

# Adults and Housing Scrutiny Committee Agenda



**10.00 am Tuesday, 3 September 2019**  
**Committee Room No. 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 this Scrutiny Committee held on 2 July 2019 (Pages 1 - 2)
4. Housing Allocation Policy –  
Report of Director of Economic Growth and Neighbourhood Services  
(Pages 3 - 18)
5. Quality Standards Monitoring Outcomes 2019-2020 (Year 7): Agreement for the Provision of Residential Care for Adults and Older People and Older People with Mental Health Problems 2013-2021 –  
Report of Director of Children and Adult Services  
(Pages 19 - 32)
6. Work Programme –  
Report of Managing Director  
(Pages 33 - 80)
7. 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
8. Questions



**Luke Swinhoe**  
**Assistant Director Law and Governance**

**Friday, 23 August 2019**

**Town Hall**  
**Darlington.**

**Membership**

Councillors Bell, Clarke, Crumbie, Mrs Culley, Curry, Holroyd, Layton, M Nicholson, Preston, Renton and A J Scott

If you need this information in a different language or format or you have any other queries on this agenda please contact Paul Dalton, Elections Officer, 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 Email: [paul.dalton@darlington.gov.uk](mailto:paul.dalton@darlington.gov.uk) or Telephone 01325 405805

## ADULTS AND HOUSING SCRUTINY COMMITTEE

Tuesday, 2 July 2019

**PRESENT** – Councillors Bartch, Bell, Clarke, Mrs Culley, Curry, Holroyd, Layton, M Nicholson, Preston and A J Scott

**APOLOGIES** – Councillors Crumbie

**OFFICERS IN ATTENDANCE** – Kevin Kelly (Head of Learning Disability and Mental Health), Pauline Mitchell (Assistant Director Housing and Building Services) and Paul Dalton (Elections Officer)

### AH1 APPOINTMENT OF CHAIR

RESOLVED - That Councillor Curry be appointed Chair of this Committee for the Municipal Year 2019/20.

### AH2 APPOINTMENT OF VICE CHAIR

RESOLVED - That Councillor Preston be appointed Vice-Chair of this Committee for the Municipal Year 2019/20.

### AH3 TO CONSIDER TIMES OF MEETINGS OF THIS COMMITTEE FOR THE MUNICIPAL YEAR 2019/20, ON THE DATES AS AGREED ON THE CALENDAR OF MEETINGS BY CABINET AT MINUTE C110/FEB/19

RESOLVED – That meetings of this Committee for the Municipal Year 2019/20, be held at 10 a.m. on the dates, as agreed on the calendar of meetings by Cabinet at Minute C110/Feb/19.

### AH4 DECLARATIONS OF INTEREST

There were no declarations of interest reported at the meeting.

### AH5 TO APPROVE THE MINUTES OF THIS SCRUTINY COMMITTEE HELD ON 12 MARCH 2019

Submitted – The Minutes (previously circulated) of this Scrutiny Committee held on 12 March 2019.

**RESOLVED** - That the Minutes of the meeting of this Scrutiny Committee held on 12 March 2019 be approved as a correct record.

### AH6 PERFORMANCE INDICATORS Q4 2018/19

The Managing Director submitted a report to provide Members with performance data against key performance indicators for 2018/19 at Quarter 4. The submitted report provided performance information in line with an indicator set previously agreed by the Monitoring and Coordination Group, and subsequently by Scrutiny Committee Chairs. The indicators contained within the report were aligned to key priorities, and

the majority of the indicators were used to monitor the Corporate Plan 2017/21. Members were informed that eighteen key performance indicators were reported to the Committee, of which twelve related to Adult Social Care, and six to Housing Services.

The submitted report stated that of the twelve Adult Social Care key performance indicators, two (ASC 054 and ASC 055) were reported annually and did not appear within this report, and seven of the remaining ten indicators had targets. It was noted that five of these indicators had achieved their year-end targets (ASC 002; ASC 003; ASC 045; ASC 046 and ASC 049), with two indicators below the year-end target (ASC 050 – ‘Proportion of Carers using Social Care who receive Self-Directed Support’ and ASC 019 – ‘Percentage of People who have No Ongoing Care Needs following Completion of Provision of a Reablement Package’).

Members were informed that, of the six Housing Services indicators, four indicators had targets. Two of these indicators had achieved target this quarter (HBS 034 – ‘Average Number of Days to Re-Let Dwellings’ and HBS 072 – ‘Gas Servicing’), whilst two had not achieved target this quarter (HBS 013 – ‘Rent Arrears’ and HBS 016 – ‘Rent Collected’).

Members examined the Adult Social Care key performance indicators initially, and entered into discussion on the reporting system and were informed that the format in which data is provided to the Committee is being reviewed; the difference between residential care and extra care schemes; the importance and the development of the Council’s Reablement offer; the proportion of disabled adults in receipt of an Adult Social Care package who were in employment, and how this failed to recognise those disabled adults on benefits provided by the Department for Work and Pensions who were not in receipt of an Adult Social Care package; and the purpose and mechanism of ‘self-directed support’ and ‘direct payment’.

Members received an overview of the Housing Services key performance indicators, and discussion ensued on the impact that the introduction of Universal Credit had on rent arrears and rent collection, and the uncertainty surrounding the number of tenants that may be affected; the aspiration to move to a position of ‘No First Night Out’ in terms of preventing homelessness, and the strategy to involve agencies in referring as regard to homelessness; and the work done to reduce the time it took to re-let dwellings.

**RESOLVED** – That the report be received.

## **AH7 WORK PROGRAMME**

Members gave consideration to the Work Programme items scheduled to be considered by this Scrutiny Committee during 2019/20, and to any additional areas that Members would like to be included.

Members entered into discussion on the format of the Work Programme; the process by which items can be added to the Work Programme; and the potential for a briefing on homelessness prevention.

**RESOLVED** – That the report be received.

**ADULTS AND HOUSING SCRUTINY  
3 SEPTEMBER 2019**

**HOUSING ALLOCATION POLICY**

**SUMMARY REPORT**

**Purpose of the Report**

1. Members are asked to consider the proposed changes to the Common Allocations Policy for the Tees Valley Lettings Partnership.

**Summary**

2. The current policy requires updating to meet the following requirements:
  - (a) To enable the Council to meet its commitments in respect of the Tees Valley Lettings Partnership.
  - (b) To ensure consistency of policy across the sub region, ensuring clarity and transparency for applicants.
  - (c) To ensure that the policy is aligned with the legislative requirements – Homeless Reduction Act 2017 and therefore meeting our statutory requirements.
  - (d) To ensure that the policy is reflective of stakeholder feedback provided during the consultation process.

**Recommendation**

3. It is recommended that Members comment on the proposed amendments to the Tees Valley Common Allocations Policy.

**Ian Williams**  
**Director of Economic Growth and Neighbourhood Services**

**Background Papers**

Digital Lettings Solution Report

Janette McMain: Ext 6945

S17 Crime and Disorder	There are no Section 17 considerations relating to this report
Health and Well Being	The Allocations Policy prioritises housing based on applicant's needs, including any health considerations
Carbon Impact	There is no carbon impact
Diversity	There are no equality and diversity considerations relating to this report

Wards Affected	All wards in Darlington and throughout the Tees Valley
Groups Affected	Applicants applying for housing within the Tees Valley
Budget and Policy Framework	This report does not represent a change to the budget or policy framework
Key Decision	This is not a key decision
Urgent Decision	For the purpose of the 'Call-in' procedure this does not represent an urgent decision
One Darlington: Perfectly Placed	The report has no implications for the Sustainable Community Strategy
Efficiency	The Allocations policy ensures a consistent approach across the Tees Valley
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

#### Background

4. Darlington Borough Council has been part of the sub-regional scheme for allocating social housing since 2009 and a Tees Valley Common Housing Allocations Policy was adopted by the five local authorities and their partner housing organisations. The current Allocations Policy has been in place since 2012 and details of the full policy are provided via the link below.  
<http://www.compasscbl.org.uk/content/CustomDocuments>
5. The policy is overseen by a sub-regional Steering Group and due to regulatory and other changes it has become apparent that the existing policy is no longer fit for purpose. The requirements of the Homelessness Reduction Act 2017, the announcement from Thirteen Housing Group to adopt its own lettings policy and the work of the Service Development Officer (employed by the Steering Group on a fixed term of 12 months from June 2018) has identified proposals to update and improve the Allocations Policy and the supporting IT system.
6. The review of the Tees Valley Common Allocations Policy was centred on:
  - (a) Removal of additional preference for low paid workers;
  - (b) Amending some of the criteria for a priority band award in line with the Homelessness Reduction Act 2017 and in line with local needs;
  - (c) Amending how reduced preference is applied for applicants with less serious rent arrears and anti-social behaviour.
7. The five Tees Valley local authorities and the registered provider partners who form the remaining Tees Valley Partnership have consulted on key elements of the Common Allocation Policy with, existing tenants, applicants, staff, stakeholders and their partners across the sub region. The consultation was advertised on Darlington Council's website and social media.

## Policy Review and Proposed Amendments

### 8. Applicants in Low Paid Employment:

- (a) The Code of Guidance issued by the Government in June 2012 urged local authorities to consider how they could use their allocation policies to support households in low paid employment and contributing to their community. Preference is currently given to applicants in low paid employment, in addition to any housing need priority band that they have been awarded. To ensure fairness and consistency in applying the allocations policy across all the partner organisations, the consultation asked if applicants in a priority band should compete on their housing need only, regardless of employment status.
- (b) The majority of responses to the consultation agreed with this proposal.
- (c) This change would only affect 0.4% of applicants. The Tees Valley Lettings Partnership has therefore proposed to remove additional preference for people in low paid employment from the policy.

### 9. Under Occupancy

- (a) Additional Preference is currently awarded to transferring tenants (of partner landlords) who are under-occupying their homes and who are subject to a reduction in Housing Benefit, within Band 1 and Band 2. Band 1 is awarded if the tenant is under-occupying by two or more rooms and Band 2 is awarded if the tenant is under-occupying by one room. All partners wish to continue to support their tenants who are under-occupying their property and are financially affected, however they wish to achieve this in a fair and consistent manner. The consultation asked if the additional preference for under-occupation should be removed.
- (b) The majority of responses to the consultation agreed with this proposal.
- (c) This change would affect less than 1% of applicants. The Tees Valley Lettings Partnership has therefore proposed to remove additional preference for people who are under-occupying.

### 10. Overcrowding

- (a) The current policy gives two different levels of priority to applicants who are overcrowded. Band 2 is for those who are three or more bed spaces short of requirements and Band 3 is for those who are one or two bed spaces short of requirements. To ensure fairness and consistency in applying the allocations policy, the consultation asked if all applicants who are overcrowded should be awarded an equal priority.
- (b) The majority of responses to the consultation agreed with this proposal.
- (c) Tees Valley Lettings Partnership has therefore proposed to introduce one level of priority for applicants who are overcrowded.

## 11. Applicants' Behaviour

- (a) An applicant (or members of their household) with a history of unacceptable behaviour not considered serious (that is, rent arrears of under £1,500 or mid to low-level behaviour issues), can register on the scheme and bid on advertised properties. However, until a positive change in behaviour can be demonstrated (for example, they have complied with a repayment plan for arrears or they have modified their behaviour), they will be considered after applicants with a record of good behaviour (in the same band). This is called reduced preference.
- (b) The process of reduced preference is confusing for applicants. To provide clarity, it is proposed that such applicants will now have their application suspended from bidding until they have complied with a repayment plan for arrears or have modified their behaviour. Applicants who have been suspended will be notified of the decision and the reasons for this decision will be given in writing. An applicant will be able to request a review of the decision to suspend their application. Each case will be considered on an individual basis and exceptional circumstances will be considered.
- (c) The majority of responses to the consultation agreed with this proposal.
- (d) The Tees Valley Lettings Partnership has therefore proposed to remove reduced preference from the policy and adopt suspension for these applicants.

## 12. Housing Need Banding

- (a) In line with legislation, specific housing needs must be included within the allocations policy. Once assessed, applicants are awarded a band relevant to their housing needs and each band represents differing housing need criteria. The current five-tiered banding structure has been reviewed to recognise changes in legislation with the introduction of the Homelessness Reduction Act 2017. It has also been simplified to reflect changes in housing need across the Tees Valley. The consultation proposed that:
  - Band 1+ will be removed and incorporated in Band1**
  - Band 1 will become urgent/high housing needs to include anyone owed a statutory homeless duty.
  - Band 2 will become medium housing needs
  - Band 3 will become low housing needs
  - Band 4 No housing need will have no changes
- (b) The majority of responses to the consultation agreed with this proposal.
- (c) The Tees Valley Lettings Partnership consultation therefore propose to adopt the new banding however, it is also proposed that applicants affected by domestic abuse and HM Forces leavers should remain in band 1.

## Outcome of Consultation

13. Consultation took place between 3 June and 12 July 2019 through:
  - (a) The Compass website;
  - (b) Partner organisations websites;
  - (c) E-mail to all third sector, voluntary and public-sector organisations across Tees Valley;
  - (d) An on-line questionnaire for staff and residents to complete and shared across the Tees Valley by press teams and through social media.
14. 465 Responses were received to the consultation across Tees Valley, 51% of which were from residents. From those who gave their postcodes, 31% were Hartlepool residents, 22% Redcar & Cleveland, 18% Stockton, 17% Darlington and 12% from Middlesbrough.
15. Of the other responders, 52% were from staff members of the Tees Valley Letting Partnership's current partners. 13% of staff from Darlington Borough Council responded to the consultation, 7% from Beyond Housing, 6% from Hartlepool Borough Council, 6% from North Star, 4% from Stockton Borough Council, 3% from Redcar and Cleveland Borough Council and 2% from Middlesbrough Council. These numbers include single responses on behalf of a whole team. The results from the consultation are summarised and attached at **Appendix 1**.

## Conclusion

16. It is recommended that the changes recommended in this report be accepted and used to develop a revised Common Housing Allocation Policy. This will then be referred to Cabinet for approval by each of the Tees Valley authorities. An Equality Impact Assessment will also be undertaken on the revised policy.

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## TEES VALLEY COMMON ALLOCATIONS POLICY CONSULTATION SUMMARY REPORT

### **Background**

The Tees Valley Common Allocations Policy was last reviewed several years ago. The Tees Valley Lettings Partnership has identified areas within the Common Allocation Policy that need amending to ensure that it is fit for purpose, responsive to housing need across Tees Valley, with consideration to legislation and statutory guidance.

The Tees Valley Lettings Partnership is made up of five local authorities and a number of registered provider partners that either own or manage housing stock across the Tees Valley:

- Darlington Borough Council
- Hartlepool Borough Council
- Middlesbrough Council
- Redcar and Cleveland Borough Council
- Stockton-On-Tees Borough Council
- Beyond Housing
- Home Group
- North Star

Consultation took place between 3<sup>rd</sup> June and 12<sup>th</sup> July 2019 via the Compass website; partner organisations websites; via email to all third sector, voluntary and public-sector organisations across Tees Valley; with housing, other relevant staff members and Elected and Board Members; and with residents via local resident forums and on-line panels. The on-line questionnaire was shared across Tees Valley by press teams and through the use of social media.

465 responses were received to the consultation across Tees Valley. 51% of responders were residents. From those who gave their postcodes 31% were Hartlepool residents, 22% Redcar & Cleveland, 18% Stockton, 17% Darlington and 12% from Middlesbrough.

Of the other responders 52% were staff members of the Tees Valley Letting Partnership's current partners. 13 members of staff from Darlington Borough Council responded to the consultation, 7 from Beyond Housing, 6 from Hartlepool Borough Council, 6 from North Star, 4 from Stockton Borough Council, 3 from Redcar and Cleveland Borough Council and 2 from Middlesbrough Council.

**Consultation Summary**

The results from the consultation for each proposal are summarised below:

**Proposal 1 - Applicants in Low Paid Employment**

**Current Policy:**

The Code of Guidance issued by Communities and Local Government in June 2012 urged local authorities to consider how they could use their allocation policies to support households in low paid employment and contributing to their community. Preference is currently given to applicants in low paid employment, *in addition* to any housing need priority band that they have been awarded.

**Reason for Change:**

This policy is not currently implemented in Hartlepool so to ensure fairness and consistency in applying the allocations policy across all the Partner organisations, applicants in a priority band should compete on their housing need only.

**Proposal:**

Remove additional preference for people in low paid employment from the policy. In effect, applicants will remain in the same band but not have an additional preference applied.

This change would only affect 0.4% of all applicants.

<b>Results</b>		<b>Summary of comments</b>	<b>Response/ Recommendation</b>
<b>% agree</b>	<b>% disagree</b>		
75.22%	24.78%	The majority of responses in disagreement did not appear to understand the reason for changing this policy and think that people in low paid employment would be overlooked in favour of people in higher paid employment rather than be considered on an equal basis regardless of their employment situation.	Additional preference for people in low paid employment will be removed from the policy in line with the majority of responses.  It is currently applied inconsistently, and it is believed that it is fairer to allocate properties regardless of employment status given the socio-economic status of Tees Valley.

		Other responses in disagreement thought retention of this policy would encourage people to seek employment.	
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Proposal 2 - Applicants with More Than One Need

**Current Policy: Hartlepool only**

In Hartlepool, applicants in Bands 1 and 2 with more than one housing need are prioritised on the short-list and given preference for an offer of accommodation over applicants with a single housing need in the same band.

**Reason for Change:**

To ensure fairness and consistency in applying the allocations policy across all partners, applicants in a priority band would in future compete on their housing need only.

**Proposal:**

It is proposed that applicants in Hartlepool are prioritised consistently with applicants in the other Tees Valley local authority areas (i.e. cumulative need is removed). In future the applicant will remain in the same band but will not have an additional preference applied.

This change would affect less than 0.1% of the waiting list.

<b>Results</b>		<b>Summary of comments</b>	<b>Response/ Recommendation</b>
<b>% agree</b>	<b>% disagree</b>		
86.02%	13.98%	The majority of responses in disagreement thought cumulative need is fairer especially if the applicant has medical needs.	Cumulative need will be removed from the policy in line with the majority of responses.

Proposal 3 - Under-Occupancy

**Current Policy:**

Additional preference is currently awarded to transferring tenants (of partner landlords) who are under-occupying their homes and who are subject to a cut in housing benefit within Band 1 and Band 2. Band 1 is awarded if the tenant is under-occupying by two or more rooms and Band 2 if this is one room.

**Reason for Change:**

All partners wish to continue to support their tenants who are under-occupying their property and are financially affected, however we wish to achieve this in a fair and consistent manner.

**Proposal:**

Whilst different bandings will continue to be awarded to tenants (of partner landlords), depending on the number of bedrooms they are under-occupying, the additional preference will no longer be applied.

This change would affect just 0.9% of current applicants.

<b>Results</b>		<b>Summary of comments</b>	<b>Response/ Recommendation</b>
<b>% agree</b>	<b>% disagree</b>		
85.22%	14.78%	The majority of responses in disagreement did not appear to understand that people who are under occupying will still receive priority on the scheme.	Additional preference for people who are under occupying will be removed from the policy in line with the majority of responses.  Priority will continue to be awarded to partner landlord tenants who are under occupying.

**Proposal 4 - Overcrowding**

**Current Policy:**

Our current policy gives two different levels of priority to applicants who are overcrowded; Band 2 for those who are 3 or more bed spaces short of requirements; Band 3 for those who are 1-2 bed spaces short of requirements.

**Reason for Change:**

To ensure fairness and consistency in applying the allocations policy, all applicants who are overcrowded should be awarded an equal priority.

**Proposal:**

Priority for tenants who are overcrowded in their current accommodation should be awarded to all applicants, regardless of the number of bedrooms.

Results		Summary of comments	Response/ Recommendation
% agree	% disagree		
85.83%	14.17%	The majority of responses in disagreement to creating just one category for overcrowding commented that households who are severely overcrowded should have more priority.	All applicants who are overcrowded will be awarded an equal priority in line with the majority of responses.

### Proposal 5 - Reasonable Offers of Accommodation

#### Current Policy: **Hartlepool only**

A 'one reasonable offer of accommodation' policy has been adopted by all Tees Valley Lettings Partners, except Hartlepool Borough Council where applicants can receive up to three reasonable offers of accommodation before their priority is reviewed. A refusal of this offer can be accepted if the offer is deemed unsuitable for the applicant.

#### Reason for Change:

Just 4.3% of applicants on the waiting list are eligible for three offers under the current policy. Reducing the amount of offers from three to one in Hartlepool will effectively mean that all successful applicants are treated fairly and consistently.

#### Proposal:

Hartlepool Borough Council to remove the three reasonable offers of accommodation. All partners should work towards a one reasonable offer of accommodation policy.

Results		Summary of comments	Response/ Recommendation
% agree	% disagree		
77.18%	22.82%	The majority of responses in disagreement believe that giving one offer of accommodation takes away choice for applicants.	A one offer policy will be applied in Hartlepool as well as the other local authority areas in line with the majority of responses.  The procedures and updated policy will make the criteria clear

			for determining a reasonable offer of accommodation and an unreasonable refusal of that offer.
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Proposal 6 - Applicants' Behaviour

**Current Policy:**

An applicant (or members of their household) with a history of less-serious unacceptable behaviour (i.e. housing debt of under £1,500 or mid-low-level behaviour issues), can register on the scheme and bid on advertised properties. However, until a positive change in behaviour can be demonstrated (i.e. they have complied with a repayment plan for debts or have modified their behaviour) they will be considered *after* applicants with a record of good behaviour (in the same band). This is called reduced preference and is often referred to as 'overlooking'.

**Reason for Change:**

The process of reduced preference ('overlooking') is confusing for applicants.

**Proposal:**

To ensure clarity, it is proposed that applicants who would otherwise be 'overlooked' will now have their application suspended from bidding until they have complied with a repayment plan for debts or have modified their behaviour. Applicants who have been suspended will be notified of the decision and the reasons for this decision will be given in writing. An applicant will be able to request a review of the decision to 'suspend' their application.

*Each case will be considered on an individual basis and exceptional circumstances will be considered.*

<b>Results</b>		<b>Summary of comments</b>	<b>Response/ Recommendation</b>
<b>% agree</b>	<b>% disagree</b>		
92.35%	7.65%	The majority of responses in disagreement to this change in policy have asked for more clarity on how decisions will be made and what constitutes modified behaviour.	There is overwhelming support for moving away from reduced preference to suspension, so this will be adopted.  The procedures will be clear about the decision-making process and criteria that will be adopted.

			Each case will be considered on an individual basis and exceptional circumstances will be considered.
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Proposal 7 - Housing Need Banding

**Current Policy:**

In line with legislation, specific housing needs must be included within our lettings scheme. Once assessed, applicants are awarded a “band” relevant to their housing needs. Each band represents differing housing need criteria. The current banding is as follows:

**Home loss through regeneration (Band 1+)**

People losing their home due to a recognised regeneration scheme within any one of the local authorities within the sub region

**Statutory homeless and homeless prevention (Band 1)**

- Statutorily homeless and in priority need
- Owed the homeless prevention or relief duty
- At risk of domestic abuse
- Leaving HM Armed Forces
- Urgent medical
- Unsafe/insanitary housing conditions
- Under-occupation (2 rooms)

**High housing need (Band 2)**

- High medical need
- Overcrowding (3 or more bed spaces short)
- Under-occupation (1 room)
- Hardship
- Sharing facilities

**Other housing needs & efficient use of the housing stock (Band 3)**

- People leaving ‘tied’ accommodation within the sub region
- Relationship breakdown
- Overcrowding (1 or 2 bed spaces short)

**No or low level housing need (Band 4)**

- People who are adequately housed; or
- Refused a reasonable offer of accommodation or worsened own circumstances

Reason for Change:

The current five-tiered banding structure has been reviewed to recognise changes in legislation with the introduction of the Homelessness Reduction Act 2017. It has also been simplified to reflect changes in housing need across Tees Valley.

Results		Summary of comments	Response/ Recommendation
<b>Do you agree with the proposed change from Band 1+ to the Urgent Housing Needs Band?</b>			
<b>% agree</b>	<b>% disagree</b>		
92.04%	7.96%		
<b>Do you agree with the proposed change from Band 1 to the High Housing Needs Band?</b>			
<b>% agree</b>	<b>% disagree</b>		
87.16%	12.84%		
<b>Do you agree with the proposed change from Band 2 to the Medium Housing Needs Band?</b>			
<b>% agree</b>	<b>% disagree</b>		
88.45%	11.55%		
<b>Do you agree with the proposed change to absorb Band 3 into the Medium Housing Needs Band?</b>			
<b>% agree</b>	<b>% disagree</b>		
92.79%	7.21%		
		The banding changes are supported. However, there were comments that people suffering domestic abuse and leaving armed forces should be prioritised in the highest band and that prison leavers should not receive this priority. High medical needs should also be in the highest band. There were a few comments that the proposed changes	As a result of the consultation it is recommended that Domestic Abuse cases and HM Forces will be removed from the High Housing Needs band and dealt with in Urgent Housing Needs under homelessness legislation.  The policy will provide clarity that applicants have not been “demoted” as a result

		<p>are unfair and there was no need to change as this is now confusing. There was a suggestion that the bands should be re-titled so that people don't think they have been "demoted".</p>	<p>of the changes in banding criteria.</p> <p>In relation to urgent medical needs this will remain in the high housing needs band as proposed. Applicants who are bed blocking in hospital or accepted as homeless will be prioritised as in Urgent Housing Need under homelessness legislation.</p>
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**Recommendations**

Each proposal was supported by the majority of responders through the public consultation and it is recommended that the Tees Valley Allocations Policy is amended with these changes.

In addition, as a result of the feedback received, concerns relating to the need for guidance on reasonable offers, modified behaviour and length of time in a band will be considered in the development of the new procedures and will be addressed accordingly.

The criteria within the High Housing Needs band for applicants suffering domestic abuse or leaving HM Forces has been reconsidered and will be removed from this priority and dealt with under homelessness legislation as part of the Urgent Housing Needs band.

The proposed new banding structure is as follows:

**Urgent Housing Needs (Band 1)**

- People losing their home due to a recognized regeneration scheme within any one of the local authorities within the sub region
- People assessed as statutory homeless and in priority need
- People who are owed the homeless prevention or relief duty

**High Housing Needs (Band 2)**

- Urgent Medical
- Ready for independent living
- Care Leaver/child in need
- Adoptive parents/foster carers
- Unsafe/insanitary housing conditions

- Under Occupation (2 rooms)

**Medium Housing Needs (Band 3)**

- High medical
- Overcrowding
- Under Occupation (1 room)
- Hardship
- Sharing Facilities

**Low Housing Need (Band 4)**

- People who are adequately housed; or
- Refused a reasonable offer of accommodation or worsened own circumstances

**ADULTS AND HOUSING SCRUTINY COMMITTEE  
3 SEPTEMBER 2019 MEETING**

**QUALITY STANDARDS MONITORING OUTCOMES 2019-2020 (YEAR 7)**

**AGREEMENT FOR THE PROVISION OF RESIDENTIAL CARE  
FOR ADULTS AND OLDER PEOPLE AND OLDER PEOPLE WITH  
MENTAL HEALTH PROBLEMS 2013-2021**

**SUMMARY REPORT**

**Purpose of the Report**

1. The purpose of this report is to inform Members of the outcome of the annual Quality Standards visits for 2019-2020.

**Summary**

2. There has been an overall increase in compliance this year in respect of homes achieving an A Grade. However, 5 previously 'C graded' homes have failed to improve their grading. The Contracts section will review the action plans submitted by the Providers and will continue to monitor the improvement plans and quality of performance.

**Recommendation**

3. It is recommended that: -
  - (a) The information provided in this report is reviewed and noted.

**SUZANNE JOYNER  
DIRECTOR, CHILDREN AND ADULT SERVICES**

**Background Papers**

No background papers were used in the preparation of this report

Yvonne Hall, Service Manager: Extension 5869

S17 Crime and Disorder	This report supports the Council's Crime and Disorder responsibilities
Health and Well Being	This report supports performance improvement relating to improving the health and wellbeing of residents
Carbon Impact	This report supports the Council's sustainability responsibilities
Diversity	This report supports the promotion of diversity

Wards Affected	This report 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.
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

4. The current Agreement for the Provision of Residential Care for Adults and Older People with a Mental Health Problem (OPMH) commenced 1 April 2013 and is in place until 31 March 2021 as the Council has extended the Agreement for a further 2 years. This has been agreed by all the Providers.
5. The Agreement was negotiated with care home providers in 2012. A programme of meetings took place throughout 2012, which looked at the Agreement, Service Specification, Quality Standards, and Fee Levels. These were reviewed in consultation with providers and their comments and feedback were used during the development period.
6. The Contracts Section worked through the service outcomes within the Agreement to produce a set of quality standards. In addition to these standards, each care home has been independently assessed and allocated a grading which is based on environmental standards. In 2012, as part of the negotiations undertaken with providers, the number of quality standards and environmental grades were reviewed and consolidated into 10 quality standards and 3 environmental grades (listed below), which together provide a picture of the standard of care being provided in each home, and determine the fees received by the providers.

#### Quality Standards:

- Effective recruitment procedures
- Staff development requirements
- Social and leisure outcomes
- Plans of care requirements
- Nutrition
- Management of medication
- Safeguarding/Whistleblowing/DoLS
- Health and safety
- Monitoring and quality of service
- Clean and safe environment

Environmental grades:

<b>Grading</b>	<b>Environmental Compliance Level</b>	<b>Number of Care Homes</b>
Grade 1	100% compliance	7
Grade 2	75% – 99% compliance	9
Grade 3	55% - 74% compliance	1
Grade 4	Less than 55% compliance	1

7. The Quality Standards process, which forms part of the Agreement, requires two contracts officers to visit all contracted care homes for older people on an annual basis between April and June to monitor the care home against the agreed quality standards. These standards along with the home’s environmental grade determine the fee level for the coming year.
8. The level of quality compliance achieved by the Care Home is then graded A – C as outlined in the table below.

<b>GRADING</b>	<b>QUALITY STANDARDS COMPLIANCE LEVEL</b>
Grade A	All 10 standards fully met
Grade B	9 standards fully met
Grade C	8 standards or less fully met

9. During the consultation, providers were also asked to complete a questionnaire on their cost breakdown, and from the financial evaluation it was determined that the formula that had been applied in the previous agreement was still financially sound to reflect the true cost of care. The formula uses the relevant agreed indices from October of each year to review the cost of care in Older Peoples Residential Care.
10. The ‘National Living Wage’ is considered in the annual rate review.
11. The previous agreement did not place any financial penalty on a provider if they breached the agreement. This was reviewed and the Agreement now states “Where a Contractor is in breach of the Agreement and a suspension of new placements has been placed upon the Care Home during the year the Price payable will be reduced to that of quality standards Grade C from the date of the breach of Agreement letter, and this Price will remain until the breach of Agreement is resolved, and the Contractor has no restrictions on taking new admissions into the Care Home”.
12. The fee table now contains 12 permutations ranging from 1A to 4C. The numeric grade is based on the environmental standards set in 2006, with the letters A-C being the level of standards achieved. The current table of fees is seen below:

**RESIDENTIAL FEE RATES FOR 2019- 2020  
APPLICABLE FROM 1 APRIL 2019 – 31 MARCH 2020**

<b>GRADE</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>1</b>	<b>£551.00</b>	<b>£523.00</b>	<b>£496.00</b>
<b>2</b>	<b>£547.00</b>	<b>£520.00</b>	<b>£492.00</b>
<b>3</b>	<b>£523.00</b>	<b>£497.00</b>	<b>£471.00</b>
<b>4</b>	<b>£511.00</b>	<b>£485.00</b>	<b>£460.00</b>

## **An additional £20 per bed per week will be paid for Older People with a Mental Health Problem**

### **Current Market Position**

13. There are currently 18 care homes signed up to the Agreement. The occupancy levels across all 18 homes are currently at 84% a 1 % increase on last year's average but has remained below 85% for the last 2 years.
14. The current availability of beds within Darlington shows a slight increase in the overall number of beds from 877 to 879. This is due to providers re configuring their availability. As reported last year there continues to be a shortfall within the availability of nursing beds, and more specifically within nursing OPMH.
15. There is a new provider who is opening a care home in Middleton St George in what was a previous care home operated by Orchard Care and was known as St Georges. This home had previously gone into administration and closed completely in June of 2018. The new provider is Prestige Care and the home they are opening will be 83 beds for both EMI residential and EMI Nursing. They are currently undertaking an accreditation process with the Council and will be graded at level 1B, with a view to opening in the summer of 2019. They will be known as Auguste Care Home, (named after the name of the lady first diagnosed with Alzheimer's Disease – Auguste Deter).
16. Last year there was an increase in the number of homes achieving an A Grade with 11/18 homes achieving an A Grade, compared to 9/19 the previous year. Each home is given both verbal and written feedback from these visits, and they are required to produce an action plan that details how they will meet the standards in the future. In addition, there continues to be a programme of Contracts Officers, visiting any new care home manager/regional manager for one to one sessions regarding how the quality standards process works, and to ensure their full understanding of the standards and how they could be met. Managers are also encouraged to contact the team should they have any queries. The homes are however ultimately responsible for ensuring they meet the quality standards, and full compliance maximises their income stream from the Local Authority.

### **Quality Standards Results 2019/20 - (Ref Chart QS 1)**

- 12 Care Homes gained 10 standards
  - 1 Care Home gained 9 standards
  - 1 Care Home gained 8 standards
  - 1 Care Home gained 7 standards
  - 2 Care Homes gained 6 standards
  - 1 Care Home gained 5 standards
17. The results of the quality standards for 2019 – 2020 demonstrates an improvement in the number of homes who have achieved an A Grade, with 12/18, (67%) achieving an A Grade compared to 11/18, (61%) last year. 4 homes have achieved less than 8 standards which is an improvement on last year (5). Individual Quality Standard outcomes have been detailed in **Appendix 1 & 2** of this report.

18. Overall all the homes have maintained the same grade as last year, except for 1 home which has increased their grading from a B Grade to an A Grade.

Grade	Year 15 -16	Year 16 -17	Year 17 - 18	Year 18 - 19	Year 19-20
A	9/21	12/19	9/19	11/18	<b>12/18</b>
B	6/21	2/19	5/19	2/18	<b>1/18</b>
C	4/21	5/19	5/19	5/18	<b>5/18</b>

19. Of the 11 homes that were an A grade last year– all the homes maintained their A Grades, and 1 home has improved their rating from a B to an A Grade.
20. Of the 2 homes that were a B Grade last year, 1 home has improved their rating to an A Grade, 1 home has stayed the same.
21. Of the 5 homes that were a C Grade last year, all 5 have remained the same. 3/5 have improved on the number of standards they failed, however disappointedly 2/5 have increased the number of standards failed. 1 home (No 17) failed 4 this year compared to 3 last year and 1 (No 8) home has failed 5 this year compared to 3 last year.
22. Both homes have experienced changes to the senior management team over the last year. Of significant interest is that last year a new manager was appointed to No 8, who has since left and is now managing No 17.
23. Home 8’s performance is also notably worse this year as they have only achieved 5 standards, (3 of which are the same standards they failed last year) compared to 7 in 2018/19, 10 in 2107/18, 9 in 2016/17 and 9 in 2015/16. Their CQC rating from May 2017 is overall ‘Good’ with a ‘Requires Improvement’ in well led.
24. Home 17’s performance has also declined as they only achieved 6 standards (3 of which are the same standards they failed last year) compared to 7 in 2018/19, 9 in 2017/18, 10 in 2016/17, and 8 in 2015/16. Their CQC rating from November 2018 is overall ‘Good’ with an ‘Outstanding’ in Responsive
25. 1 Home (No 9) has consistently achieved a C Grade over the last 5 years, and their performance is only slightly improved this year as they have achieved 6 standards compared to 5 in 2018/19, 7 in 2017/18, 7 in 2016/17, and 8 in 2015/16. This home’s Care Quality Commission (CQC) rating remains at ‘Requires Improvement’ from a visit undertaken in January 2019.
26. **Appendix 3** shows the outcomes for all 18 homes over that past 6 years. It also shows where care home ownership has changed, and where there have been management changes.

## Conclusion

27. The overall change in compliance from last year is encouraging in respect of the increase in homes achieving an A Grade and that 11 homes maintained their A Grade. However, it is disappointing to note that 5 previously ‘C’ graded homes have not improved their grading, and their performance year on year has remained poor or has deteriorated.

- Home 11 have failed 2 standards again this year, an improvement on their position last year when they failed 3 of the standards but have still not improved enough to increase their financial position as they remain a C Grade.
  - Home 6 have failed 3 standards this year, an improvement on their position last year when they failed 5 of the standards but have still not improved enough to increase their financial position as they remain a C grade.
  - Home 9 have failed 4 standards this year, a slight improvement on their position last year where they failed 5.
  - Home 8 has failed 5 standards this year, compared to 3 last year, which is a deterioration from last year.
  - Home 17 have failed 4 compared to 3 last year, which is also a deterioration from last year.
28. Contract Officers continue to report that where there have been changes in management, resulting in multiple managers being in a home in any one year, or where there have been significant gaps between managers, standards slip very rapidly, and it is disappointing to see this given the level of support provided by the Contracts Team, to all 5 C Graded homes we have not seen any significant improvement.
29. Written feedback will be given to providers, together with the outcome of the visits, and action plans will be required from each home to address all the shortfalls, which will be reviewed and monitored by the contracts section.

## INDIVIDUAL QUALITY STANDARDS OUTCOMES

In relation to the individual standards themselves;

- 4 of the 10 standards achieved 100%.
- An improvement has been identified in the number of homes achieving standards 1, 3, 6, 7, 8, & 10
- A reduction has been identified in the number of homes achieving standards 4, 5 & 9.
- Standard 2 remained the same as last year.
- 5 care homes have failed standards they failed last year.

### **Standard 1 – Effective recruitment procedures.**

This standard looks at staff recruitment processes, reference & DBS checks, and induction process including the completion of the Care Certificate within 12 weeks of start date. (The officers check the files of staff who have been recruited in the last 12 – 18 months).

4 homes failed this standard compared to 5 last year. All 4 failed this last year.

The homes that failed this standard had either no evidence or insufficient evidence to demonstrate that staff had commenced and completed the Care Certificate within the recommended 12 week timeframe.

In addition to this, there were anomalies identified in respect of recruitment checks such as gaps in employment, references from previous employers, and a lack of training needs assessments.

### **Standard 2 - Staff Development Requirements.**

This standard looks at training and development, including staff members having a learning and development plan, 75% of staff having NVQ qualifications, bi-monthly staff supervisions and annual appraisals.

4 homes failed this standard which is the same as last year. 3 of the homes failed this standard last year.

The common shortfall in this standard remains the same as in previous years, in relation to the staff having no learning and development plans, and an inadequate number of supervisions & appraisals. 1 home did not have the required number of staff trained to NVQ level 2 or above. 3 homes demonstrated shortfalls in the number of staff trained on end of life and dignity in care.

Since last year's visits 3 of the 4 homes have had a change in management, and from experience this is one of the first areas to suffer when there are management changes in the home.

### **Standard 3 – Social and Leisure Outcomes.**

This standard looks at social activities, activities in the home, and how those are co-ordinated social and leisure outcomes for residents, including resident's involvement in care planning and risk assessment.

All homes passed this standard.

### **Standard 4 – Plan of Care Requirement's.**

This standard looks at key workers, risk assessments, care plans, and the requirement for a pre-assessment of needs followed by full assessment of the resident's need being completed within

48 hrs of admission. Care plans for physical, mental health, social, emotional needs are required to be completed within 72 hours of admission & reviewed monthly as a minimum.

4 homes failed this standard, compared to 1 last year. 1 home also failed this standard last year.

The common shortfall in this standard is in the area where we look at the assessment of needs and care plan requirements. 3 out of 4 failed to have the assessment of care needs done within the 48 hour timeframe, and care plans completed within 72 hours. Risk assessments for 2 out of 4 were not completed monthly.

1 home had no key workers that could be identified at the time of the visit and had stopped doing monthly reviews since they had introduced a new e-record keeping system in January 2019 because they didn't know how to do this. They had also stopped using paper records at this time so had no back up system in place.

#### **Standard 5 – Nutrition.**

1 home failed this standard

This standard is monitored by the Focus on Under Nutrition officer (FoUN), who has provided training and support to care homes on this initiative. They visit each home annually and if they meet the requirements of FoUN the home is given a certificate. If they do not meet the required standards the home will not be issued with a certificate until it does. Willow Green were given a lot of support from the FoUN Officer, and a number of re-audits but still failed to pass.

#### **Standard 6 – Management of Medication.**

This standard looks at the Policies and Procedures for medication management in the home, and that these correspond with the medication system the home adopts. This includes six-monthly competency checks for all staff who undertake medication administration, reviewing residents who are on anti-psychotic drugs, staff signature checks, and clear identifiable information on the Medication Administration Records (MAR) for each resident.

4 homes failed this standard, which is less than last year, however all 4 homes had also failed this last year.

The common failure in this standard across 3 homes is in relation to competency checks for staff responsible for administering medication. None of the homes had undertaken the required number of competency checks.

1 home had not undertaken any competency checks for agency staff that worked in the home and could not evidence that the individual's competency had been checked via the agency.

1 home had a variety of issues identified, including not having photographs of individuals on all their medication files, not having the side effects of anti-psychotic drugs documented in a care plan that identified how staff needed to monitor the side effects, and a medication policy that did not cover all 8 areas as required contractually. They also had no audit trail to demonstrate which staff had received training from the pharmacy.

#### **Standard 7 – Safeguarding & Whistleblowing.**

This standard looks at training in respect of adult safeguarding at both level 1 and Level 2, Mental Capacity Act (MCA) and Deprivation of Liberty's (DoLS) training and how the home manages safeguarding.

All homes passed this standard.

### **Standard 8 – Health & Safety.**

This standard looks at Health & Safety (H&S), risk assessments, actions plans for heat wave, cold weather and business continuity, H&S training, moving and handling training, food hygiene, safeguarding. It also includes inspection reports & service checks in respect of fire, gas and electric, water, food hygiene, and service records for lifting equipment.

All homes passed this standard.

### **Standard 9 – Monitoring & Quality of Service.**

This standard looks at customer satisfaction, stakeholder feedback, audit checks, comments and complaints, and staff misconduct investigations.

2 homes failed this standard, which is an increase since last year and are different homes.

Both homes could not present evidence of stakeholder feedback, or how they measure service outcomes, or demonstrate lessons learnt from safeguarding incidents.

In addition, 1 home did not complete the National Minimum Dataset.

1 home stated that they had not had any safeguarding incidents, which officers had records of. These incidents had not been reported to CQC. (CQC were asked to verify this, which they did and are in communication with the home regarding this breach of regulations).

### **Standard 10 – Clean and safe environment.**

This standard looks at the recruitment, induction, supervision and appraisals for ancillary staff, cleaning plans and records in respect of deep cleaning, and the quality and quantity of furnishings, bedding, and towels.

All homes passed this standard

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	Effective Recruitment Procedures	Staff Development Requirments	Social and Leisure Outcomes	Plan of Care Requirements	Nutrition	Management of Medication	Safeguarding Whistleblowing & DOLs	Health and Safety	Monitorin g and Quality of Service	Clean and Safe Environment	Total met
HOME	1	2	3	4	5	6	7	8	9	10	
Care Home 1					19/01/19						10
Care Home 2					23/04/19						9
Care Home 3					14/02/19						10
Care Home 4					28/05/19						10
Care Home 5					01/05/19						10
Care Home 6					11/04/19						7
Care Home 7					18/07/18						10
Care Home 8					06/06/19						5
Care Home 9					19/12/18						6
Care Home 10					27/09/18						10
Care Home 11					Feb-18						8
Care Home 12					11/10/18						10
Care Home 13					09/08/18						10
Care Home 14					14/09/18						10
Care Home 15					03/05/19						10
Care Home 16											10
Care Home 17											6
Care Home 18					01/11/18						10
<b>18 homes</b>											
<b>% homes met standard</b>	<b>78%</b>	<b>78%</b>	<b>100%</b>	<b>78%</b>	<b>94%</b>	<b>78%</b>	<b>100%</b>	<b>100%</b>	<b>89%</b>	<b>100%</b>	

 pass  
 fail

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Name of home	2014	2015	2016	2017	2018	2019	Manager changes	*Provider changes
Care Home 1	2A	2A	2A	2A	2A	2A		MANOR CARE
Care Home 2	2C	2B	2C*	2C	2B	2B		FSHC - EXCLUSIVE
Care Home 3	2A	2A	2A	2A	2A	2A		INDEPENDENT
Care Home 4	2A	2A	2A	2A	2A	2A		ANCHOR
Care Home 5	1A	1A	1A	1B	1B	1A		FSHC
Care Home 6	1A	1C	1C	1C	1C	1C	Yes	BARCHESTER
Care Home 7	2A	2A	2A	2A	2A	2A		INDEPENDENT
Care Home 8	1B	1B	1B	1A	1C	1C	Yes	BARCHESTER
Care Home 9	4A	4C	4C	4C	4C	4C	Yes	CARE HOMES UK
Care Home 10	1A	1B	1A	1A	1A	1A		FSHC
Care Home 11	2A	2C	2B*	2C	2C	2C	Yes	FSHC-MINSTER
Care Home 12	3A	3A	3A	3B	3A	3A		SPRINGFIELD
Care Home 13	2A	2A	2A	2A	2A	2A		ASCOT
Care Home 14	1A	1B	1A*	1A	1A	1A		FSHC - BURLINGTON
Care Home 15	1A	1B	1A*	1A	1A	1A		FSHC - BURLINGTON
Care home 16	2A	2A	2A	2B	2A	2A		CARE UK
Care Home 17	1A	1C	1A	1B	1C	1C	Yes	ST MARTINS
Care Home 18	2B	2B	2C	2C	2A	2A		POPULAR CARE



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## ADULTS AND HOUSING SCRUTINY COMMITTEE 3 September 2019

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### WORK PROGRAMME

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#### SUMMARY REPORT

#### Purpose of the Report

1. To consider the work programme items scheduled to be considered by this Scrutiny Committee and to consider any additional areas which Members would like to suggest should be added to the previously approved work programme.

#### Summary

2. Members are requested to consider the attached draft work programme (**Appendix 1**) for the remainder of the Municipal Year, which has been prepared based on Officers recommendations and recommendations previously agreed by this Scrutiny Committee in the last Municipal Year.
3. Any additional areas of work which Members wish to add to the agreed work programme will require the completion of a Quad of Aims, in accordance with the previously approved procedure (**Appendix 2**).

#### Recommendations

4. It is recommended that Members note the current status of the Work Programme and consider any additional areas of work they would like to include.
5. Members' views are requested.

**Paul Wildsmith**  
**Managing Director**

#### Background Papers

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

Author: Paul Dalton

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 eight outcomes.
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:**

- a) Children with the best start in life
- b) More businesses more jobs
- c) A safe and caring community
- d) More people caring for our environment
- e) More people active and involved
- f) Enough support for people when needed
- g) More people healthy and independent
- h) A place designed to thrive

#### **Three Conditions:**

- a) Build strong communities
- b) Grow the economy
- c) 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. There are some topics where appropriate PMF indicators have not yet been identified however; these can be added as the work programme for each topic is developed.

### Forward Plan and Additional Items

9. 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.
10. A copy of the Forward Plan has been attached at **Appendix 3** for information.

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**ADULTS AND HOUSING SCRUTINY COMMITTEE WORK PROGRAMME****2019/20**

<b>Topic</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>SCS Outcome</b>	<b>Darlington Conditions</b>	<b>Link to PMF (metrics)</b>	<b>Scrutiny's Role</b>
<b>Quality Assessment – Annual Monitoring of local care homes for older people</b>	3 <sup>rd</sup> September 2019	Christine Shields	Enough support for people when needed	Spend every pound wisely		To look at the outcome of the assessment and undertake any further work if necessary.
<b>Housing Allocation Policy</b>	3 <sup>rd</sup> September 2019	Pauline Mitchell / Jeanette McMain	Enough support for people when needed	Spend every pound wisely  Build strong communities		
<b>Better Care Fund</b>	<b>22<sup>nd</sup> October 2019</b> (originally scheduled for 3 <sup>rd</sup> September 2019)	James Stroyan/ Christine Shields	More people healthy and independent	Spend every pound wisely	ASC 08 ASC 058 (ASCOF 3e) ASC 051 ASC 038 ASC 054 Inpatient Survey GP Survey	Progress through metrics. To monitor the impact and delivery of the Better Care Fund in achieving better care for residents by preventing unnecessary hospital and care homes admissions by allowing people to live more independently in the community.

<p><b>Welfare Reforms and Universal Credit</b></p> <p>Welfare Reforms Update</p> <p>Task and Finish Review established</p>	<p>22<sup>nd</sup> October 2019</p>	<p>Pauline Mitchell/ Anthony Sandys</p>	<p>Enough support for people when needed</p> <p>More businesses and more jobs</p>	<p>Build strong communities</p> <p>Grow the economy</p>		<p>To follow-up on previous work to look at the impact of the roll-out of Universal Credit in Darlington and the potential impact on residents and Council services.</p>
<p><b>Adult Social Care Transformation Programme</b></p>	<p>22<sup>nd</sup> October 2019</p>	<p>Christine Shields/ James Stroyan</p>	<p>A safe and caring community</p> <p>Enough support for people when needed</p>	<p>Building strong communities</p>		<p>Update on progress of all work streams</p>
<p><b>Darlington Adults Safeguarding Board – Annual Report</b></p>	<p>22<sup>nd</sup> October 2019</p>	<p>Amanda Hugill</p>	<p>A safe and caring community</p>	<p>Build strong communities</p>	<p>ASC 028 ASC 029 ASC 059 ASC 061 ASC 062 ASC 199 ASC 200 ASC 201 ASC 202 ASC 203 ASC 204 ASC 205 ASC 206 ASC 207 ASC 209 ASC 210 ASC 213 ASC 214</p>	<p>To consider the Annual Report on the work of the Board and to receive reassurance that adult safeguarding is being addressed and an effective approach is in place.</p> <p>To be advised of the key issues for the Board and funding.</p>

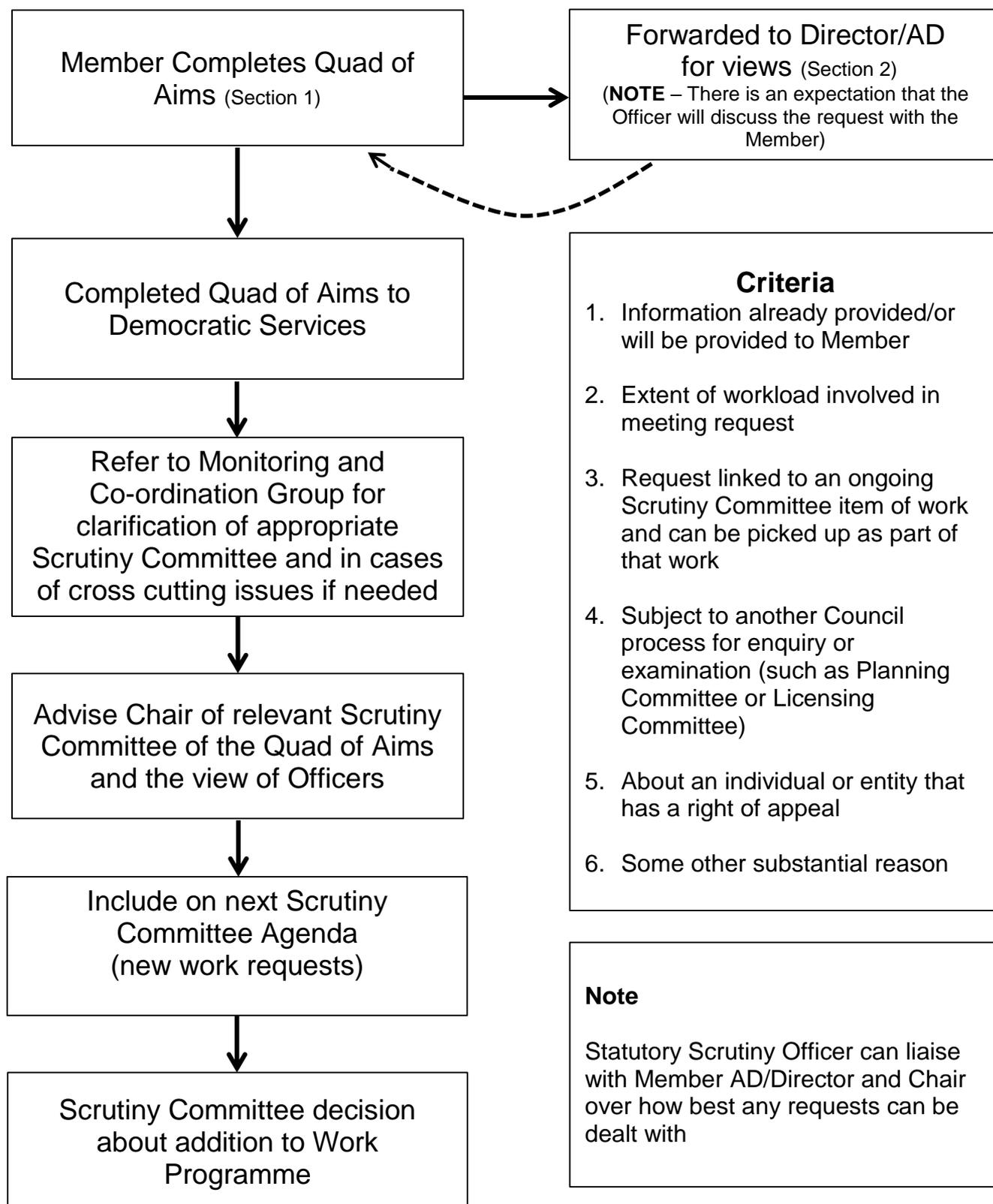
<b>Housing Business Plan and Housing Revenue Account/New Build Housing</b>	17 <sup>th</sup> December 2019	Pauline Mitchell	A place designed to thrive	Build strong communities  Spend every pound wisely.  Grow the Economy		To monitor the Housing Strategy and ensure it delivers and meets its objectives.  To look at the priorities for maintenance
<b>Performance Indicators – Half Yearly Report</b>	17 <sup>th</sup> December 2019	Sharon Raine	<b>A place designed to thrive</b>	<b>Build strong communities</b>		
<b>MTFP Housing Revenue Account</b>	17 <sup>th</sup> December 2019	Pauline Mitchell	<b>A place designed to thrive</b>	<b>Build strong communities</b>  <b>Spend every pound wisely.</b>  <b>Grow the Economy</b>		
<b>Support for Adults with autism</b>	17 December 2019	Christine Shields	More people healthy and independent  A safe and caring community	Spend every pound wisely	ASC 023 ASC 043 ASC 044 ASC 089 ASC 113 ASC 131 ASC 137 ASC 155 ASC 161	To follow up on previously agreed recommendations
<b>Syrian Refugees/Asylum Seekers and other Refugees</b>	11 <sup>th</sup> February, 2020	Pauline Mitchell	Enough support for people when needed	Build strong communities		To look at the support services provided.

<b>Customer Engagement in Housing Services</b>	31 <sup>st</sup> March 2020	Pauline Mitchell	More people active and involved	Build strong communities		To look at work being done within communities and how the Customer Panel engage with new communities.
<b>Homelessness Strategy and the Homelessness Reduction Act</b>	31 <sup>st</sup> March 2020	Pauline Mitchell	A safe and caring community  Enough support for people when needed	Build strong communities	HBS 027	To look at the impact following the introduction of the Act. Update on current position within Darlington
<b>Adult Social Care Transformation Programme</b>	31 March 2020	Christine Shields/ James Stroyan	A safe and caring community  Enough support for people when needed	Building strong communities		Update on progress of all work streams

<p><b>Performance Management and Regulation</b></p> <p>Regular performance reports to be programmed</p> <p>End of Year Performance (including Compliments, Comments and Complaints)</p>	<p>TBC</p>	<p>Pauline Mitchell/ James Stroyan/ Christine Shields</p>	<p>More people healthy and independent</p> <p>A safe and caring community</p> <p>Enough support for people when needed</p>	<p>Build strong communities</p> <p>Spend every pound wisely</p>	<p>Full PMF suite of indicators</p>	<p>To receive quarterly monitoring reports and undertake any further detailed work into particular outcomes if necessary.</p>
<p><b>Community Equipment Service</b></p>	<p>TBC</p>	<p>Christine Shields</p>	<p>More people healthy and independent.</p> <p>More people active and involved</p>	<p>Spend every pound wisely</p>	<p>ASC 005 ASC 015</p>	<p>To monitor spend and review the operation of the contract following its award in 2015.</p> <p>Case studies</p>

<p><b>Support to Carers</b></p>	<p>TBC</p>	<p>Christine Shields</p>	<p>More people healthy and independent</p> <p>Enough support for people when needed</p>	<p>Building strong communities</p>		<p>To look at the Carers Strategy and Implementation Plan and ensure that structures and services are in place to support carers in their role and to allow them to live a life of their own alongside their caring role.</p>
<p><b>Deprivation of Liberty Safeguards (DoLS)/Mental Capacity Act</b></p>	<p>TBC</p>	<p>James Stroyan</p>	<p>A safe and caring community</p> <p>Enough support for people when needed</p>	<p>Build strong communities</p>	<p>ASC 063 ASC 064</p>	<p>To look at the outcomes and experiences of those who lack capacity and are subject to a DoLS and to look at how partners work together to ensure high quality services and outcomes.</p> <p>Update on impact following new legislation</p>

## PROCESS FOR ADDING AN ITEM TO SCRUTINY COMMITTEE'S PREVIOUSLY APPROVED WORK PROGRAMME



# QUAD OF AIMS (MEMBERS' REQUEST FOR ITEM TO BE CONSIDERED BY SCRUTINY)

## SECTION 1 TO BE COMPLETED BY MEMBERS

**NOTE** – This document should only be completed if there is a clearly defined and significant outcome from any potential further work. This document should **not** be completed as a request for or understanding of information.

REASON FOR REQUEST?	RESOURCE (WHAT OFFICER SUPPORT WOULD YOU REQUIRE?)
PROCESS (HOW CAN SCRUTINY ACHIEVE THE ANTICIPATED OUTCOME?)	HOW WILL THE OUTCOME MAKE A DIFFERENCE?

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Signed Councillor .....

Date .....

**SECTION 2 TO BE COMPLETED BY DIRECTORS/ASSISTANT DIRECTORS**  
**(NOTE – There is an expectation that Officers will discuss the request with the Member)**

	Criteria
1. (a) Is the information available elsewhere? Yes ..... No ..... If yes, please indicate where the information can be found (attach if possible and return with this document to Democratic Services) .....	1. Information already provided/or will be provided to Member
(b) Have you already provided the information to the Member or will you shortly be doing so? .....	2. Extent of workload involved in meeting request
2. If the request is included in the Scrutiny Committee work programme what are the likely workload implications for you/your staff? .....	3. Request linked to an ongoing Scrutiny Committee item of work and can be picked up as part of that work
3. Can the request be included in an ongoing Scrutiny Committee item of work and picked up as part of that? .....	4. Subject to another Council process for enquiry or examination (such as Planning Committee or Licensing Committee)
4. Is there another Council process for enquiry or examination about the matter currently underway? .....	5. About an individual or entity that has a right of appeal
5. Has the individual or entity some other right of appeal? .....	6. Some other substantial reason
6. Is there any substantial reason (other than the above) why you feel it should not be included on the work programme? .....	

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**Signed** ..... **Position** ..... **Date** .....

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**FORWARD PLAN  
FOR THE PERIOD: 7 AUGUST 2019 - 31 DECEMBER 2019**



**What is a Forward Plan?**

The Forward Plan is a list of all of the decisions, which are due to be taken by Cabinet, including key decisions taken by Cabinet a Member of the Cabinet or a designated Officer in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulation 2012. It also gives notice of the decisions that are likely to be taken in private. These decisions need to be published on the Forward Plan at least 28 clear days before the decision is to be taken. The Plan is updated on an ad hoc basis, but at least once a month. It can be accessed on the Council website [www.darlington.gov.uk](http://www.darlington.gov.uk).

**What is a Key Decision?**

A key decision in the Council's constitution is defined as to:

1. result in the Borough Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates; or
2. be significant in terms of its effects on communities living or working in an area comprising one or more wards in the Borough.

**What are the reasons that a report can be held in private?**

Whilst the majority of the Executive decisions listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some decisions to be considered that contains, for example, confidential, commercially or personal information.

The Forward Plan is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that some of the decisions listed in this Forward Plan will be held in private because the report will contain exempt information under Schedule 12A of the Local Government Act 1972 (set out below) and that the public interest in withholding the information outweighs the public interest in disclosing it.

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes:—
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

## **DARLINGTON BOROUGH COUNCIL FORWARD PLAN**

- (b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **Who takes Key Decisions?**

Under the Council's constitution, key decisions are taken by Cabinet.

### **Are only Key Decisions listed in the Forward Plan?**

The Council only has a statutory obligation to publish key decisions and decisions that are to be heard at a private meeting, however, all decisions to be taken by Cabinet are included on the plan to give Scrutiny Committees and the public an early indication of decisions to be made.

### **What does the Forward Plan tell me?**

The Plan gives information about:

- What decisions are coming up
- What key decisions are coming up
- When those decisions are likely to be made
- Which decisions will be held in private
- Who will make those decisions
- The relevant Scrutiny Committee that the decision relates to
- What consultation will be undertaken
- Whether the decision will be an open or closed report (and the reason why) (public and press are not allowed to access closed reports and will not be able to stay in the Cabinet meeting when a closed report is being considered)
- Who you can contact for further information

### **How to make representations**

Members of the public have a right to make representations to the Council, including whether they think that any items we are proposing to consider in private should be dealt with in public. The Council will consider any representations before a decision is taken.

Anyone who wishes to make representations to the decision maker about a particular matter should do so in writing, at least a week before it is due to be considered, either by letter or email to Lynne Wood using the contact details set out below.

### **How and who do I contact?**

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item.

For general information about the decision-making process and for copies of any documents outlined in the Forward Plan please contact Lynne Wood, Elections Manager, Democratic Services, Resources Group, Town Hall, Feethams, Darlington, DL1 5QT. Tel: 01325 405803. Email: [lynne.wood@darlington.gov.uk](mailto:lynne.wood@darlington.gov.uk).

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

<b>Title</b>	<b>Decision Maker and Date</b>	<b>Page</b>
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**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

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Revenue Budget Monitoring - Quarter 2	Cabinet 5 Nov 2019	28
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Darlington Borough Local Plan 2016/36 - Proposed Submission	Council date to be agreed Cabinet date to be agreed	30
Faverdale Masterplan Report	Council date to be agreed Cabinet date to be agreed	31
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Proposed Sale of Land at High Faverdale	Cabinet date to be agreed	33

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Haughton Children's Centre

**Brief Description**

To consider the proposed lease arrangement of the Haughton Children's Centre to the Education Village Academy Trust to provide Special Educational Needs and Disabilities (SEND) placements at Beaumont Hill Academy.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

Yes

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Children and Young People Scrutiny Committee

**Relevant Cabinet Member(s)**

Children and Young People Portfolio

**Contact Officer/Report Author**

Tony Murphy, Head of Education and Inclusion  
Tony.Murphy@darlington.gov.uk

**Department**

Childrens and Adults

**Wards Affected**

Haughton and Springfield

**Consultation Process**

Meetings and communications.

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

In2 Project

**Brief Description**

To support young people in their transition from Yr6 primary school to Yr7/8 secondary school from some of the deprived Wards within the Borough

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

**Relevant Cabinet Member(s)**

Economy and Regeneration Portfolio

**Contact Officer/Report Author**

Ian Thompson, Assistant Director Community Services  
Ian.Thompson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

Bank Top and Lascelles; Eastbourne; Harrowgate Hill; North Road; Northgate; Stephenson

**Consultation Process**

Meetings and communications

**Document to be submitted**

Report

## DARLINGTON BOROUGH COUNCIL FORWARD PLAN

### **Title**

Treasury Management Annual Report and Outturn Prudential Indicators 2018/19

### **Brief Description**

Report providing information on the regulation and management of the Council's borrowing, investments and cash-flow and requesting approval of the Prudential Indicators.

### **Decision Type**

Non-Key

### **Decision Status**

For Determination

### **Urgent Decision**

No

### **Anticipated Restriction**

Open

### **Decision Maker**

Cabinet

### **Date of Decision**

10 Sep 2019

### **Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

### **Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

### **Contact Officer/Report Author**

Peter Carrick, Finance Manager Central/Treasury Management  
peter.carrick@darlington.gov.uk

### **Department**

Resources

### **Wards Affected**

All Wards

### **Consultation Process**

None

### **Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Replacement of Dog Control Orders with Public Space Protection Orders

**Brief Description**

To request approval to commence consultation with the public regarding converting the existing Dog Control Orders into Public Space Protection Orders.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Economy and Regeneration Portfolio

**Contact Officer/Report Author**

Ian Thompson, Assistant Director Community Services  
Ian.Thompson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

8 week public consultation - Police, Crime and Victim Commissioner and Police will also be consulted

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Release of Capital Allocation in the Medium Term Financial Plan

**Brief Description**

Release of capital for the Town Hall Toilet Refurbishment in Block D and Access Points in Customer Contact Centre.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Kelvin McDade

kelvin.mcdade@dalington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

Park East

**Consultation Process**

Internal communication

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Regulatory Investigatory Powers Act (RIPA)

**Brief Description**

To inform and update Members about issues relevant to the use of the Regulation of Investigatory Powers Act 2000 and developments and recent developments

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Amy Wennington, Principal Lawyer (Litigation)  
amy.wennington@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

None

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Public Spaces Protection Order (PSPO) Monitoring Report

**Brief Description**

To update Members on the actions taken with regard to the recently introduced PSPO for the town centre.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Community Safety Portfolio

**Contact Officer/Report Author**

Ian Thompson, Assistant Director Community Services  
Ian.Thompson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

College; Northgate; Park East; Park West

**Consultation Process**

None

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Annual Review of the Investment Fund

**Brief Description**

To provide an update on the schemes and projects agreed by Cabinet to be being funded from the £50m investment fund.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Elizabeth Davison, Assistant Director Resources  
elizabeth.davison@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

None

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Review of Complaints to the Ombudsman

**Brief Description**

To provide Members with an update of the outcome of cases which have been determined by the Local Government, Social Care Ombudsman (LGSCO) and the Housing Ombudsman (HO)

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Leader of the Council

**Contact Officer/Report Author**

Lee Downey, Complaints and Information Governance Manager  
lee.downey@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

None

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Complaints, Compliments and Comments Annual Reports 2017/18

**Brief Description**

To consider the annual complaints, compliments and comments annual reports for Adult Social Care, Children's Social Care, Corporate, Housing and Public Health.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Adults and Housing Scrutiny Committee, Children and Young People Scrutiny Committee, Efficiency and Resources Scrutiny Committee, Health and Partnerships Scrutiny Committee, Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Lee Downey, Complaints and Information Governance Manager  
lee.downey@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

None

**Document to be submitted**

Report and complaints reports.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Special Education Needs & Disability Capital Project Release of Funds

**Brief Description**

Request for authorisation for the release of Capital Funds for two new Special Educational Needs and Disability Units.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Children and Young People Scrutiny Committee

**Relevant Cabinet Member(s)**

Children and Young People Portfolio

**Contact Officer/Report Author**

Paul Richardson, Head of Skills and Employability  
paul.richardson@darlington.gov.uk

**Department**

Childrens and Adults

**Wards Affected**

All Wards

**Consultation Process**

Follow up from consultation on SEND Strategy

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Sale of Four Riggs Car Park, off Bondgate, Darlington

**Brief Description**

To seek Cabinet approval for the sale of land at Four Riggs Car Park.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**Decision Maker**

Cabinet

**Date of Decision**

10 Sep 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Richard Adamson, Estates Officer  
Richard.Adamson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

Northgate

**Consultation Process**

Internal communication.  
External consultation as part of normal planning process.

**Document to be submitted**

Report

## DARLINGTON BOROUGH COUNCIL FORWARD PLAN

### **Title**

Schedule of Transactions

### **Brief Description**

To consider the Schedule of Transactions and seek approval of the terms negotiated. (NOTE - this report is included on the agenda for each meeting of Cabinet but there are not always transactions to consider)

### **Decision Type**

Non-Key

### **Decision Status**

For Determination

### **Urgent Decision**

No

### **Anticipated Restriction**

Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

### **Decision Maker**

Cabinet

### **Date of Decision**

10 Sep 2019

### **Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

### **Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

### **Contact Officer/Report Author**

Guy Metcalfe, Head of Service for Asset Management and Investment  
Guy.Metcalfe@darlington.gov.uk

### **Department**

Economic Growth and Neighbourhood Services

### **Wards Affected**

All Wards

### **Consultation Process**

None

### **Document to be submitted**

Report and Schedule of Transactions.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Fairer, Richer Darlington

**Brief Description**

Tackling poverty and inequalities in Darlington by supporting local wealth creation that benefits all residents.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

8 Oct 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Seth Pearson, Partnership Director  
seth.pearson@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

Methods

**Document to be submitted**

Report

## DARLINGTON BOROUGH COUNCIL FORWARD PLAN

### **Title**

Permit System to Manage and Co-ordinate Roadworks

### **Brief Description**

An update on work to develop a permit scheme for roadworks coordination that Councils across the country are being required to consider by the Department for Transport.

### **Decision Type**

Non-Key

### **Decision Status**

For Determination

### **Urgent Decision**

No

### **Anticipated Restriction**

Open

### **Decision Maker**

Cabinet

### **Date of Decision**

8 Oct 2019

### **Relevant Scrutiny Committee**

Place Scrutiny Committee

### **Relevant Cabinet Member(s)**

Leisure and Local Environment Portfolio

### **Contact Officer/Report Author**

Dave Winstanley, Assistant Director Capital Projects, Transport and Highways Planning  
dave.winstanley@darlington.gov.uk

### **Department**

Economic Growth and Neighbourhood Services

### **Wards Affected**

All Wards

### **Consultation Process**

Meetings and correspondence.

### **Document to be submitted**

Cabinet Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Tees Valley Joint Waste Management Contract

**Brief Description**

To approve the outline business case for Waste Management post 2025 and the associated inter-authority agreement.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

8 Oct 2019

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Leisure and Local Environment Portfolio

**Contact Officer/Report Author**

Ian Thompson, Assistant Director Community Services  
ian.thompson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

N/A

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Darlington Crematorium Refurbishment

**Brief Description**

To present the options to Members to consider regarding refurbishment of the existing Crematorium in West Cemetery.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

8 Oct 2019

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Leisure and Local Environment Portfolio

**Contact Officer/Report Author**

Ian Thompson, Assistant Director Community Services  
Ian.Thompson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

Meetings and survey.

**Document to be submitted**

Cabinet Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Rail Heritage Quarter

**Brief Description**

To present the outcome of work to date on the Rail Heritage Quarter, timeline for implementation and funding strategy.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

8 Oct 2019

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Leisure and Local Environment Portfolio

**Contact Officer/Report Author**

Ian Thompson, Assistant Director Community Services  
Ian.Thompson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

Various

**Document to be submitted**

Report and Master Planning Documents.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Joint Venture Proposal with Esh Homes

**Brief Description**

Proposal for New Sites outside the Darlington Boundaries.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

8 Oct 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Elizabeth Davison, Assistant Director Resources  
elizabeth.davison@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

None

**Document to be submitted**

Report

## DARLINGTON BOROUGH COUNCIL FORWARD PLAN

### **Title**

Housing Allocation Policy

### **Brief Description**

Changes are being made to the Tees Valley Allocation Policy to both reflect the legislative requirements around the Homeless Reduction Act 2017 and ensure the policy is clear and transparent for applicants.

### **Decision Type**

Key

### **Decision Status**

For Determination

### **Urgent Decision**

No

### **Anticipated Restriction**

Open

### **Decision Maker**

Cabinet

### **Date of Decision**

8 Oct 2019

### **Relevant Scrutiny Committee**

Adults and Housing Scrutiny Committee

### **Relevant Cabinet Member(s)**

Housing, Health and Partnerships Portfolio

### **Contact Officer/Report Author**

Janette McMain

Janette.McMain@darlington.gov.uk

### **Department**

Economic Growth and Neighbourhood Services

### **Wards Affected**

All Wards

### **Consultation Process**

Public consultation has been undertaken via a press release and survey around the Common Allocations Policy, with website links to the survey on the Compass and DBC's websites. The survey has been widely circulated to staff in Housing and Housing Providers/Housing related providers asking they encourage their staff and customers to complete the survey.

### **Document to be submitted**

Report and Housing Allocation Policy.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Library Service Update

**Brief Description**

To present proposals to Members for the refurbishment of Crown Street Library and proposed service.

**Decision Type**

Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

5 Nov 2019

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Leisure and Local Environment Portfolio

**Contact Officer/Report Author**

Ian Thompson, Assistant Director Community Services  
ian.thompson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

Meetings / discussions.

**Document to be submitted**

Cabinet Report and Library Plan

## DARLINGTON BOROUGH COUNCIL FORWARD PLAN

**Title**

Council Tax Empty Property Premium

**Brief Description**

To consider and approve changes to the Council Tax Empty Property Premium from April 2020.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

5 Nov 2019

Council

5 Dec 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Anthony Sandys, Head of Housing and Revenues  
anthony.sandys@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

Letter and e-mail.

**Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Council Tax Support - Scheme Approval 2019.20

**Brief Description**

To consider and approve a draft Council Tax Support Scheme.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

5 Nov 2019

Council

5 Dec 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Anthony Sandys, Head of Housing and Revenues  
anthony.sandys@darlington.gov.uk

**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

None

**Document to be submitted**

Report and Council Tax Support Scheme.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Revenue Budget Monitoring - Quarter 2

**Brief Description**

To provide an up to date forecast of the revenue budget outturn as part of the Council's continuous financial management process.

**Decision Type**

Non-Key

**Decision Status**

For Determination

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

5 Nov 2019

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Peter Carrick, Finance Manager Central/Treasury Management  
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**Department**

Resources

**Wards Affected**

All Wards

**Consultation Process**

None

**Document to be submitted**

Report

## DARLINGTON BOROUGH COUNCIL FORWARD PLAN

### **Title**

Project Position Statement and Capital Programme Monitoring - Quarter 2

### **Brief Description**

To provide information on the delivery of the Council's Capital Programme, the financial outturn position, financing of Capital expenditure and an update on the current status of all construction projects currently being undertaken.

### **Decision Type**

Non-Key

### **Decision Status**

For Determination

### **Urgent Decision**

No

### **Anticipated Restriction**

Open

### **Decision Maker**

Cabinet

### **Date of Decision**

5 Nov 2019

### **Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

### **Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

### **Contact Officer/Report Author**

Peter Carrick, Finance Manager Central/Treasury Management, Brian Robson, Head of Capital Projects  
peter.carrick@darlington.gov.uk, brian.robson@darlington.gov.uk

### **Department**

Resources

### **Wards Affected**

All Wards

### **Consultation Process**

None

### **Document to be submitted**

Report

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Items Due for Consideration with no agreed Cabinet date**

**Title**

Darlington Borough Local Plan 2016/36 - Proposed Submission

**Brief Description**

To agree the final draft of the Local Plan to advertise for representations and ultimately submit for examination.

**Decision Type**

Non-Key

**Decision Status**

Item Deferred

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

Council

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Economy and Regeneration Portfolio

**Contact Officer/Report Author**

David Hand, Head of Service for Planning Policy, Economic Strategy and Environment

David.Hand@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

All Wards

**Consultation Process**

Legal duty to seek representations prior to submission to Government for examination. Email and Letter and use of the Council's consultation portal.

**Document to be submitted**

Report and draft Local Plan

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Faverdale Masterplan Report

**Brief Description**

Approval of supporting documents for Local Plan Submission Draft.

**Decision Type**

Key

**Decision Status**

Item Deferred

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

Council

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Economy and Regeneration Portfolio

**Contact Officer/Report Author**

David Nelson, Planning Officer  
David.Nelson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

Harrowgate Hill

**Consultation Process**

Document to be made available on the Council's website.

**Document to be submitted**

Report and Masterplan Documents for Faverdale.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Skerningham Masterplan Report

**Brief Description**

Approval of supporting document for Local Plan Submission Draft

**Decision Type**

Key

**Decision Status**

Item Deferred

**Urgent Decision**

No

**Anticipated Restriction**

Open

**Decision Maker**

Cabinet

**Date of Decision**

Council

**Relevant Scrutiny Committee**

Place Scrutiny Committee

**Relevant Cabinet Member(s)**

Economy and Regeneration Portfolio

**Contact Officer/Report Author**

David Nelson, Planning Officer  
David.Nelson@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

Harrowgate Hill; Haughton and Springfield; Sadberge and Middleton St. George;  
Whinfield

**Consultation Process**

Document to be made available on the Council's website

**Document to be submitted**

Report and Masterplan Document for Skerningham.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**Title**

Proposed Sale of Land at High Faverdale

**Brief Description**

To seek Cabinet approval of a proposed sale of land at High Faverdale.

**Decision Type**

Key

**Decision Status**

Item Deferred

**Urgent Decision**

No

**Anticipated Restriction**

Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**Decision Maker**

Cabinet

**Date of Decision**

**Relevant Scrutiny Committee**

Efficiency and Resources Scrutiny Committee

**Relevant Cabinet Member(s)**

Efficiency and Resources Portfolio

**Contact Officer/Report Author**

Guy Metcalfe, Head of Service for Asset Management and Investment  
Guy.Metcalfe@darlington.gov.uk

**Department**

Economic Growth and Neighbourhood Services

**Wards Affected**

Brinkburn and Faverdale

**Consultation Process**

None.

**Document to be submitted**

Cabinet Report.

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**