

Place Scrutiny Committee Agenda



9.30 am Thursday, 4 July 2019
Committee Room 3, Town Hall,
Darlington, DL1 5QT

Members of the Public are welcome to attend this Meeting.

1. Appointment of Chair for the Municipal Year 2019/20
2. Appointment of Vice Chair for the Municipal Year 2019/20
3. Introductions/Attendance at Meeting
4. Declarations of Interest
5. To consider times of meetings of this Committee for the Municipal Year 2019/20, on the dates as agreed in the calendar of meetings by Cabinet at Minute C110/Feb/19
6. To approve the Minutes of the meeting of this Scrutiny Committee held on 7 March 2019 (Pages 1 - 6)
7. Performance Indicators Quarter 4 2018/19 –
Report of the Head of Strategy, Performance and Communications.
(Pages 7 - 14)
8. Local Plan Task and Finish Review Group - Progress Report –
Report of the Chair of the Task and Finish Review Group.
(Pages 15 - 16)
9. Work Programme –
Report of the Managing Director.
(Pages 17 - 32)
10. 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

11. Questions



Luke Swinhoe
Assistant Director Law and Governance

Wednesday, 26 June 2019

Town Hall
Darlington.

Membership

Councillors Bartch, Boddy, Mrs Culley, Donoghue, Durham, Howarth, B Jones, McCollom, McEwan, Tait and Wallis

If you need this information in a different language or format or you have any other queries on this agenda please contact Hannah Fay, Democratic 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: hannah.fay@darlington.gov.uk or telephone 01325 405801

PLACE SCRUTINY COMMITTEE

Thursday, 7 March 2019

PRESENT – Councillors Carson (Chair), Cossins, Mrs Culley, Donoghue, Kelly, Lyonette, M Nicholson and Tostevin

APOLOGIES – Councillors L Hughes,

ABSENT – Councillors Wright

ALSO IN ATTENDANCE – Councillors Crumbie (Cabinet Member with Community Safety Portfolio), Lawton and Lee

OFFICERS IN ATTENDANCE – Ian Thompson (Assistant Director Community Services), Brian Graham (Head of Environmental Services), Mark Ladyman (Head of Strategic Town Centre Development), Anna Willey (Anti-Social Behaviour and Civic Enforcement Manager), David Nelson (Planning Officer), Jochen Werres (Planning Policy Officer) and Hannah Fay (Democratic Officer)

P31 **DECLARATIONS OF INTEREST**

There were no declarations of interest reported at the meeting.

P32 **CHAIR AND VICE CHAIR**

It was reported that this would be the last meeting of this Scrutiny Committee for the Chair and Vice Chair.

Members and Officers wished to place on record their thanks to the Chair and Vice Chair for their invaluable support and contribution to this Committee and wished them well for the future.

RESOLVED – That the thanks of this Committee be extended to Councillors Carson and Lyonette.

P33 **TO APPROVE THE MINUTES OF THE MEETING OF THIS SCRUTINY COMMITTEE HELD ON 13 DECEMBER 2018**

Submitted – The Minutes (previously circulated) of a meeting of this Scrutiny Committee held on 13 December 2018.

RESOLVED – That the Minutes of the meeting of this Scrutiny Committee held on 13 December 2018 be approved as a correct record.

P34 **STRATEGIC SITES DEVELOPMENT PROGRAMME DARLINGTON TOWN CENTRE**

The Cabinet Member with the Economy and Regeneration Portfolio provided Members with an update on the report of the Director of Economic Growth and Neighbourhood Services (previously circulated) which had been considered by Cabinet, at its meeting held on 8 January 2019.

The submitted report detailed emerging high-level thoughts and the future development of proposals that would encourage further investment on key strategic sites in Darlington town centre. A PowerPoint presentation given by the Cabinet Member with the Economy and Regeneration Portfolio also accompanied the submitted report.

It was reported that Darlington was in the UK top ten best performing economies; its economy had grown consistently for three years and that it was rated the third highest retail town in the North East behind Newcastle and the Metro Centre; it was also reported that Darlington faced a number of challenges including higher than national vacancy rates, a reduction in footfall, high profile large vacant units, a high reliance on retail, low amount of quality business accommodation, small number of residential accommodation in the town centre, and issues with community safety and a lack green space and facilities.

Reference was made to the Cornmill Centre which faced similar reductions in footfall and increased vacant units and Members were assured that work was being undertaken with the Town Centre Reference Group to address these issues; and that this Scrutiny Committee would continue to monitor footfall trends within the town centre.

Members were informed of the objectives to improve the economic wellbeing and vitality of the town centre; that funding had been secured to invest into Darlington's heritage assets with a focus on the 2025 celebrations for Stockton and Darlington Railway; refurbishment and redevelopment plans for the Indoor Victorian Market were due to be published for a period of consultation; and that a bid would be submitted to the Future High Street Fund to support the objectives to improve Darlington town centre.

Concern was raised by Members in respect of the perception of crime in Darlington and that residents felt that the town centre was a dangerous place. It was reported that crime was down; there was a robust approach to tackling crime and anti-social behaviour in the town centre, including the introduction of the Public Space Protection Order on 1 March 2019; and that the town centre was a safe place but that perceptions would take time to change.

Following a question in relation to the location of the Outdoor Market, Scrutiny was informed that consultation had been undertaken by the Council and Market Asset Management (MAM) with market traders who preferred to remain on High Row due to greater footfall.

A Member in attendance at the meeting highlighted the need for greater promotion of tourism in Darlington. There was agreement that more needed to be done to improve tourism and Members were advised that the Town Centre Reference Group had worked with businesses to develop a new map of the town centre; and the work planned for 2025 celebrations for Stockton and Darlington Railway would benefit the economy.

Members queried the mention of business rates within the Spring Statement which was due to be published on 13 March 2019; Members were in agreement that

business rates did need to change, but that the local authority was limited in what it could do due to the high level of demand led expenditure in the local authority.

RESOLVED – (a) That the report be received.

(b) That the thanks of this Scrutiny Committee be extended to the Cabinet Member with the Economy and Regeneration Portfolio for his informative presentation.

(c) That this Scrutiny Committee be updated on the outcome of the Future High Streets Fund bid.

P35 CENTRAL LIBRARY PROPOSALS

The Assistant Director, Community Services gave a presentation relating to Central Library Proposals.

It was reported that following the decision to keep the main library at Crown Street, and the agreement to invest £2 million in improvements and repairs, a conversation to seek the views of residents had been undertaken and was set to conclude on 15 March 2019.

It was reported that feedback received to date from both the website and various conversation events in respect of services and the building/accessibility had indicated the need for a refurbishment that was sympathetic to the heritage of the Grade II listed building, identified the need for some level of refreshment, expansion of the services of the library including greater activities and events; and that there was a level of conflict in the feedback that required a balanced response.

Members were informed that the feedback from the conversation would be collated along with feedback from the previous consultations, to inform the future Library Plan; and that following approval of this plan the estimated opening date was early 2021.

It was reported that discussions were underway to review the usage of the space at the Dolphin Centre which had been earmarked for the library.

A Member in attendance at the meeting voiced their concern in respect of the absence of consultation to reinstate the mobile library for those members of the public that resided in rural areas; and suggested that the mobile library be reinstated.

Discussion ensued regarding the benefits of Cockerton Library and it was noted that Cockerton Library was used by members of the public from all areas of the town, including rural areas; Members were assured that the home service had been extended to reach residents unable to travel to the library; that no feedback had been received via the library conversations to date in respect of the mobile library. It was suggested that one drawback of Cockerton Library was that it lacked public toilet facilities which constrained the type of events that could be held there and it was requested that this point be included in the conversation feedback.

RESOLVED – That the thanks of this Scrutiny Committee be extended to the Assistant Director, Community Services for his informative and interesting presentation.

P36 COMMUNITY SAFETY

The Assistant Director, Community Services gave a presentation (previously circulated) on community safety, detailing the concerns and response of Darlington Borough Council to community safety in Darlington.

Members were advised that a significant reduction in funding had impacted on the co-ordination and leadership of work to keep Darlington a safe place however following consultation as part of the Medium Term Financial Plan, community safety had been identified as a key priority and as a result additional resources had been put in place and the Community Safety Unit established.

Members were advised of the staffing structure within community safety which included Civic Enforcement, Licensing, Private Sector Housing, Trading Standards and Community Resilience. A Systems Data Analyst was also in place to provide accurate and timely data in respect of community safety and had access to Police and Fire data sets, in order to identify threats and risks within communities and to ensure resources were deployed according to those identified threats and risks. Reference was made to the 2019/20 community safety priorities.

Discussion ensued in respect of door to door sales and fly tipping; the importance of residents reporting any concerns to community safety to ensure resources were deployed; knife crime, which was not a concern in Darlington; and that Darlington was a safe and vibrant place to live.

RESOLVED – (a) That the thanks of this Scrutiny Committee be extended to the Assistant Director, Community Services for his informative and interesting presentation.

(b) That an update on community safety be provided at a future meeting of this Scrutiny Committee.

P37 PERFORMANCE INDICATORS Q3 2018/19

The Managing Director submitted a report (previously circulated) together with a detailed scorecard (also previously circulated) advising Members of the Quarter 3 performance against those key performance indicators for 2018/19 which were within the remit of this Scrutiny Committee.

It was reported that of the twenty one indicators which were reported either quarterly or six monthly at Quarter 3 and for which there was information available, fifteen had targets and thirteen of these indicators were on target to achieve their year-end target and two were not; six indicators did not have targets however, one was showing performance which was better than the same period last year and four had either no previous data to compare with or no data had been submitted for this quarter, whilst one indicator was showing performance which was worse than the same period last year.

A number of indicators which were showing good performance at Quarter 3 were highlighted in the report, with particular reference made to CUL071 Number of Visits to the Head of Steam which had seen a 22 per cent increase in attendances compared to the same period last year.

Reference was made to CUL030 Total visits to the Dolphin Centre which was showing lower performance due to recording issues, and ENV001 which was not on target to achieve year-end target.

CUL080 Town centre footfall trend showed a decrease, reflecting the national picture. It was highlighted that the data collected from ten electronic counters around the town did not include the sites of Feethams Multi-storey Car Park and Leisure Development and would therefore not record anyone visiting this site.

Reference was made to ECI401 New homes delivered against the five year supply which was showing an increase from the same period last year. National figures had been published for the Housing Delivery Test, a possible additional indicator for this Scrutiny Committee to include, a percentage measurement of the number of net homes delivered the number of homes delivered against the number of homes required. For the period of 2015 to 2018 the required number of homes for Darlington was 572 and it was confirmed that Darlington had delivered 1043, a delivery test measure of 182 per cent.

RESOLVED – That the report be noted.

P38 WORK PROGRAMME

The Managing Director submitted a report (previously circulated) requesting that consideration be given to this Scrutiny Committee's work programme for the remainder of the Municipal Year 2018/19.

The Lead Officer provided Members with an updated position in relation to individual items within the schedule.

Discussion ensued on the need to convene a Special meeting to give consideration to the updated Local Plan and that this should include the Economic Strategy, Housing Strategy and Car Parking Strategy; the need for an update report on Indoor/Outdoor Market, Rail Heritage; Tees Valley Combined Authority Transport Strategy; as well as updates on Community Safety and Strategic Sites Development Programme.

Reference was made to the intention to convene Special meetings to consider the Performance Indicators on a bi-annual basis.

The Planning Policy Officer updated Members on the current position of Broadband Infrastructure delivery in Darlington and advised that due to complications, the Broadband infrastructure rollout programme had stalled as government were no longer funding Fibre to the cabinet (FTTC). It was reported that work was progressing to identify alternative solutions; that the £350,000 funding from the Tees Valley Combined Authority remained, but that without match funding from the government this would not cover the 3612 premises in Darlington that were without Superfast

Broadband.

Members voiced concern in respect of the future of Broadband in Darlington and agreed that Broadband infrastructure should be a key priority for the town. In light of the update it was agreed that Broadband Infrastructure delivery in Darlington would remain on the work plan for this Scrutiny Committee.

RESOLVED – (a) That the current status of the Work Programme be noted.

(b) That the Work Programme be updated to reflect the decisions of this Scrutiny Committee.

PLACE SCRUTINY COMMITTEE 4 JULY 2019

PERFORMANCE INDICATORS Q4 2018/19

Purpose of the Report

1. To provide Members with Quarter 4 performance data against key performance indicators for 2018/19.

Summary

Performance Report

2. This report provides performance information in line with an indicator set and scrutiny committee distribution agreed by Monitoring and Coordination Group on 4 June 2018, and subsequently by scrutiny committee chairs.
3. The indicators included in this report are aligned with key priorities and the majority are used to monitor the Corporate Plan 2017/21. Other indicators may be referenced when appropriate in narrative provided by the relevant assistant directors, when providing the committee with performance updates.
4. 39 indicators are reported to the Committee of which 17 (seventeen) indicators are reported annually, a further 21 (twenty-one) are reported quarterly, and 1 (one) is reported 6 monthly at Q2 and Q4.
5. Whilst ENV 009 ‘% household waste that is collected that is either reused, recycled or composted’ is reported quarterly, it is reported in arrears.
6. Of those 39 indicators which are reported at Q4, and for which Q4 data is available at Q4:
 - (a) 25 (twenty five) have year-end targets. Based on performance patterns or officer assessment, of these 25 indicators:
 - (i) 11 (eleven) indicators are on target at Q4, and have achieved year-end target (CUL 071, ECI 104, ECI 105, ECI 106, ECI 401, ENV 002, ENV 005, ENV 021, ENV 022, REG 803, TCP 203).
 - (ii) 12 (twelve) indicators did not achieve year-end target (CUL 030, CUL 037, CUL 038, CUL 065, CUL 066, CUL 067, ENV 001, ENV 006, REG 301, REG 308, TCP 200, TCP 202)

- (iii) 2 (two) indicators have end of year targets but their Q4 data was not available (ENV 009, TCP 101)
- (b) 14 (fourteen) indicators do not have targets. Where no target has been set comparison is made against the same quarter in the previous year. For these 14 (fourteen) indicators:-
 - (i) 6 (five) indicator are showing performance at Q4 better than or the same as performance at Q4 last year (ECI 327, ECI 330, REG 312a, TCP 601, TCP 602, TCP 900)
 - (ii) 5 (five) indicator are showing performance at Q4 worse than performance at Q4 last year (CUL 080, ECI 321, ECI 329, TCP 600, TCP 803)
 - (iii) 3 (three) indicators have either no previous year's data to compare with (CUL 078, CUL 079, ENV 023).
- 7. Of note amongst those indicators showing good performance at Q4 are:-
 - (a) Planning indicators ECI 104, ECI 105 and ECI 106 are showing strong performance at Q4, and
 - (b) Environment indicators ENV 002, ENV 005, ENV 021 are also showing strong performance, and ENV 022 is maintaining strong performance.
- 8. Indicators for which Q4 data is showing lower performance include:-
 - (a) CUL 030 Total visits to the Dolphin Centre (all areas), and ENV 001 'Number of Ward Members who are leading or are involved in a litter or grounds maintenance-based project'

Community Services

- 9. 2018/19 was another strong year for Community Services' performance. Of particular note for Culture:-
 - (a) Whilst the Hippodrome didn't meet the ambitious targets set as part of the business plan, however it was a very successful first full year of operation since the restoration. Overall an encouraging performance, which is hoped will be built on in future years.
 - (b) Alongside the Hippodrome, the first year of operation for the Hullabaloo was very successful with a number of installations within Creative Play as well as a varied programme during the day for young people and regular programme of shows on an evening for adults.
 - (c) Physical visits to the Library, book loans and ICT sessions continued to decline during 2018/19, however a strong programme of events helped to reduce the decline and ensure that the Library service was busy as well as

attracting new customers.

- (d) There have been a number of issues with recording attendances at the Dolphin Centre throughout the year resulting in reported attendance being lower than last year, however there are no concerns with overall performance at the Dolphin Centre. A new recording system will be introduced for 2019/20.
- (e) It has once again been a very good year for the Head of Steam with a strong programme of events and activities, which has helped to continue grow attendances in recent years.
- (f) Town Centre Footfall is down on the previous year and reflects national trends. Throughout the year, a strong programme of events took place in the town centre, which helped reduce the decline in attendances.

Transport and Capital Projects

10. The points to note on Highway services are that:-

- (a) The additional investment in unclassified roads has seen a significant reduction in the amount of roads where maintenance should be considered. The Council has restored 144,375m² of road across 105 residential streets 2018/19. This additional investment is set to continue in 2019/20 providing a physical uplift to the public realm and investing in residential streets.
- (b) The overall number of injuries arising from road traffic collisions has reduced but there has been a slight increase in those seriously injured raising by seven from previous year. This trend will be investigated to determine whether any interventions can be considered to address this increase.
- (c) Overall public satisfaction with public transport continues to rise steadily from 58% in 2014/15 to 62% in 2018/19.

11. The points to note for both Environmental Services are:-

- (a) The number of active Street Champions continues to grow and at the end of the year was 115. Street Champions operate throughout the Borough giving up their time to help keep their local areas clean and tidy.
- (b) The overall standard of cleanliness across the Borough is above target and compatible with last year.
- (c) The number of Ward Members at the end of the year who have confirmed they are active in their local communities is above last year, however down on target.

- (d) The number of fly tips is similar to last year with the removal of both large and small fly tips being above target. Throughout the year, 61 actions have been taken against individuals. Where evidence exists, action will be taken against perpetrators.
- (e) Trading Standards have achieved the target for high risk inspections, completing all within the appropriate timescales.

- 12. A detailed performance scorecard is attached at **Appendix 1**.
- 13. It is suggested monitoring focuses on issues and exceptions and attention is drawn to paragraph 9 in particular for this information. Relevant assistant directors will be in attendance at the meeting to respond to queries raised by the committee regarding the performance information contained within this report.
- 14. This Scrutiny Committee performance report is compiled by Neil Bowerbank. All queries regarding the performance measures within this report should be addressed to the appropriate assistant director.

Recommendations

- 15. It is recommended that:-
 - (a) performance information provided in this report is reviewed and noted, and relevant queries raised with appropriate Assistant Directors.

Neil Bowerbank
Head of Strategy, Performance and Communications

Background papers

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

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

| | |
|--|--|
| One Darlington: Perfectly Placed | This report contributes to the Sustainable Community Strategy (SCS) by involving Members in the scrutiny of performance relating to the delivery of key outcomes |
| Efficiency | Scrutiny of performance is integral to optimising outcomes. |
| Impact on Looked After Children and Care Leavers | This report has no impact on Looked After Children or Care Leavers. |

This page is intentionally left blank



Place

Scruti...
Adults...
Children...
Efficien...
Health...
Place

Direc...
Econo...
Childre...
Childre...
Economi...
Neighb...
Resourc...

Which...
Asset M...
Commu...
Plannin...
Plannin...
Transpo...
Adult So...
Chief Exe...
Children...
Commiss...

Key / ...
Key
Corpor...
Delete
Key - Q?
Key - O1
Key - O2
Key - O3
Key - O4
Key / B...

Repor...
Annual
Monthly
Quarterly
Biennial

Performance Data

2018

2019

19/06/2019
17:54:16
01/04/2019

| | | | | |
|----|--|----|----|--------------------|
| 39 | Total | 39 | 39 | Total |
| 18 | = Better than same period last year (↑) | 14 | 10 | Better than target |
| 2 | = The same as same period last year (↔) | 6 | 1 | Achieving target |
| 16 | = Not as good as same period last year (↓) | 12 | 12 | Missing target |
| 3 | Not comparable (blank) | 7 | 16 | No Target |

| Indicator Num | Indicator Description | Reported | What is best | Measure of unit | Latest England Av | Latest North East Av | Latest other benchmark Av | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Latest data same period previous year | Latest data performance from same period last year | June | Sept | Dec | Mar | Mar - Num | Mar - Den | Trend from when last reported | Qtr 4 - March compare to target | Year End Target | Comments | |
|---------------|---|-----------|--------------|-----------------|-------------------|----------------------|---------------------------|---------|---------|---------|---------|---------------------------------------|--|---------|---------|---------|---------|-----------|------------|-------------------------------|---------------------------------|-----------------|---|---|
| CUL 030 | Total number of visits to the Dolphin Centre (all areas) | Monthly | Bigger | Num | - | - | - | - | 972,068 | 991,034 | 937,894 | 937,894 | ↓ | 207,880 | 442,217 | 662,361 | 905,076 | 905,076 | | ↓ | | 975,000 | Qtr 4 Overall slightly short of last year, however ongoing problems with attendance recording, new system to be implemented from next year. | |
| CUL 037 | Number of shows held at the Hippodrome | Monthly | Bigger | Num | - | - | - | - | - | - | 171 | 171 | ↑ | 73 | 136 | 252 | 338 | 338 | | ↓ | | 363 | Qtr 4 Number of shows slightly short of target, however strong programme presented through 2018/19. | |
| CUL 038 | Number of individual attendances at Hippodrome theatre shows | Monthly | Bigger | Num | - | - | - | - | - | - | 81,512 | 81,512 | ↑ | 31,536 | 50,142 | 119,414 | 152,584 | 152,584 | | ↓ | | 173,013 | Qtr 4 Number of attendances reflect the number of shows. | |
| CUL 065 | Number of physical visits to the Library | Annual | Bigger | Num | - | - | - | 297,539 | 245,875 | 252,000 | 236,334 | 236,334 | ↓ | - | - | - | 231,219 | 231,219 | ↓ | ↓ | | 258,000 | Qtr 4 Library visits slightly down on last year and short of target. | |
| CUL 066 | Number of book loans | Annual | Bigger | Num | - | - | - | 376,583 | 359,231 | 302,216 | 281,173 | 281,173 | ↓ | - | - | - | 265,076 | 265,076 | ↓ | ↓ | | 300,000 | Qtr 4 Number of book loans down on last year reflecting reduced usage. | |
| CUL 067 | Number of ICT sessions at the library | Annual | Bigger | Num | - | - | - | - | 54,971 | 50,216 | 44,908 | 44,908 | ↓ | - | - | - | 39,799 | 39,799 | ↓ | ↓ | | 50,000 | Qtr 4 Number of ICT sessions down on last year again reflecting overall usage. | |
| CUL 071 | Number of visits to the Head of Steam | Monthly | Bigger | Num | - | - | - | - | 35,181 | 33,395 | 38,182 | 38,182 | ↑ | 12,565 | 25,188 | 35,561 | 42,037 | 42,037 | | ↑ | | 40,000 | Qtr 4 Attendance at Head of Steam continues to grow as a result of strong programme of activities and events. | |
| CUL 078 | Number of shows held at the Hullabaloo | Monthly | Bigger | Num | - | - | - | - | - | - | - | - | | 56 | 95 | 180 | 210 | 210 | ↑ | | | - | Qtr 4 First full year of the Hullabaloo has been very successful. | |
| CUL 079 | Number of individual attendances at Hullabaloo shows | Monthly | Bigger | Num | - | - | - | - | - | - | - | - | | 1,717 | 2,264 | 8,656 | 10,513 | 10,513 | ↑ | | | - | Qtr 4 First full year of the Hullabaloo has been very successful. | |
| CUL 080 | Town centre footfall trend from previous year | Monthly | Bigger | % | - | - | - | - | - | -8.3 | 0.9 | 0.9 | ↓ | -4.4 | -4.7 | -4.6 | -4.1 | -710,256 | 17,141,052 | ↑ | | - | Qtr 4 Overall town centre footfall down by just over 4% which is reflective of the national picture. | |
| ECI 104 | Percentage of major planning applications decided within 13 weeks or within agreed time (EoT) | Quarterly | Bigger | % | 88 | - | - | 100 | 84 | 81 | 66 | 66 | ↑ | 90 | 94 | 93 | 94 | 44 | 47 | ↑ | ↑ | 70 | Qtr 4 . | |
| ECI 105 | Percentage of non major planning development decisions within 8 weeks or within agreed time (EoT) | Quarterly | Bigger | % | 89 | - | - | 53 | 59 | 69 | 86 | 86 | ↑ | 84 | 87 | 86 | 87 | 376 | 433 | ↑ | ↑ | 85 | Qtr 4 . | |
| ECI 106 | 24 months to date % of non major planning development decisions within 8 weeks or within agreed time (EoT) | Quarterly | Bigger | % | 89 | - | - | - | - | 64 | 77 | 77 | ↑ | 80 | 84 | 86 | 87 | 743 | 858 | ↑ | ↑ | 75 | Qtr 4 . | |
| ECI 321 | Monthly unemployed claimant count | Monthly | Smaller | % | 2.6 | 4.3 | - | 3.0 | 3.1 | 3.5 | 3.6 | 3.6 | ↓ | 3.6 | 3.8 | 4.0 | 4.2 | 2,725 | 64,920 | ↔ | | - | Qtr 4 . | |
| ECI 327 | Employment rate – all people economically active | Annual | Bigger | % | 75 | 71 | - | 72 | 72 | 75 | 74 | 74 | ↑ | - | - | - | 76 | 48,100 | 63,600 | ↑ | | - | Qtr 4 . | |
| ECI 329 | Average annual income - Darlington residents | Annual | Bigger | £ | 29,869 | 26,469 | - | 26,231 | 25,299 | 27,514 | 27,797 | 27,797 | ↓ | - | - | - | 26,198 | 26,198 | ↓ | | | - | Qtr 4 . | |
| ECI 330 | Average annual income - Darlington employees | Annual | Bigger | £ | 29,872 | 26,297 | - | 25,502 | 26,570 | 27,009 | 25,712 | 25,712 | ↑ | - | - | - | 26,054 | 26,054 | ↑ | | | - | Qtr 4 . | |
| ECI 401 | New homes delivered against 5 year supply | Quarterly | Bigger | Num | - | - | - | - | 329 | 163 | 488 | 488 | ↑ | 138 | 351 | 476 | 627 | 627 | | | ↑ | | 422 | Qtr 4 . |
| ENV 001 | Number of Ward Members who are leading or are involved in a litter or grounds maintenance based project | Quarterly | Bigger | Num | - | - | - | - | - | 11 | 11 | 11 | ↑ | 11 | 11 | 16 | 16 | 16 | | ↔ | ↓ | | 30 | Qtr 4 16 Ward Members reported to be active. |
| ENV 002 | Number of Street Champions who are actively involved in litter picking a minimum of once per month | Quarterly | Bigger | Num | - | - | - | - | - | 30 | 66 | 66 | ↑ | 77 | 94 | 103 | 115 | 115 | | ↑ | ↑ | | 75 | Qtr 4 Number of active Street Champions continues to grow and now at 115. |
| ENV 005 | Local Environmental Quality Survey - % of 75 transects inspected that pass the Litter Code of Practice list | Quarterly | Bigger | % | - | - | - | - | - | 96 | 94 | 94 | ↑ | 100 | 97 | 95 | 95 | 853 | 900 | ↔ | ↑ | | 90 | Qtr 4 Overall standard of cleanliness continues to be above target and performing well. |

| Indicator Num | Indicator Description | Reported | What is best | Measure of unit | Latest England Av | Latest North East Av | Latest other benchmark Av | 2014/15 | 2015/16 | 2016/17 | 2017/18 | Latest data same period previous year | Latest data performance from same period last year | June | Sept | Dec | Mar | Mar - Num | Mar - Den | Trend from when last reported | Qtr 4 - March compare to target | Year End Target | Comments |
|---------------|---|-----------|--------------|-----------------|-------------------|----------------------|---------------------------|---------|---------|---------|---------|---------------------------------------|--|------|-------|-------|-------|-----------|-----------|-------------------------------|---------------------------------|-----------------|--|
| ENV 006 | Total number of fly-tips reported | Quarterly | Smaller | Num | 3,323 | 4,081 | - | 3,282 | 2,982 | 2,886 | 3,052 | 3,052 | ↑ | 820 | 1,518 | 2,098 | 3,006 | 3,006 | | | ↓ | 3,000 | Qtr 4 Similar number of fly tips recorded as last year. |
| ENV 009 | % household waste that is collected that is either reused, recycled or composted | Quarterly | Bigger | % | 43 | 36 | - | 36 | 37 | 37 | 43 | 43 | ↓ | 41 | 40 | 40 | | | | ↔ | | 40 | Qtr 4 Quarter 4 figures not yet available. |
| ENV 021 | % of small fly tips removed within target time | Monthly | Bigger | % | - | - | - | - | - | 99 | 94 | 94 | ↓ | 93 | 99 | 91 | 87 | 87 | 100 | ↓ | ↑ | 80 | Qtr 4 Performing above target. |
| ENV 022 | % of large fly tips removed within target time | Monthly | Bigger | % | - | - | - | - | - | 100 | 95 | 95 | ↓ | 87 | 100 | 100 | 87 | 87 | 100 | ↓ | ↑ | 80 | Qtr 4 Performing above target. |
| ENV 023 | Number of prosecutions for fly-tipping | Quarterly | Smaller | Num | - | - | - | - | - | - | - | | | 41 | 61 | 61 | 61 | 61 | | | | - | Qtr 4 61 throughout the year, however new Civic Enforcement Team in place taking appropriate action. |
| REG 301 | Environmental Health : Percentage of food premises which are inspected within the financial year in which they are due | Annual | Bigger | % | - | - | - | - | - | 96 | 93 | 93 | ↓ | - | - | - | 85 | 436 | 514 | ↓ | ↓ | 95 | Qtr 4 Due to a combination of factors including a member of staff member leaving the Authority, an internal secondment and recruitment, staff training and competency matters the section was without one fully qualified officer (out of a team of four) from May 2018 until the end of January 2019. |
| REG 308 | Environmental Health: Percentage of premises broadly compliant for food hygiene | Annual | Bigger | % | - | - | - | - | - | 98 | 95 | 95 | ↑ | - | - | - | 98 | 807 | 827 | ↑ | ↓ | 100 | Qtr 4 . |
| REG 312a | Percentage of noise complaints investigated and completed within 6 weeks of the date of receipt (except where diary sheet returned) | Quarterly | Bigger | % | - | - | - | - | - | - | 90 | 90 | ↑ | 95 | 94 | 94 | 94 | 552 | 585 | ↔ | | - | Qtr 4 . |
| REG 803 | Trading Standards : Percentage of high risk inspections carried out | Quarterly | Bigger | % | - | - | - | - | - | 100 | 100 | 100 | ↔ | 22 | 22 | 63 | 100 | 59 | 59 | ↑ | ↔ | 100 | Qtr 4 Trading Standards has completed 100% of high risk inspections |
| TCP 101 | Bus punctuality - percentage of non-frequent bus services running on time | Annual | Bigger | % | 83 | 87 | - | 63 | 87 | 89 | 86 | 89 | ↓ | - | - | - | | | | ↓ | | 89 | Qtr 4 Data not yet available from DFT. |
| TCP 200 | Percentage of principal roads where maintenance should be considered (A class) | Annual | Smaller | % | 3.0 | 3.0 | - | 4.0 | 3.4 | 1.6 | 1.1 | 1.1 | ↓ | - | - | - | 2.2 | 2 | 90 | ↓ | ↓ | 2 | Qtr 4 . |
| TCP 202 | Percentage of non principal roads where maintenance should be considered (B and C class) | Annual | Smaller | % | 6.0 | 5.0 | - | 11 | 9.0 | 6.0 | 5.9 | 5.9 | ↓ | - | - | - | 6.9 | 17 | 246 | ↓ | ↓ | 6 | Qtr 4 Slight decrease in condition - to monitor. |
| TCP 203 | Percentage of unclassified roads where maintenance should be considered | Annual | Smaller | % | 17 | 14 | - | 19 | 12 | 15 | 22 | 22 | ↑ | - | - | - | 16 | 55 | 352 | ↑ | ↑ | 18 | Qtr 4 Increased investment has improved condition. |
| TCP 600 | Number of people killed or seriously injured in road traffic accidents | Annual | Smaller | Num | - | - | - | 26 | 32 | 39 | 45 | 45 | ↓ | - | - | - | 52 | 52 | | ↓ | | - | Qtr 4 Increase in serious injuries to monitor and review actions. |
| TCP 601 | Number of people slightly injured in road traffic accidents | Annual | Smaller | Num | - | - | - | 296 | 242 | 256 | 224 | 224 | ↑ | - | - | - | 206 | 206 | | ↑ | | - | Qtr 4 Continued reduction of people slightly injured in RTCs. |
| TCP 602 | Number of children killed or seriously injured in road traffic accidents | Annual | Smaller | Num | - | - | - | 2.0 | 2.0 | 4.0 | 5.0 | 5.0 | ↔ | - | - | - | 5.0 | 5 | | ↔ | | - | Qtr 4 Slight increase over time to monitor and review. |
| TCP 603 | Number of children slightly injured in road traffic accidents | Annual | Smaller | Num | - | - | - | 28 | 40 | 27 | 24 | 24 | ↓ | - | - | - | 28 | 28 | | ↓ | | - | Qtr 4 Reduction over time but slight increase from previous year. |
| TCP 900 | Overall Public Satisfaction with Public Transport Theme (National Highways and Transport Survey) | Annual | Bigger | % | - | - | 61 | 58 | 59 | 59 | 60 | 60 | ↑ | - | - | - | 62 | 62 | 100 | ↑ | | - | Qtr 4 . |

PLACE SCRUTINY COMMITTEE 4 JULY 2019

LOCAL PLAN TASK AND FINISH REVIEW GROUP – PROGRESS REPORT

Purpose of the Report

1. To advise Members of the Committee on work that has been undertaken by a Task and Finish Group to look at the proposed Local Plan 2016 - 2036.

Summary

2. Cabinet will be considering the draft Local Plan 2016 – 2036 at its meeting on 9 July 2019. In order to help Cabinet when they consider the draft Local Plan, it was requested that the views of Members of this Scrutiny Committee should be sought on the proposed draft Local Plan.
3. In view of the short timescale, it was agreed that a Task and Finish Review Group be established to meet ahead of the Cabinet meeting and after consideration of the draft local plan report its views directly to Cabinet. All Members of the Place Scrutiny Committee were invited to be involved and a meeting was held on 13 June, 2019.
4. At the meeting Members considered the draft Cabinet Report and supporting documentation. Following a discussion Members agreed to support the recommendations contained within the report and that the views of the Task and Finish Group will be fed back to Cabinet.

Recommendation

5. That Members note the meeting of the Task and Finish Review Group and the view expressed on the recommendations :-
 - a) Agree to the recommended changes to the Plan in response to representations received as highlighted in APPENDIX 1 and 2.
 - b) Agree the extra changes to the Plan and Policies Map suggested by officers and highlighted in APPENDIX 3.
 - c) Agree the recommendations not to make further changes to the Plan as highlighted in APPENDIX 4.
 - d) Delegate authority to the Economy and Regeneration Portfolio Holder in discussion with the Director of Economic Growth and Neighbourhood Services (in his absence to the Assistant Director of Economic Growth), to make a recommended schedule of modifications (if required) to the deposit local plan, including a suitable monitoring regime, before they are submitted to the Planning Inspectorate for Examination. If the modifications are considered potentially significant they would be taken through the Members Local Plan Reference Group and if deemed necessary, back to Cabinet.

- e) Recommend to Council that the Proposed Submission Draft Local Plan be approved for consultation and deposit with submission to the Planning Inspectorate for examination.
- f) Agree changes in relation to the Sustainability Appraisal (APPENDIX 5).
- g) Recommend to Council that the attached Local Development Scheme (2019-2022) (APPENDIX 6) is approved to take immediate effect.

Councillor B Jones
Chair of the Task and Finish Review Group

Background Papers

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

Hannah Fay, Democratic Officer
Extension 5801

| | |
|--|---|
| 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 | All |
| Groups Affected | All |
| Budget and Policy Framework | This report does not represent a change to the budget and policy framework. |
| Key Decision | No |
| Urgent Decision | No |
| One Darlington: Perfectly Placed | The work covered in this report is consistent with the 'One Darlington' strategic aims. |
| Efficiency | 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 |

**PLACE SCRUTINY COMMITTEE
4 JULY 2019**

WORK PROGRAMME

SUMMARY REPORT

Purpose of the Report

1. To consider the work programme items scheduled to be considered by this Scrutiny Committee during the 2019/20 Municipal Year and to consider any additional areas which Members would like to suggest should be included.

Summary

2. Members are requested to consider the attached draft work programme (**Appendix 1**) for the next Municipal Year which has been prepared based on Officers recommendations and recommendations previously agreed by this Scrutiny Committee in the last Municipal Year.
3. Once the work programme has been approved by this Scrutiny Committee, 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**).

Recommendation

4. Members are requested to consider and approve the attached draft work programme as the agreed work programme for the Municipal year 2019/20 and consider any additional items which they might wish to include.

**Paul Wildsmith
Managing Director**

Background Papers

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

| | |
|--|--|
| 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

- 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.

6. Each topic has been reviewed to link it to the outcomes and the conditions in the Sustainable Community Strategy – One Darlington Perfectly Placed:-

| SCS Outcomes | Three Conditions |
|---|-----------------------------|
| a) Children with the best start in life | a) Build Strong Communities |
| b) More businesses more jobs | b) Grow the Economy |
| c) A safe and caring community | c) Spend every pound wisely |
| d) More people caring for our environment | |
| e) More people active and involved | |
| f) More people healthy and independent | |
| g) A place designed to thrive | |

7. 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

8. Once the Work Programme has been agreed by this Scrutiny Committee, any Member seeking to add a new item to the work programme will need to complete a quad of aims. A revised process for adding an item to a previously approved work programme, has been agreed by the Monitoring and Co-ordination Group.

This page is intentionally left blank

APPENDIX 1**PLACE SCRUTINY COMMITTEE WORK PROGRAMME**

| Topic | Timescale | Lead Officer/ Organisation Involved | SCS Outcome | Darlington Conditions | Scrutiny's Role |
|--|--|--|---|---|--|
| Performance Management and Regulation/ Management of Change Regular Performance Reports to be Programmed | Quarter 1 – September 2019 Quarter 2 -December 2019 Quarter 3 – March 2020 Quarter 4 July 2020 | Relevant AD | A safe and caring community More businesses, more jobs More people caring for our environment A place designed to thrive | Build strong communities. Spend every pound wisely Grow the economy | To receive quarterly monitoring reports and undertake any further detailed work into particular outcomes if necessary. |
| End of Year Performance (including Compliments Comments and Complaints) | 4 July 2019 Last considered 28 June 2018 | Relevant AD | | | |

| Topic | Timescale | Lead Officer/ Organisation Involved | SCS Outcome | Darlington Conditions | Scrutiny's Role |
|---|---|---|--|---------------------------------|---|
| <p>Monitoring Outcomes from the Medium-Term Financial Plan 2016-20</p> <p><i>Impact of ceasing/reducing the following and whether there has been any cost shunting to other areas within the Council :-</i></p> <p><i>Indoor /Outdoor Market</i></p> <p><i>Library Services including Mobile Library, Cockerton Library, Crown Street Library, Art Gallery and Local Studies</i></p> | <p>5 September 2019</p> <p>5 September 2019</p> <p>Last considered 7 March 2019</p> | <p>Ian Thompson/ Dave Winstanley/ Peter Carrick</p> | <p>A safe and caring community</p> <p>More businesses, more jobs</p> <p>A place designed to thrive</p> | <p>Spend every pound wisely</p> | <p>To monitor whether the savings identified are being achieved and consider the impact, if any, on residents</p> |

| Topic | Timescale | Lead Officer/ Organisation Involved | SCS Outcome | Darlington Conditions | Scrutiny's Role |
|-----------------------------|---|---|---|--|--|
| New Local Plan | 4 July 2019 Last considered 13 June at a Task and Finish Review Group | David Hand | A place designed to thrive | Grow the economy | To update Scrutiny on progress preparing the Local Plan. To contribute to and influence the development of the New Local Plan. |
| <i>Economic Strategy</i> | Date to be advised Last considered 12 February 2015 Date to be advised | David Hand/ Mark Carrigan | More businesses, more jobs | Grow the economy | To scrutinise progress of the Strategy Action Plan against outcomes and understand relationship with Tees Valley SEP and Local Plan. |
| <i>Housing Strategy</i> | Date to be advised Last considered 17 December 2015 | Pauline Mitchell | A safe and caring community A place designed to thrive | Build strong communities Spend every pound wisely Grow the economy | To scrutinise progress of the Strategy Action Plan against outcomes |
| <i>Car Parking Strategy</i> | Date to be advised Last considered 6 February 2014 | Graham Hall/ Dave Winstanley | A place designed to thrive | Build strong communities Grow the economy | To scrutinise progress of the Strategy Action Plan against outcomes |
| <i>Town Centre Parking</i> | Last considered 5 April 2018 | | | | |

| Topic | Timescale | Lead Officer/ Organisation Involved | SCS Outcome | Darlington Conditions | Scrutiny's Role |
|---|---|---|--|--|---|
| Experience Darlington Including - Rail Heritage | Last considered 15 December 2016 5 September 2019 Last considered 25 October 2018 | Mike Crawshaw Ian Thompson/Mike Crawshaw | More people caring about our environment More people active and involved | Build strong communities. Grow the economy | To contribute to the development of 'Experience Darlington' Strategy |
| Bank Top Masterplan | Date to be advised Last considered 7 December 2017 | Dave Winstanley | A place designed to thrive | Spend every pound wisely Grow the economy | To influence the Bank Top Masterplan and ensure the best outcomes for Darlington's residents and its economy |
| Broadband Infrastructure in Darlington 2012 - 2020 | 24 October 2019 Last considered 6 Sept 2018 | Jochen Werres | A place designed to thrive | Grow the economy | To scrutinise progress of the Broadband Delivery (BDUK) and Local Full Fibre Network (LFFN) programmes |
| Tees Valley Combined Authority Transport Strategy (to include Bus Services in the Tees Valley) | 5 September 2019 Last considered 25 October 2018 | Dave Winstanley/ Tom Bryant TVCA | A place designed to thrive | Grow the economy | To contribute to and influence the Strategy to ensure the best outcomes for residents |

| Topic | Timescale | Lead Officer/ Organisation Involved | SCS Outcome | Darlington Conditions | Scrutiny's Role |
|---|---|--|--|--|---|
| Tees Valley Waste Strategy | 24 October 2019 Last considered 25 October, 2018 | Ian Thompson/ Jim Busby, Local Partnerships | A place designed to thrive More people caring for our environment | Grow the economy Build strong communities | To contribute to and influence the Strategy to ensure the best outcomes for residents |
| Community Safety | 13 February 2020 Last considered 7 March 2019 | Ian Thompson | | | |
| Strategic Sites Development Programme Darlington Town Centre | 13 February 2020 Last considered 7 March 2019 | Mark Ladyman | | | |
| Replacement of Dog Control Orders with Public Space Protection Order | 24 October 2019 | Ian Thompson | | | |
| Darlington Town Centre Strategy 2019-2030 – Update | 24 October 2019 | Mark Ladyman | | | |

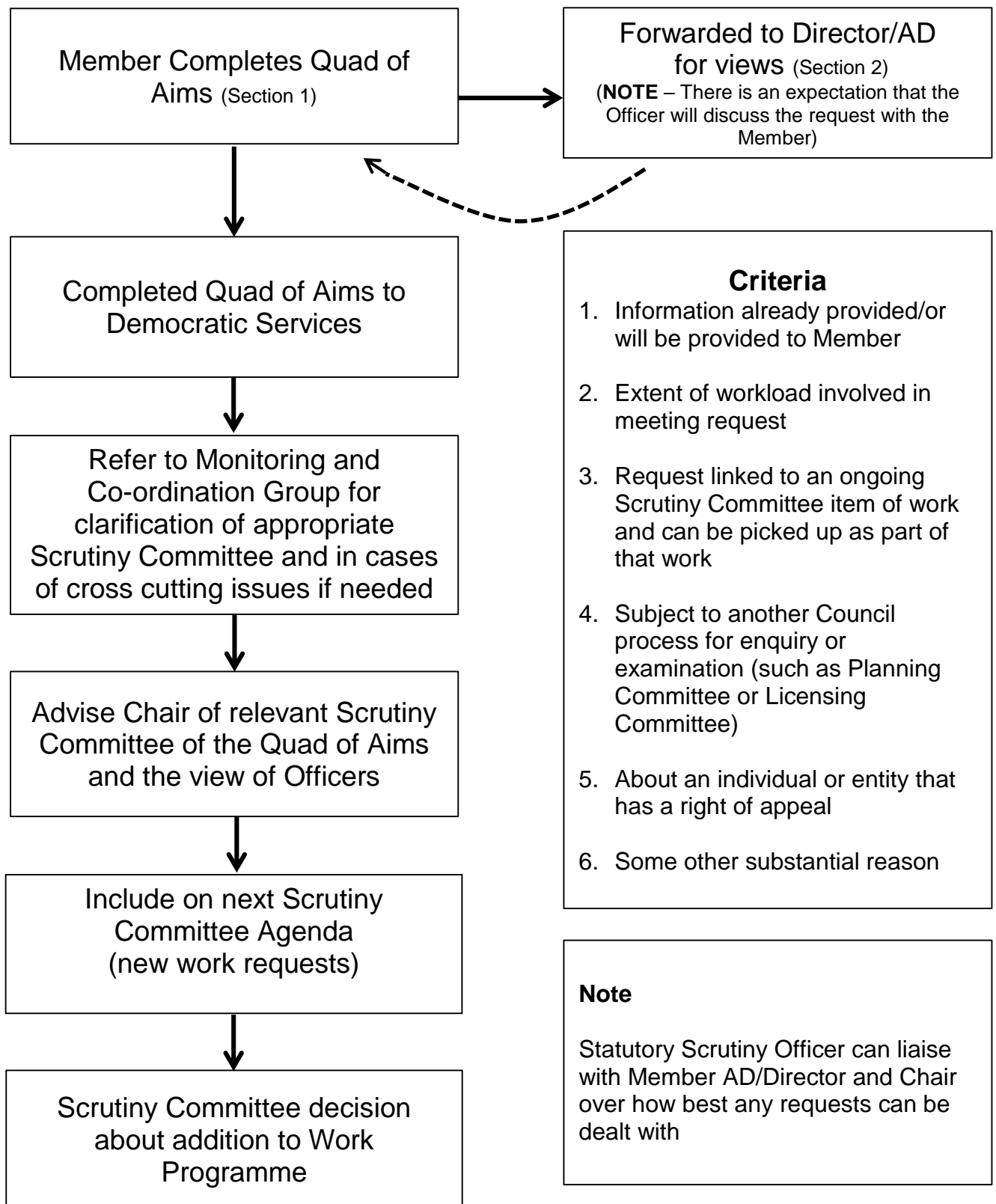
Archived items

| Topic | Timescale | Lead Officer/ Organisation Involved | SCS Outcome | Darlington Conditions | Scrutiny's Role |
|---|-------------------------------------|---|--|----------------------------------|---|
| <p>Monitoring Outcomes from the Medium-Term Financial Plan 2016-20</p> <p><i>Impact of ceasing/reducing the following and whether there has been any cost shunting to other areas within the Council :-</i></p> <p><i>Street Cleansing, Environmental Crime, Litter and Ground Maintenance</i></p> <p><i>Concessionary fares</i></p> | <p>Last considered 28 June 2018</p> | <p>Ian Thompson/ Dave Winstanley/ Peter Carrick</p> | <p>A safe and caring community</p> <p>More businesses, more jobs</p> <p>A place designed to thrive</p> | <p>Spend every pound wisely</p> | <p>To monitor whether the savings identified are being achieved and consider the impact, if any, on residents</p> |

| Topic | Timescale | Lead Officer/ Organisation Involved | SCS Outcome | Darlington Conditions | Scrutiny's Role |
|---|--------------------------------|---|---|---|---|
| Red Hall Neighbourhood Renewal Strategy – Healthy New Town | Last considered 16 Feb 2017 | Tim Crawshaw/ Pauline Mitchell/ Miriam Davidson | A place designed to thrive More people caring for our environment More people healthy and independent | Grow the economy Build strong communities | To contribute to and influence the Strategy to ensure the best outcomes for residents |

This page is intentionally left blank

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



PLEASE RETURN TO DEMOCRATIC SERVICES

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? |
| | |

Page 30

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? | |

Page 31

Signed **Position** **Date**

PLEASE RETURN TO DEMOCRATIC SERVICES

This page is intentionally left blank