid for 240 bin	L	4.95	4.95	
				2,400.00
CEMETERIES				
Burial fees without exclusive right of burial (these fees will be tripled where the deceased is a non-resident of Darlington at time of death)				
Individual foetal remains	N	No Charge	No Charge	
Stillborn or child not exceeding 12 months	N	No Charge	No Charge	
Person over 12 months up to 18 years	N	300.00	No Charge	
Person over 18 years	L	800.00	825.00	
Burial fees with exclusive right of burial (these fees will be doubled where the deceased is a non-resident of Darlington at time of death)				
Individual foetal remains	N	No Charge	No Charge	
Child not exceeding 12 months	N	No Charge	No Charge	
Person over 12 months up to 18 years	N	300.00	No Charge	
Person over 18 years	L	800.00	825.00	
Cremated remains	L	200.00	200.00	
Exclusive rights of burial (these fees will be doubled if the purchaser is a non-resident of Darlington if not purchased at time of first interment).				
Exclusive burial rights (50 years)	L	850.00	900.00	
Exclusive burial rights for a bricked grave	L	1,700.00	1,800.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Other charges				
Scattering of cremated remains	L	45.00	45.00	
Indemnity form (to produce duplicate grant)	L	45.00	45.00	
Use of Cemetery Chapel	L	100.00	100.00	
After post mortem remains	L	200.00	200.00	
Evergreens (including grass mats)	L	65.00	65.00	
Exhumation of a body (excl. re-interment)	L	2,000.00	2,000.00	
Exhumation of cremated remains (excl. re-interment)	L	500.00	500.00	
Grave Maintenance (inclusive of 20% VAT)				
Initial payment	L	50.00	50.00	
Annual Maintenance	L	36.00	36.00	
Memorials (fees will be doubled where the deceased to whom the memorial/inscription refers was non-resident of Darlington at time of death)				
Memorial rights including first inscription (30 years)	L	220.00	220.00	
Provision of kerbs – traditional sites only)	L	100.00	100.00	
Vases not exceeding 300mm	L	80.00	80.00	
Additional inscription	L	80.00	80.00	
Total financial effect for Cemeteries				7,000.00
CREMATORIUM				
Crematorium fees (inclusive of certificate of cremation, use of organ and scattering of remains in Gardens of Remembrance at an unreserved time)				
Individual foetal remains	N	No charge	No charge	
Hospital arrangement – foetal remains	L	200.00	200.00	
Stillborn or child not exceeding 12 months	N	No charge	No charge	
Person over 12 months up to 18 years	N	300.00	No charge	
Person over 18 years	L	773.00	800.00	
After post mortem remains	L	200.00	200.00	
Other charges				
Medical Referee Fee	N	20.00	20.00	
Environmental Surcharge (set by CAMEO)	N	55.00	55.00	
Postal Carton	L	15.00	20.00	
Metal Urn	L	40.00	40.00	
Wooden Casket	L	50.00	50.00	
Baby Urn	L	10.00	10.00	
Crematorium Chapel	L	100.00	100.00	
Scattering of remains at reserved time	L	45.00	45.00	
Book of Remembrance (inclusive of 20% VAT)				
Single Entry (2 lines)	L	70.00	70.00	
Double Entry (3 or 4 lines)	L	110.00	110.00	
Additional lines	L	25.00	25.00	
Crest or floral emblem	L	115.00	115.00	
Memorial Cards (inclusive of 20% VAT)				
Single entry card (2 lines)	L	20.00	25.00	
Double entry card (3 or 4 lines)	L	27.00	30.00	
Additional lines	L	5.00	5.00	
Crest of floral emblem	L	60.00	70.00	
Personal photographs – set up	L	40.00	50.00	
Additional photographs – after set up	L	10.00	10.00	
Memorial Books (inclusive of 20% VAT)				
Single entry book (2 lines)	L	70.00	80.00	
Double entry card (3 or 4 lines)	L	77.00	85.00	
Additional lines	L	5.00	5.00	
Crest of floral emblem	L	60.00	70.00	
Personal photographs – set up	L	40.00	50.00	
Additional photographs – after set up	L	10.00	10.00	
Triptych (inclusive of 20% VAT)				
Single entry card (2 lines)	L	65.00	67.00	
Double entry (3 or 4 lines)	L	72.00	72.00	
Additional lines	L	5.00	5.00	
Crest or floral emblem	L	60.00	70.00	
Personal Photographs – set up	L	40.00	50.00	
Additional Photographs – after set up	L	10.00	10.00	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Other Memorial Schemes				
Replacement kerb vase plaque	L	300.00	300.00	
Replacement flower holder	L	5.00	5.00	
Wall plaques	L	245.00	245.00	
Planter plaques	L	365.00	365.00	
Lease of space for memorial plaques (per annum)	L	25.00	25.00	
Total financial effect for Crematorium				35,000.00
ALLOTMENTS				
Rent per year	L	145.00	170.00	
				1,400.00
SOUTH PARK RESOURCE CENTRE				
Educational Events (£/child for a full day)	L	4.00	4.10	
Educational Events (£/child for half day)	L	2.50	2.60	
				Minimal
HIGHWAYS				
Private apparatus in the Highway (new installations)	L	350.00	350.00	
Private Road Openings (repair existing)	L	125.00	125.00	
Vehicle Crossings – estimate fee (taken as part of payment if go ahead with the works)	L	25.00	25.00	
Vehicle Crossings (plus actual construction costs)	L	100.00	100.00	
Vehicle Crossings if planning permission required on a classified road (plus actual construction costs)	L	150.00	150.00	
Temporary Road Closure Notices	L	125.00	130.00	
Temporary Road Closure Orders (plus advertising)	L	250.00	275.00	
Emergency Road Closures	L	125.00	125.00	
Street Naming Royal Mail Income (per address, Nationally agreed price LGIH)	L	1.00	1.00	
Street Naming & Numbering of Properties:				
- Per road name (developer suggests)	L	160.00	165.00	
- Per road name (council names)	L	160.00	200.00	
- Per plot	L	15.00	15.00	
Street Naming & Numbering of Properties:				
- Per plot or renaming of a property	L	30.00	35.00	
Rechargeable Works	L	Actual cost + 10%	Actual cost + 10%	
Temporary Traffic Light Applications	L	No Charge	No Charge	
Section 50 Licence	L	300.00	300.00	
Section 50 Licence associated bond costs	L	Individually priced based on requirements	Individually priced based on requirements	
Access protection markings	L	No charge	No charge	
Tourist Sign (plus actual cost of sign)	L	£75.00 + VAT	£75.00 + VAT	
Accident Data Requests	L	£75.00 + VAT	£75.00 + VAT	
Traffic Count Data	L	75.00	75.00	
Street Lighting Design Service	L	Individually priced based on charge out rate	Individually priced based on charge out rate	
Oversailing Licence	L	No charge	No charge	
Banner Licence	L	No charge	No charge	
Placing Goods on the Highway	L	155.00	155.00	
Deposits upon the Highway	L	No charge	No charge	
Temporary Development Signs – Admin Fee	L	200.00	200.00	
Temporary Development Signs – DBC undertake work on behalf of developer	L	Actual costs	Actual costs	
Switch off / on traffic signal / pelican crossings – per visit	L	150.00	150.00	
Unauthorised marks or affixing of signs to street furniture	L	No charge	No charge	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Section 278 Highway works agreement	N	6% of works + legal if delivered by developer	6% of works + legal if delivered by developer	
Section 116 Stopping Up of the Highway	N	Actual Costs	Actual Costs	
Section 38 Road Adoption agreement	N	6% of works + legal if delivered by developer	6% of works + legal if delivered by developer	
NRSWA Defect Charges	N	Nationally set scale of charges	Nationally set scale of charges	
NRSWA Road Opening Inspection Charges (sample)	N	Nationally set scale of charges	Nationally set scale of charges	
Section 74 – charges for overstay	N	Nationally set scale of charges	Nationally set scale of charges	
				Minimal
PUBLIC RIGHTS OF WAY				
Public Path Orders (HA 80 S 118 and 119, TCPA 90 s247, 257) Actual cost based on charge out rate plus advertising and legal costs				
PROW Temporary Closures – as Highways fees and charges				
Landowner Rights of Way Statement and Declaration s31.6				
One parcel of land, includes 2 notices	L	250.00	250.00	
Additional parcel	L	50.00	50.00	
Additional notice	L	50.00	50.00	
Authorisation for installing a new gate or stile (HA 80 s147)	L	100.00	100.00	
Path Orders under Deregulation Act Actual cost based on charge out rate plus advertising and legal costs, to include but not restricted to pre-application advice, processing the application, resolving objections, making the order, confirmation of the order, and any subsequent Public Inquiry or Hearing				
				NIL
SUSTAINABLE TRANSPORT				
Charges for Concessionary Travel (ENCTS); Replacement pass for lost/stolen without a CRN				
	L	10.00	10.00	
Learn to Ride per session (child)	L	3.00	3.00	
Production, placement and retrieval of notices when bus stops are temporarily per bus stop	L	60.00	60.00	
Production and placement of bus timetable information when bus services have to be re-registered due to road closures – up to 6 timetables	L	84.00	84.00	
				NIL
TRANSPORT SERVICES				
Charges for Taxi Licensing;				
Taxi Vehicle Test	L	50.00	50.00	
Taxi Vehicle Test and MOT	L	60.00	60.00	
Failure to attend (less than 48 hours' notice)	L	50.00	50.00	
Re-test	L	25.00	25.00	
Re-test including emissions	L	35.00	35.00	
Re-test emissions only	L	10.00	10.00	
Charges for General Public;				
MOT for Motorbike Class I & II	L	25.00	25.00	
MOT for Standard Car Class IV	L	35.00	35.00	
MOT for Class V Vehicles	L	40.00	40.00	
MOT for Class VII Vehicles	L	40.00	40.00	
				NIL

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
PRIVATE SECTOR HOUSING				
Works in default & statutory activities per hour	L	45.00	46.00	
Housing inspections & consultancy per hour (inclusive of VAT)	L	54.00	55.00	
Charge for the service relevant Housing Act 2004 legal notice	L	405.00	413.00	
Securing empty homes (addition of VAT by agreement)	L	270.00	275.00	
Houses in Multiple Occupation Activities;				
HMO licence fee per letting/let/tenancy	L	178.50	183.00	
Other relevant HMO activities per hour	L	45.00	46.00	
Housing Immigration Inspections;				
Within 10 working days (including VAT)	L	135.00	138.00	
Fast Track within 5 working days (including VAT)	L	180.00	184.00	
General Enforcement Activities:				
Hourly rate for preparation of case reports/prosecutions	L	45.00	46.00	
Additional copies of legal notices via post	L	10.00	10.00	
Smoke and Carbon Monoxide Alarms (England) Regulation 2015;				
Fines for failing to provide a working smoke or carbon monoxide alarm. Offence by the same individual or organisation;				
First	N	500.00	500.00	
Second	N	1,000.00	1,000.00	
Third	N	2,000.00	2,000.00	
Fourth	N	3,000.00	3,000.00	
Fifth or more	N	5,000.00	5,000.00	
The Redress Schemes for Letting Agency Work and Property Management Work (England) Order 2014;				
Fines for failing to join an approved letting and management redress scheme;				
Businesses that have been served with a notice of intent and failed to join an approved scheme	N	5,000.00	5,000.00	
Businesses that have joined an approved scheme following the service of the notice of intent	N	4,000.00	4,000.00	
Businesses that have joined an approved scheme prior to enforcement action being taken, after the 1st October 2014	N	3,000.00	3,000.00	
Energy Efficiency (Private Rented Property) (England and Wales) Regulations				
Penalty (less than 3 months in breach) renting a non-compliant property	N	Up to 2,000.00 and/or publication penalty	Up to 2,000.00 and/or publication penalty	
Penalty (3 months or more in breach) renting out a non-compliant property	N	Up to 4,000.00 and/or publication penalty	Up to 4,000.00 and/or publication penalty	
Providing false or misleading information on the PRS Exemptions Register	N	Up to 1,000.00 and/or publication penalty	Up to 1,000.00 and/or publication penalty	
Failing to comply with a compliance notice	N	Up to 2,000.00 and/or publication penalty	Up to 2,000.00 and/or publication penalty	

Description	Type**	Existing Charge £	New Charge £	Financial Effect £
**KEY for basis of fee and charges setting, L - Locally Agreed, N - Nationally Agreed				
Housing and Planning Act 2016				
Failure to comply with an Improvement Notice (under section 30 of the Housing Act 2004)	N	Civil penalties of up to 30,000 per offence as an alternative to prosecution	Civil penalties of up to 30,000 per offence as an alternative to prosecution	
Failure to comply with a Prohibition Order (under section 32 of the Housing Act 2016 (due to be enacted in November 2017);				
Breach of a banning order made under section 21 of the Housing and Planning Act 2016 (due to be enacted in November 2017);				
Using violence to secure entry to a property (under section 6 of the Criminal Law Act 1977)				
Illegal eviction or harassment of the occupiers of a property (under section 1 of the Protection from Eviction Act 1977)				
COST OF REVENUE COLLECTION				Minimal
Council Tax – All Charges do not incur VAT				
Issue of Summons for Liability Order	L	33.00	35.50	
Issue of Liability Order	L	44.00	44.00	
Issue of Summons for Committal Hearing	L	90.00	90.00	
Issue of Statutory Demand	L	157.50	157.50	
Business Rates (NNDR) – All Charges do not incur VAT				Minimal
Issue of Summons for Liability Order	L	37.00	35.50	
Issue of Liability Order	L	50.00	44.00	
Issue of Summons for Committal Hearing	L	90.00	90.00	
Issue of Statutory Demand	L	157.50	157.50	
				Minimal

APPENDIX 4

**KEY ASSUMPTIONS USED IN PROJECTED
RESOURCES, EXPENDITURE AND INCOME 2019-23**

Factor	Assumption
Resources	
Council Tax base	Variable depending on projected additional properties.
Council Tax	2.99% increase in 2019/20 year and then a 2.99% increase in 2020/21, 2021/22 & 2022/23.
Council Tax collection	99% collected
Government Grants	Government grants for 2019-20 as indicated in settlement and indicative figures for 2020/21 – 2022/23.
	Increase in Business Rates Scheme and Top Up Grant of 2.2% 2019/20 and 2% thereafter (projected CPI).
	Reduction in Revenue Support Grant of 44% in 2019/20 & 13% in 2020/21.
Expenditure	
Pay inflation	2019-20 2% and assimilation to national scheme and thereafter 2%.
Price inflation	Only contractual inflation on running costs
Local Government Pension Scheme	Stepped Employers contributions of 16.8% in 2019/20 and thereafter plus a lump sum payment to pension fund for Past Service Deficit in 2019/20.
Financing Costs	
Interest rates payable	Average rate on existing debt 2019-20, 3.60%; 2020-21, 3.63%; 2021-22, 3.68%; 2022-23, 3.71%.
Interest rates payable on new debt – 10 year rate	2019/20, 2.70%; 2020/21, 2.98%; 2021/22, 3.18%; 2022/23, 3.20%.
Interest rates receivable	2019/20, 1.00%; 2020/21, 1.25%; 2021/22, 1.50%; 2022/23, 1.75%.
Income	
Inflationary increases	Various based on individual service considerations

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REVENUE BUDGET MANAGEMENT 2018/19

<u>Projected General Fund Reserve at 31st March 2019</u>		2018-22 MTFP (Feb 2018)
Medium Term Financial Plan (MTFP) :-		£000
MTFP Planned Opening Balance 01/04/2018		20,233
Approved net contribution from balances		(4,743)
Planned Closing Balance 31/03/2019		15,490
Increase in opening balance from 2017-18 results		530
Projected corporate underspends / (overspends) :-		
Adult Social Care & Health based savings		400
Resources based savings		25
Council Wide		29
Financing Costs		591
Projected General Fund Reserve (excluding Departmental) at 31st March 2019		17,065
Planned Balance at 31st March 2019 Improvement		15,490 <u><u>1,575</u></u>

<u>Departmental projected year-end balances</u>		Improvement / (decline) compared with 2018-22 MTFP
		£000
Children & Adults Services		(432)
Economic Growth & Neighbourhood Services Resources		17 (44)
TOTAL		<u><u>(459)</u></u>

<u>Summary Comparison with :-</u>		2018-22 MTFP
		£000
Corporate Resources - increase in opening balance from 17/18 results		530
Corporate Resources - additional in-year Improvement/(Decline)		620
Quarter 1 budget claw back		425
Departmental - Improvement / (Decline)		(459)
Improvement / (Decline) compared with MTFP		<u><u>1,116</u></u>
Projected General Fund Reserve at 31st March 2019		<u><u>16,606</u></u>

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RISK RESERVE

	Risk	Consequence	Scale	Financial Loss £m	Likelihood %	Annual Risk £m	Period (Years)	Reserve Required £m
ECONOMIC	Economic Downturn	Reduced Revenue Income – Leisure, Parking, Planning, Property	£12m @ £0.120m per 1% - assess risk of further 5%	0.600	25%	0.150	2	0.300
		Failure of significant service provider contractors	£36m pa corporately – assess risk of 10% cost increase	3.600	10%	0.360	2	0.720
	Energy Costs Significant Increases	Higher Annual Revenue Costs		0.200	20%	0.040	2	0.080
	General Price Inflation	Higher Annual Revenue Costs	£40m – assess risk of 3%	1.200	20%	0.240	2	0.480
	Slow down in housing growth	Not achieving house growth as anticipated	100 Band D equivalents @ £0.003m (CT + NHB)	0.300	20%	0.060	2	0.120
	Adverse Changes in Interest Rates	Higher Financing costs	Net Debt £120m @ 1% = £1.2m	1.200	10%	0.120	1	0.120
	Brexit	Increased demand and reduced income	£80m net revenue budget @1%	0.800	25%	0.200	2	0.400
	Pandemic or Similar Event	Increased employee absence requiring cover at extra cost	£0.5M per 1% of employee costs	0.500	10%	0.050	1	0.050
SERVICES	New Children’s Care Packages	Higher Costs	Average £0.200m per Case – 5 cases	1.000	30%	0.300	4	1.200
			Average £0.040m per case – 10 cases	0.400	30%	0.120	4	0.480
	Social Care Increasing Demand	Higher annual Revenue Costs		0.500	20%	0.100	2	0.200
	Capital Overspends	Fund from Revenue (no Capital Resources available)	One-off £5M funded over 10 years	0.500	10%	0.050	2	0.100
GENERAL	Corporate Manslaughter	Unlimited Fine	Assess risk of £10M fine	10.000	1%	0.100	1	0.100
TOTAL GENERAL FUND RESERVE REQUIREMENT								4.350

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MEDIUM TERM FINANCIAL TERM 2019 TO 2023

	2019/20	2020/21	2021/22	2022/23
	£m	£m	£m	£m
Children and Adults Services	55.607	56.298	57.747	59.602
Economic Growth & Neighbourhood Services	20.173	20.689	21.772	22.355
Resources	10.062	10.194	10.402	10.636
Financing costs	0.997	1.231	1.358	1.650
Joint Venture - Investment Return	(1.212)	(1.028)	(0.812)	(0.517)
Council Wide savings/pressures	(0.108)	(0.110)	(0.046)	0.181
Contingencies	(1.472)	1.518	1.892	1.892
Contribution to/(from) revenue balances	(1.287)	(4.202)	(4.680)	(5.363)
Total Net Expenditure	82.760	84.590	87.633	90.435
<u>Resources - Projected and assumed</u>				
Council Tax	49.496	51.802	54.030	56.331
Business rates retained locally	16.147	17.720	18.049	18.385
Top Up	7.175	7.318	7.465	7.614
Revenue Support Grant (RSG)	3.556	3.102	3.102	3.102
New Homes Bonus (NHB)	1.675	1.501	1.840	1.856
Better Care Fund (BCF)	3.855	3.147	3.147	3.147
Additonal Social Care funding	0.856	0.000	0.000	0.000
Total Resources	82.760	84.590	87.633	90.435
<u>Balances</u>				
Opening balance	16.913	12.876	9.674	5.994
Risk Reserve	(4.350)	0.000	0.000	0.000
Contribution to GF from Collection Fund	1.600	1.000	1.000	0.000
Contribution to/(from) balances	(1.287)	(4.202)	(4.680)	(5.363)
Closing balance	12.876	9.674	5.994	0.631

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Capital Medium Term Financial Plan 2019/20 - 2022/23					
	2019/20	2020/21	2021/22	2022/23	Total
	£'000	£'000	£'000	£'000	£'000
Resources					
Capital Grants	5,929	3,649	3,649	3,649	16,876
HRA Revenue Contributions	5,854	5,632	5,620	5,620	22,726
HRA Investment Fund	4,780	3,780	3,280	1,500	13,340
HRA Capital Receipts	200	222	234	234	890
Borrowing	11,700	-	-	-	11,700
Corporate Resources	1,736	1,913	400	400	4,449
Total Resources	30,199	15,196	13,183	11,403	69,981
Commitments - see below	30,199	15,196	13,183	11,403	69,981
Resources Available for Investment	-	-	-	-	-
Children, Families & Learning					
School Condition Allocations	110	110	110	110	440
	110	110	110	110	440
Housing					
Adaptations / Lifts	150	150	150	150	600
Heating replacement programme	950	950	950	950	3,800
Structural works	500	300	300	300	1,400
Lifeline Services	50	50	50	50	200
Repairs before painting	100	100	100	100	400
Roofing	700	700	700	700	2,800
Garages	50	50	50	50	200
External Works (footpaths, fencing, etc.)	300	300	300	300	1,200
Smoke detection	25	25	25	25	100
Pavement Crossing	32	32	32	32	128
Replacement Door Programme	350	350	350	350	1,400
Window Replacement	500	500	500	500	2,000
IPM works	1,980	1,980	1,980	1,980	7,920
Comunal Works	100	100	100	100	400
New build (net of HCA grant)	16,480	3,780	3,280	1,500	25,040
Fees	267	267	267	267	1,068
	22,534	9,634	9,134	7,354	48,656
Transport					
Highway Maintenance	1,689	1,689	1,689	1,689	6,756
Integrated Transport	886	886	886	886	3,544
Local Growth Fund	425	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	425
Pothole Action fund	95	95	95	95	380
National Productivity Investment Fund	1,855	-	-	-	1,855
	4,950	2,670	2,670	2,670	12,960
Other Capital Programmes					
Disabled Facility Grants	869	869	869	869	3,476
	869	869	869	869	3,476
Council funded Schemes					
Economic Growth Investment Fund	336	513			849
Highways Maintenance - Unclassified roads	500	500			1,000
Highways Maintenance - Bridge Maintenance	500	500			1,000
Council owned property Capitalised Repairs	250	250	250	250	1,000
Advanced Design Fees	150	150	150	150	600
Total Council Funded Schemes	1,736	1,913	400	400	4,449
Total Spending Plans	30,199	15,196	13,183	11,403	69,981

Figures shown in italics are estimates, awaiting confirmation of funding streams.

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**EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE –
WORK PROGRAMME**

SUMMARY REPORT

Purpose of the Report

1. To provide Members with an update on the current work programme for this Scrutiny Committee.

Summary

2. Members will recall that, at previous meetings of this Scrutiny Committee, discussions have been held and agreement reached on areas where this Scrutiny Committee would like to focus its work. Work is currently being undertaken in relation to some of these areas of work is still due to commence on others.
3. The proposed work programme has been reviewed and revised to enable the Committee to analyse information for each topic area aligning it to the eight outcomes and three conditions in the Sustainable Community Strategy, and relevant performance indicators from the Performance Management Framework.
4. The proposed structure of the work programme will provide Members with the opportunity to develop each topic through a series of questions and drill down to investigate particular aspects of extensive topics.

Recommendation

5. Members' views are requested.

Paul Wildsmith
Managing Director

Background Papers

There were no background papers used in the preparation of this report.

Shirley Burton : Extension 5998

S17 Crime and Disorder	This report has no implications for Crime and Disorder
Health and Well Being	This report has no direct implications to the Health and Well Being of residents of Darlington.
Carbon Impact	There are no issues which this report needs to address.
Diversity	There are no issues relating to diversity which this report needs to address
Wards Affected	The impact of the report on any individual Ward is considered to be minimal.
Groups Affected	The impact of the report on any individual Group is considered to be minimal.
Budget and Policy Framework	This report does not represent a change to the budget and policy framework.
Key Decision	This is not a key decision.
Urgent Decision	This is not an urgent decision
One Darlington: Perfectly Placed	The report contributes to the Sustainable Community Strategy in a number of ways through the involvement of Members in contributing to the delivery of the five themes.
Efficiency	The Work Programmes are integral to scrutinising and monitoring services efficiently (and effectively), however this report does not identify specific efficiency savings.
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers

MAIN REPORT

Information and Analysis

6. The format of the proposed work programme has been reviewed to enable Members of this Scrutiny Committee to provide a rigorous and informed challenge to the areas for discussion.
7. Each topic links to the outcomes and the conditions in the Sustainable Community Strategy – One Darlington Perfectly Placed :-

SCS Outcomes :	Three Conditions :
Children with the Best Start in Life More Businesses more jobs	Build Strong Communities
A safe and caring community More people caring for our environment	Grow the Economy
More people active and involved Enough support for People when needed More people health and independent A place designed to thrive	Spend Every Pound Wisely

8. In addition, each topic links to performance indicators from the Performance Management Framework (PMF) to provide robust and accurate data for Members to use when considering topics and the work they wish to undertake.

Forward Plan and Additional Items

9. Members wish to add any topics to the above, a Quad of Aims will need to be developed and submitted prior to the item being brought to Scrutiny Committee, to ensure that it does contribute to the strategic aims of the Council.
10. Once the Work Programme has been agreed by this Scrutiny Committee, any Member seeking to add a new item to the work programme will need to complete a quad of aims. A revised process for adding an item to a previously approved work programme, has been agreed by the Monitoring and Co-ordination Group.

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EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME – 2018/19

Topic	Timescale	Lead Officer	SCS Outcome	Darlington Conditions	Link to PMF (Metrics)	Scrutiny's Role
Sickness Absence Year-end out-turn	12 th July, 2018	Helen Whiting	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 001	To consider the year-end figures
Health and Safety Year end out-turn	12 th July, 2018	Joanne Skelton	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 003	To consider the year-end figures
Medium-Term Financial Plan	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee 12 th July, 2018 (Quarter 1) 20 December 2018 (Quarter 2) 7 th February, 2019 (Quarter 3)	Elizabeth Davison	One Darlington Perfectly Placed	Spend Every Pound Wisely		To contribute and challenge the Medium Term Financial Plan and assist with the implementation and development of the required savings
Performance Management Framework	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee. 13 th September, 2018 (Quarter 1) 20 th December, 2018 (Quarter 2) 14 th March, 2019 (Quarter 3)	Barbara Copson/ Relevant Assistant Directors	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 001 FHR 003 FHR 008 FHR 009 FHR 019 HBS 002 HBS 003 HBS 009 HBS 010 LGP 008	To provide Members with an update regarding the Performance Management Framework.
Schedule of Charges	To be considered as part of the Medium-Term Financial Plan proposals	Elizabeth Davison/	One Darlington Perfectly Placed	Spend Every Pound Wisely		To review the current charges for services within the

Topic	Timescale	Lead Officer	SCS Outcome	Darlington Conditions	Link to PMF (Metrics)	Scrutiny's Role
		Relevant Assistant Directors				remit of this Scrutiny Committee
Procurement	12 th July 2018	Luke Swinhoe/Sarah Hutchinson	One Darlington Perfectly Placed	Spend Every Pound Wisely	LGP 008	To look at how the Council procures its contracts and the processes and procedures in place
Capital Management, Procurement and Controls	13 th September, 2018	Paul Wildsmith/Dave Winstanley/ Pauline Mitchell	One Darlington Perfectly Placed	Spend Every Pound Wisely	LGP 008	To look at the controls in place
Housing Revenue Account and the Housing Business Account	13 th September, 2018	Pauline Mitchell	One Darlington Perfectly Placed	Spend every pound wisely	HBS 002 HBS 003 HBS 009 HBS 010	To receive a briefing on the HRA and Housing Business Plan
Allocation of Section 106 Monies	To be programmed if needed.	John Anderson	One Darlington Perfectly Placed	Spend every pound wisely	ECI 108 ECI 114 ECI 115 ECI 116 ECI 117 ECI 130	To look at the information currently available in relation to Section 106 Agreements
Council Tax – Recovery Process	20 th December, 2018	Anthony Sandys	One Darlington Perfectly Placed	Spend every pound wisely	HBS 001 HBS 002 HBS 009 HBS 010	To look at the recovery process

FHR 001	DBC number of FTE working days lost due to sickness (excluding schools)
FHR 003	Number of reportable employee accidents / ill health
FHR 008	Number of complaints upheld by the Local Government Ombudsman/Housing Ombudsman
FHR 009	Number of complaints upheld by the Information Commissioner's Office
FHR 019	Staff turnover - Voluntary Leavers
HBS 002	Amount in £'s of Council Tax arrears collected
HBS 003	Amount in £'s of Housing Benefit overpayments recovered
HBS 009	% of Council Tax collected in year
HBS 010	% of Business Rates collected in-year
LGP 008	Contracted spend as a % of total non-salary spend
ECI 108	S.106 - Number entered into within current financial year
ECI 114	Total amount of S106 funding secured since 2010
ECI 115	S106 - Amount received [affordable housing/infrastructure/green space etc] since 2010
ECI 116	S106 - Total Amount outstanding [affordable housing/infrastructure/green space etc.] since 2010
ECI 117	S106 - Amount spent since 2010
ECI 130	% of Section 106 agreements signed within target time.

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