

Efficiency and Resources Scrutiny Committee Agenda



2.30 pm Thursday, 31 October 2019
Committee Room 2, Town Hall,
Darlington, DL1 5QT

Members of the Public are welcome to attend this Meeting.

1. Introductions/Attendance at Meeting
2. Declarations of Interest
3. To receive the Minutes of the meeting of this Scrutiny Committee held on 12 September 2019 (Pages 1 - 2)
4. Project Position Statement and Capital Programme Monitoring - Quarter 2 2019/20 –
Report of the Director of Economic Growth and Neighbourhood Services.
(Pages 3 - 26)
5. Revenue Budget Monitoring 2019/20 - Quarter 2 –
Report of the Managing Director.
(Pages 27 - 46)
6. Council Tax Support - Scheme Approval 2020/21 –
Report of the Managing Director.
(Pages 47 - 92)
7. Scrutiny Committees - Proposed Terms of Reference –
Report of the Managing Director.
(Pages 93 - 126)
8. Work Programme –

Report of the Managing Director
(Pages 127 - 182)

9. 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
10. Questions



Luke Swinhoe
Assistant Director Law and Governance

Wednesday, 23 October 2019

Town Hall
Darlington.

Membership

Councillors Allen, Bartch, Cossins, Durham, Harker, L Hughes, Mrs D Jones, Keir, K Nicholson, Paley and Renton

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

EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE

Thursday, 12 September 2019

PRESENT – Councillors Durham (Chair), Harker, L Hughes, Mrs D Jones, Keir and K Nicholson

APOLOGIES – Councillors Allen, Bartch, Cossins, Paley and Renton,

ABSENT –

ALSO IN ATTENDANCE – Councillors Curry and Johnson

OFFICERS IN ATTENDANCE – Elizabeth Davison (Assistant Director Resources), Anthony Sandys (Head of Housing and Revenues) and Shirley Burton (Democratic Manager)

ER8 DECLARATIONS OF INTEREST

There were no declarations of interest reported at the meeting.

ER9 MINUTES

Submitted - The Minutes (previously circulated) of the meeting of this Scrutiny Committee held on 11 July, 2019.

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

ER10 COUNCIL TAX EMPTY PROPERTY PREMIUM

The Director of Economic Growth and Environment submitted a report (previously circulated) requesting the Scrutiny Committee's views on proposed changes to the Council Tax empty property premium.

It was reported that new legislation had been introduced in November 2018 which allowed Councils to increase the council tax premium for properties which had been empty for two years or more. The aim of the legislation was to encourage landlords and property owners to bring their empty homes back into use as soon as possible and to penalise those owners who deliberately left their properties empty for years.

The Officers reported that, as at June 2019, there were 154 domestic properties in Darlington which were classed as long-term empty, however, only 25 of these were in arrears with their Council Tax, meaning the majority of owners were paying the current Council Tax empty property premium. It was anticipated that for 2019/20, if agreed, the Council Tax empty property premium would generate an additional £106k of Council Tax income.

The submitted report outlined a number of exemptions as part of the proposed changes, to provide protection for those owners who were making genuine efforts to bring their long-term properties back into use and it was reported that Officers would be working closely with landlords and owners of long-term empty properties to

provide advice and assistance.

Reference was also made to a consultation exercise which had been undertaken with the owners of long-term empty domestic properties and to an Impact Quality Assessment which had also been undertaken.

Discussion ensued on the negative impact of empty properties on communities, the ability to access information on the owners of those properties through the Land Registry, the role of the private sector housing section in working with landlords, and the need to look at each case individually in relation to the application of the exemptions, particularly in relation to properties which were on the market.

RESOLVED – That the report be received and that Cabinet be advised that this Scrutiny Committee supports the proposed changes to the Council tax empty property premium.

ER11 WORK PROGRAMME

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

It was reported that the main focus of work for this Scrutiny Committee from December 2019 to January 2020 would be in relation to the Medium-Term Financial Plan and that a number of special meetings would be held.

Members were requested to highlight and identify any additional areas they wished to include on the agreed work programme.

RESOLVED – That the report be received.

EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE
31 October 2019

**PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING –
QUARTER 2 2019/20**

SUMMARY REPORT

Purpose of the Report

1. To consider the Project Position Statement and Capital Programme Monitoring – Quarter 2 report.

Summary

2. Attached at **Annex 1** is the Project Position Statement and Capital Programme Monitoring – Quarter 2 report. which is due to be considered by Cabinet at its meeting on 5th November, 2019.

Recommendation

3. It is recommended that Members consider the Project Position Statement and Capital Programme Monitoring – Quarter 2

Ian Williams
Director of Economic Growth and Neighbourhood Services

Background Papers

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

S17 Crime and Disorder	There are no specific crime and disorder implications in this report.
Health and Well Being	There are no issues relating to health and well being which this report needs to address.
Carbon Impact and Climate Change	There are no specific carbon impact issues in this report.
Diversity	The report does not contain any proposals that impact on diversity issues.
Wards Affected	All wards are affected.
Groups Affected	No specific groups are particularly affected.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	The report does not require a key decision.
Urgent Decision	The report does not require an urgent decision.
One Darlington: Perfectly Placed	The subject matter of the report, the Councils financial standing and financial management, is critical to delivery of the SCS, but this report does not contain new proposals.
Efficiency	The report contains updated information regarding efficiency savings contained in the MTFP.
Impact of Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers

**CABINET
5 NOVEMBER 2019**

ANNEX 1

**PROJECT POSITION STATEMENT & CAPITAL PROGRAMME MONITORING
QUARTER TWO 2019/20**

**Responsible Cabinet Member – Councillor Charles Johnson,
Efficiency and Resources Portfolio**

**Responsible Directors - Paul Wildsmith, Manager Director
Ian Williams, Director of Economic Growth and Neighbourhood Services**

SUMMARY REPORT

Purpose of the Report

1. This report provides
 - (a) A summary of the latest Capital resource and commitment position, to inform monitoring of the affordability and funding of the Council's capital programme.
 - (b) An update on the current status of all construction projects currently being undertaken by the Council
2. It also seeks approval for a number of changes to the programme.

Summary

3. The projected outturn of the current Capital Programme is £205.456m against an approved programme of £205.487m. The investment is delivering a wide range of improvements to the Council's assets and more critically, to Council services. Refurbishment of council homes, improved learning environments in schools, better traffic flows and opportunities for sustainable travel have been achieved and are detailed within the report. The programme, including commitments, remains affordable within the Medium Term Financial Plan (MTFP) for 2019/20 – 2022/23.
4. The Council has a substantial annual construction programme of work. The current project position statement (PPS) shows there are 33 live projects currently being managed by the Council with an overall project outturn value of £68.765m. The majority of projects are running to time, cost and quality expectations with no foreseeable issues.
5. The projects are managed either by the Council's in-house management team, a Framework Partner or by Consultants sourced via an open/OJEU tender process.

Recommendations

6. It is recommended that Cabinet :-

- (a) Note the attached status position on construction projects.
- (b) Note projected capital expenditure and resources.
- (c) Approve the adjustments to resources as detailed in paragraph 20.

Reasons

7. The recommendations are supported by the following reasons: -

- (a) To inform Cabinet of the current status of construction projects.
- (b) To make Cabinet aware of the latest financial position of the Council.
- (c) To maintain effective management of resources.

Paul Wildsmith
Managing Director

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

Background Papers

- (i) Capital Medium Term Financial Plan 2019/20 – 2022/23
- (ii) Project Position Statement August 2019

Brian Robson : Extension 6608
Claire Hayes : Extension 5404

S17 Crime and Disorder	This report has no implications for crime and disorder.
Health and Well Being	There are no issues relating to health and wellbeing which this report needs to address.
Carbon Impact and Climate Change	There are no impact implications in this report
Diversity	There are no specific implications for diversity
Wards Affected	All wards are affected.
Groups Affected	The proposals do not affect any particular groups within the community
Budget and Policy Framework	This report does not represent a change to the budget and policy framework.
Key Decision	The report does not represent a key decision
Urgent Decision	For the purpose of the 'call-in' procedure this does not represent an urgent matter.
One Darlington: Perfectly Placed	The Capital Programme referred to in the report supports delivery of the Sustainable Community strategy through appropriate deployment of the Council's resources
Efficiency	The recommendations support the effective and efficient use of resources.
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

2019/20 Capital Spend and Resources

Information and Analysis

8. **Appendix 1** is a summary of all of the live construction projects and provides an overview on numbers, client responsibility, details of projected spend against budget and projected completion dates.
9. **Appendix 2** is for information and lists all live construction projects and provides details on numbers, type and details of the key individuals responsible for the delivery of the projects. It also provides a statement on the current status position on each project, details of actions being taken, where required and any current issues
10. **Appendix 3** summarises the Council's capital commitments which are yet to be financed and also shows how it is intended for them to be financed. The total value of commitments, including available resources brought forward from previous years and 2019-20 schemes previously released by Cabinet, is £91.886m.
11. **Appendix 4** shows the Council's projected capital receipts and how they are going to be utilised to help finance the capital programme over the life of the MTFP.

Project Position Statement

12. Project management procedures require the production by project managers of a Project Position Statement (PPS) for all projects over £75,000. This report brings together the pertinent data from the current PPS with financial information from the Financial Management System (FMS) and approvals by Cabinet.
13. The Project Position Statement (Appendix 1) details the current live construction projects, up to the end of August 2019, by delivery area, and provides details on numbers, the current status position on each project with regards to budget and completion and any comments on current issues. The statement excludes any completed projects or those on hold.
14. The overview of live construction projects is as follows:-

	Projects	Current Approved Budget £	Projected Outturn £	Variance %	Variance (Value) £
(a) Economic Growth & Neighbourhood Services & Resources	31	69,397,547	68,250,556	(1.65)	(1,146,991)
(b) People	2	514,596	514,596	0	0
TOTAL	33	69,912,143	68,765,152	(1.65)	(1,146,991)

15. The table shown above includes a column for current approved budget. In certain cases this budget figure may be different from the original approved budget. This




could be as a result of variances identified during construction or other variables not known at the initiation stage. The original budget and all subsequent changes have been reported to and approved by Cabinet.

16. The live projects are at the following stages:

Department	Brief	CP1	CP2	CP3	CP4	CP5	Total
Economic Growth & Neighbourhood Services & Resources	0	11	1	10	7	2	31
People	0	0	1	1	0	0	2
TOTAL	0	11	2	11	7	2	33

- (a) **Control Point 1 (CP1) – Start Up:** is used to define the position of a project at its conception stage.
- (b) **Control Point 2 (CP2) – Initiate:** defines a project at feasibility stage and will likely include a desktop assessment of a project and the use of informed estimates.
- (c) **Control Point 3 (CP3) – Define:** the point that the project is progressed to RIBA Stage F, i.e. detailed design.
- (d) **Control Point 4 (CP4) – Construction Phase:** is the stage at which work begins on the project, i.e. for a construction project on site through to build completion.
- (e) **Control Point 5 (CP5) – Evaluate:** is the stage post completion of the project at which time the project is reviewed and lessons learned are discussed in order that they can be taken to the next or similar projects.

17. The status on live projects is as follows:

Department			
Economic Growth & Neighbourhood Services & Resources	0	29	2
People	0	2	0
TOTAL	0	31	2

- (a) Star and triangle symbols are used to identify projects that have variances which are:-
 - (i) More than £5,000, if the variance is also more than 5% of the approved budget for the project, or
 - (ii) More than £50,000 regardless of the percentage variance
- (b) Projects that are within these margins are symbolised with circles.
- (c) In addition to cost, the same symbols are used to indicate similar levels of variances in time and quality/outputs/outcomes.

Reconciliation of Project Position Statement to Capital Programme

18. The table shown below reconciles the differences between the Capital Programme (CP) and the Project Position Statement (PPS). Differences occur because the Project Position Statement includes all construction projects over £75,000 in value funded from Capital and Revenue sources. Spending within the Capital Programme is not always of a construction nature, can be of any value and excludes Revenue funded schemes.

	Value £m
Live Projects from Project Position Statement	68.765
Schemes closed or on hold within CP but awaiting PPS post project review.	44.363
Capital schemes that were complete or nearing completion, before the production of PPS, are not included within PPS.	0.429
Annualised Schemes excluded from PPS - Housing Repairs & Maintenance	6.855
Annualised Schemes excluded from PPS - Highways Maintenance	17.139
Annualised Schemes excluded from PPS - Children's Services School Maintenance	0.089
Non-Construction excluded from PPS	11.250
Capital Investment Fund excluded from PPS	24.929
Projects under £75k are excluded from PPS reporting.	2.163
Schemes Included with PPS & CM Reporting	(5.355)
Capital schemes not yet integrated into PPS reporting.	14.838
Funding not yet allocated	19.991
Capital Programme	205.456

Capital Programme

19. Paragraph 20 shows the movements in the Capital Programme since the approval of the 2019/20 Capital MTFP, some of which have not yet been approved by Members.
20. Adjustment to resources requested by departments:-

Virements

Department	Scheme	Value £	Reason for adjustment	Resource type adjusted
Economic Growth	Library Dovecot Works	(26,540)	Virement	Nil Effect
Economic Growth	Library Service	26,540	Virement	Nil Effect
Economic Growth	Library self service	(65,758)	Virement	Nil Effect
Economic Growth	Library Service	65,758	Virement	Nil Effect

Economic Growth	Advanced design fees	(45,000)	Virement	Nil Effect
Economic Growth	Rail Heritage Quarter	45,000	Virement	Nil Effect
Total		0		

Adjustments needing approval release

Department	Scheme	Value £	Reason for adjustment	Resource type adjusted
Economic Growth	Darrowby Drive	15,625	S106 Darrowby Drive Play area	S106
Economic Growth	Harrowgate Farm	6,100	S106 Harrowgate Farm Play area	S106
Economic Growth	Middleton Lane MSG	28,800	S106 Heritage North MSG	S106
Children Family's & Learning	Borough Rd Toilets	3,665	To be funded from previously released funds	Release
Economic Growth	St Cuthberts Lighting	-23,000	Funds no longer required.	Funds moved back to Centre
Children Family's & Learning	St Georges Expansion	-15,301	Funds no longer required.	Funds moved back Basic Need
TOTAL		15,889		

Outcome of Consultation

21. There has been no consultation in the preparation of this report.

This page is intentionally left blank

Capital Project Position Statement

Appendix 1

Aug-19

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
23	Civic Theatre Refurbishment & Theatre Hullaballoon	Economic Growth & Neighbourhood Services	£16,069,000	£16,069,000	06-Nov-17	06-Nov-17	Works complete. In defect period.
172	Summer Works 2018/2019	People	£222,000	£222,000	01-Sep-18	01-Sep-18	Complete and all snagging items have been addressed. Final accounts agreed
173	Summer Works 2019/2020	People	£292,596	£292,596	01-Sep-19	01-Sep-19	On program and no issues have been highlighted to the project team, no information is outstanding and all the CPP have been signed off by H&S.
226	Ingenium Parc Masterplan + Infrastructure	Economic Growth & Neighbourhood Services	£5,050,712	£5,050,712	30-Sep-19	30-Mar-20	The project is at implementation/development stage. The project scope includes project development costs, the installation of the spine road, utilities installation, ecological mitigation, Salters Lane upgrade and Yarm Road roundabout improvements (Morton Palms Car Park is identified seperately below). On-site works on the roundabout and Salters Lane cycle route commenced in November 2018 following utility diversions. This is now complete. The spine road commenced with the installation fo the newt kerb in December 2018, ecological mitigation is due to begin in July 2019 and the utilities will follow. Surface water drainage connections within Maidendale Nature Rerserve cannot be made until November 2019 due to ecological constraints. The project is due to be complete by March 2020.
227	NBMC Car Park	Economic Growth & Neighbourhood Services	£611,500	£510,643	01-Aug-17	01-Aug-17	CP2 to be developed with agreed option (Green Street - 150 spaces). Project plan to be put in place through close liason with project team.
228	Feethams House	Economic Growth & Neighbourhood Services	£8,500,000	£8,500,000		30-Sep-19	

Capital Project Position Statement

Appendix 1

Aug-19

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
230	Central Park - Network Rail Accessway	Economic Growth & Neighbourhood Services	£495,000	£495,000		31-Mar-19	Delayed due to ground conditions
317	Dophin Centre Refurbishment	Economic Growth & Neighbourhood Services	£2,850,000	£2,850,000	05-May-16	30-Apr-16	Works complete
443	Allington Way New Housing	Economic Growth & Neighbourhood Services	£9,209,000	£8,689,237	30-Oct-17	04-May-18	Complete
448	Jedburgh Drive New Housing	Economic Growth & Neighbourhood Services	£899,000	£939,696	26-Jan-18	04-May-18	works complete, in defect period
449	Whitby Way	Economic Growth & Neighbourhood Services	£1,125,000	£1,108,206	18-May-18	30-Sep-18	Works complete, in defect period
450	Red Hall New Housing	Economic Growth & Neighbourhood Services	£0	£0			
451	East Haven	Economic Growth & Neighbourhood Services	£0	£0			

Capital Project Position Statement

Appendix 1

Aug-19

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
452	Harris Street	Economic Growth & Neighbourhood Services	£5,049,000	£4,513,784	30-Jan-21	30-Jan-21	Planning to be submitted May 19
453	Allington Way North Housing	Economic Growth & Neighbourhood Services	£4,256,436	£4,252,595		31-Aug-19	On Programme.
454	Fenby Avenue Housing - Phase II	Economic Growth & Neighbourhood Services	£2,059,049	£2,059,000		06-Mar-20	Contaminated topsoil discovered which requires whole site disposal. Significant delay
455	IPM (Internal Planned Maintenance) Programme 2019 / 20	Economic Growth & Neighbourhood Services	£1,980,000	£1,980,000		31-Mar-20	Works started on site 1/4/19
456	Central Heating Programme 2019 / 20	Economic Growth & Neighbourhood Services	£950,000	£950,000		31-Mar-20	Works started on site 1/4/19
457	Replacement Door Programme 2019 / 20 (Springfield Estate)	Economic Growth & Neighbourhood Services	£250,000	£250,000		31-Mar-20	
458	Windows Replacement Programme	Economic Growth & Neighbourhood Services	£500,000	£500,000		31-Mar-20	

Capital Project Position Statement

Appendix 1

Aug-19

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
459	Roof Replacement Programme	Economic Growth & Neighbourhood Services	£700,000	£700,000		31-Mar-20	Works started on site 5/5/19
460	External Wall Repair Programme	Economic Growth & Neighbourhood Services	£300,000	£300,000		31-Mar-20	Works started on site 5/5/19
622	Central Park Junction and Spine Road	Economic Growth & Neighbourhood Services	£2,515,660	£2,515,660	31-May-16	31-May-16	All works complete.
623	Parkgate Footbridge D&B	Economic Growth & Neighbourhood Services	£1,075,000	£1,075,000	15-Mar-19	15-Mar-19	Project CP3 signed. Tender process complete and tender awarded June 2017 £551k (now amended to two-stage £61k design, £552k construction including variation). Commenced on site 28/08/2018, completion date extended to March 2019 due to variation to works. Project now at CP4 stage. Works will include 12 months maintenance after completion date.
626	Feethams Crossing	Economic Growth & Neighbourhood Services	£266,167	£255,000	31-Mar-20		CP1 Budget made up of s106 £126,167 (£115,000 + indexation) and LTP £140,000
627	Redmire Close Cycle Route	Economic Growth & Neighbourhood Services	£150,000	£150,000	31-Mar-21	31-Mar-21	
628	Haughton Road/Tornado Way	Economic Growth & Neighbourhood Services	£1,539,433	£1,539,433	31-Mar-20	31-Mar-20	Budget comprises £1,367,433 NPIF + £172,000 LTP match funding

Capital Project Position Statement

Appendix 1

Aug-19

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
629	Salters Lane Cycle Route	Economic Growth & Neighbourhood Services	£172,000	£172,000	31-Mar-20	31-Mar-20	Budget comprises £81,000 NPIF + £92,000 LTP match funding
631	Rotary Way cycleway	Economic Growth & Neighbourhood Services	£320,000	£320,000	31-Mar-20	31-Mar-20	Budget comprises £218,000 Local Growth Fund + £100,000 LTP match funding

This page is intentionally left blank

Capital Project Position Statement

Projects on Hold

Completed

L = Live; C = Complete; H = On Hold

Project Ref Number	Project Title	Stage				Status Symbol = Triangle = Circle = Star	Project Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Original Project Budget (CP1)	Initial Approved Budget	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Approved Project Completion Date / Actual Completion Date	Schedule Variation (days)	Risk Log Used	CDM Notifiable Project	Principal Designer	Progress Report			Contracts In Place (Please provide information on the contracts that are in place as part of the Project)	Contract Type / Form	Contract With	Contract Value
		Progress / Plan / Schedule	Budget	Issues																													
23	Civic Theatre Refurbishment & Theatre Hullaballoon					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Brian Robson	LO115	£50,000	£50,000		£16,069,000	£16,069,000	0	0	01-Aug-13	06-Nov-17	06-Nov-17	0	Yes	Yes	Todd Milburn	Works complete. In defect period.			SCAPE	NEC3	Willmott Dixon	£12,885,288
172	Summer Works 2018/2019					●	L	People	People	Tony Murphy	Rebecca Robson	E1862	£222,000	£222,000		£222,000	£222,000	0	0	01-Sep-18	01-Sep-18	01-Sep-18	0	Yes	No	Clark Morrison	Complete and all snagging items have been addressed	Final accounts agreed	CP4&5 to be completed ASAP	DLO Delivery	DBC standard T&C	Internal - Building Services	£194,076
173	Summer Works 2019/2020					●	L	People	People	Tony Murphy	Rebecca Robson	E1862	£238,894	£238,894		£292,596	£292,596	0	0	01-Sep-19	01-Sep-19	01-Sep-19	0	Yes	YES	Mike Brown	On program and no issues have been highlighted to the project team, no information is outstanding and all the CPP have been signed off by H&S.		None	DLO Delivery	DBC standard T&C	Internal - Building Services	£261,208
226	Ingenium Parc Masterplan + Infrastructure					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Julia McCabe	R0130	£2,403,100	£4,400,000		£5,050,712	£5,050,712	0	0	31-Aug-18	30-Sep-19	30-Mar-20	182	Yes	Yes	Noel Walecki/ Kevin Snaith	The project is at implementation/development stage. The project scope includes project development costs, the installation of the spine road, utilities installation, ecological mitigation, Salters Lane upgrade and Yarm Road roundabout improvements (Morton Palms Car Park is identified separately below). On-site works on the roundabout and Salters Lane cycle route commenced in November 2018 following utility diversions. This is now complete. The spine road commenced with the installation of the new kerb in December 2018, ecological mitigation is due to begin in July 2019 and the utilities will follow. Surface water drainage connections within Maidendale Nature Reserve cannot be made until November 2019 due to ecological constraints. The	£4,400,000 has been budgeted for the total cost of Ingenium Parc (although funding of £5,050,712 is available and has been approved by cabinet) for project development costs the installation of the spine road, utilities installation, ecological mitigation, Salters Lane upgrade and Yarm Road roundabout improvements (Morton Palms Car Park is identified separately below). Additional funds have been earmarked as contingency for Cummins car park re-arrangements to accommodate the alignment of the spine road, land fees, security and sustainable urban drainage systems, ecological mitigation management and maintenance, archeology in the ecological mitigation and SUDS area, additional drainage and marketing and the extension of the spine road to open plots to a minimum of 90m from the turning head.	Scope - This should be widened to include junction access to marketable plots and will require ringfenced funds to submit a reserved matters planning application, conduct further site investigations where required and to partially or wholly extend the spine road into the site as per the outline planning application. The minimum extension required is 90m from the spine road turning head. The scope also needs to include additional ecological mitigation measures further to the conditions of the Natural England Newt Licence and additional archaeological works to accommodate this. The scope also needs to include drainage for plot 1.2 and the wider site where budget allows or there is an identified need. Budget - Budgetary pressures include the road extension, ecological mitigation costs, management and maintenance costs, the re-arrangement of Cummins Carpark, archeological works in the SUDS/ecological mitigation	1. Project development costs (now complete) 2. Newt Barrier installation 3. Roundabout Improvements and Salters Lane Cycle Route	Various Term Contract	Various 2. DBC highways 3. DBC Highways	1. £415,499 2. £135,000 2.£769,000
227	NBMC Car Park					★	L	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Jill Thwaite	R0131	£611,500.00		£611,500	£510,643	-16.5%	-£100,857	01-Dec-16	01-Aug-17	01-Aug-17	0	Yes	Yes	Noel Walecki	CP2 to be developed with agreed option (Green Street - 150 spaces). Project plan to be put in place through close liaison with project team.	Budget will be known once fully designed and the specification of car parking (including landscaping) is known. This is to be raised through prudential borrowing. CP1 to pay £50k for their 100 spaces.	To be scoped at first project team meeting					
228	Feethams House					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Williams	Jenny Dixon	D0161	£246,000		£8,500,000	£8,500,000	0	0	30-Jul-19		30-Sep-19		Yes										
230	Central Park - Network Rail Accessway					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Brian Robson	R0135	£200,000		£495,000	£495,000	0	0	31-Mar-18		31-Mar-19	365	Yes	Yes	Noel Walecki	Delayed due to ground conditions	Budget has increased due to potential ground conditions and options to deal with contaminated material	Ground conditions are proving to be problematic, some delay has been incurred, main construction works are underway	with DBC Highways		Internal - Building Services		
317	Dolphin Centre Refurbishment					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Brian Robson	D0125	£2,750,000	£2,850,000		£2,850,000	£2,850,000	0	0	30-Apr-16	05-May-16	30-Apr-16	-5	YES	YES	Todd Milburn	Works complete	Budget is made up of £2.75m Cabinet approval and additional £100k from Community Services	Works to external canopy complete	Willmott Dixon (Through SCAPE framework)	NEC ECC Option A	Willmott Dixon	£2.75m
443	Allington Way New Housing					★	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6737	£7,322,477	£7,322,477		£9,209,000	£8,689,237	-5.6%	-£519,763	30-Oct-17	30-Oct-17	04-May-18	186	Yes	Yes	Clark Morrison	Complete	significantly under budget. Further savings realised from drainage alterations. Request to include 500k Land purchase and Contingency.	Complete. A delay was encountered due to poor ground conditions, weather and HSE investigation following incident on site				
448	Jedburgh Drive New Housing					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6738	£883,010	£930,755		£899,000	£939,696	4.5%	£40,696	26-Jan-18	26-Jan-18	04-May-18	98		YES	Clark Morrison	works complete, in defect period						

Project Ref Number	Project Title	Stage				Status Symbol S = Triangle I = Circle H = Star	Project Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Original Project Budget (CP1)	Initial Approved Budget	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Anticipated Project Completion Date / Actual Completion	Schedule Variation (days)	Risk Log Used	CDM Notifiable	Principal Designer	Progress Report			Contracts In Place (Please provide information on the contracts that are in place as part of the Project)	Contract Type / Form	Contract With	Contract Value	
		Progress / Plan / Schedule	Budget	Issues																														
449	Whitby Way					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6739	£1,011,428	£975,000		£1,125,000	£1,108,206	-1.5%	-£16,794	18-May-18	18-May-18	30-Sep-18	135	Yes	YES	Clark Morrison	Works complete, in defect period			Internal	Internal	DLO	£1,064,562	
450	Red Hall New Housing					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey						#DIV/0!	0					0											
451	East Haven					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey						#DIV/0!	0					0											
452	Harris Street					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£5,049,000	£5,049,000		£5,049,000	£4,513,784	-10.6%	-£535,216	01-Oct-20	30-Jan-21	30-Jan-21	0				Planning to be submitted May 19		To be moved back in programme to January 2020 to allow for Allington III to commence.					
453	Allington Way North Housing					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£4,256,436	£4,256,436		£4,256,436	£4,252,595	-0.1%	-£3,841	31-May-19		31-Aug-19	92		Yes		Clark Morrison	On Programme.	On Budget	Identified as scheme for funder Audit	Main contractor DBC			
454	Fenby Avenue Housing - Phase II					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£2,019,963	£2,019,963		£2,059,049	£2,059,000	0.0%	-£49	31-Jan-20		06-Mar-20	35		Yes	Clark Morrison	Contaminated topsoil discovered which requires whole site disposal. Significant delay	additional costs to be covered through fee allocation reductions	contaminated land. Cost, delay in construction	Main contractor DBC				
455	IPM (Internal Planned Maintenance) Programme 2019 / 20					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£1,980,000	£1,980,000		£1,980,000	£1,980,000	-100.0%	-£1,980,000	31-Mar-20		31-Mar-20	0				Works started on site 1/4/19							
456	Central Heating Programme 2019 / 20					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£950,000	£950,000		£950,000	£950,000	-100.0%	-£950,000	31-Mar-20		31-Mar-20	0				Works started on site 1/4/19							
457	Replacement Door Programme 2019 / 20 (Springfield Estate)					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£250,000	£250,000		£250,000	£250,000	-100.0%	-£250,000	31-Mar-20		31-Mar-20	0											
458	Windows Replacement Programme					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£500,000	£500,000		£500,000	£500,000	-100.0%	-£500,000	31-Mar-20		31-Mar-20	0											
459	Roof Replacement Programme					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£700,000	£700,000		£700,000	£700,000	-100.0%	-£700,000	31-Mar-20		31-Mar-20	0				Works started on site 5/5/19							
460	External Wall Repair Programme					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6740	£300,000	£300,000		£300,000	£300,000	-100.0%	-£300,000	31-Mar-20		31-Mar-20	0				Works started on site 5/5/19							
622	Central Park Junction and Spine Road					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Paul Easby	R0114	£50,000.00			£2,515,660	£2,515,660	0	0	31-Mar-16	31-May-16	31-May-16	0	YES	YES	Todd Milburn	All works complete.			DBC	Agreed Contract Rates	Internal Building Services		
623	Parkgate Footbridge D&B					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Paul Easby	TP633	£57,000.00	£950,000.00		£1,075,000	£1,075,000	0	0	01-Feb-18	15-Mar-19	15-Mar-19	0	YES	YES	Todd Milburn	Project CP3 signed. Tender process complete and tender awarded June 2017 £551k (now amended to two-stage £61k design, £552k construction including variation). Commenced on site 28/08/2018, completion date extended to March 2019 due to variation to works. Project now at CP4 stage. Works will include 12 months maintenance after completion date.	CP2 Budget now £1.075M Comprising £945k LGF (now approved) £130k LTP Funding	Design phase complete with implications over structure cost. Agreed increase resulted in revised Total of the Prices of £613,613. Large Compensation Event introduced (value £153k) for landscaping works - Programme impacted by 3w. Unforeseen drainage problems and carriageway construction require improvements using contingencies under CE.	CDM PD: Todd Milburn Main Contract: Lumsden & Carroll (Esh).	NEC Option A D&B with Activity Schedule	Contract Awarded to Esh Construction	£613,613, incorporates revision to construction phase. Excludes Compensation Events.	
626	Feethams Crossing					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP802/TOG05	£255,000	£255,000		£266,167	£255,000	0	0	31-Mar-19	31-Mar-20		YES	YES	Noel Walecki	Initial design work underway for new pedestrian crossing on Victoria Road	CP1 Budget made up of s106 £126,167 (£115,000 + indexation) and LTP £140,000	None		TBC	TBC	TBC		
627	Redmire Close Cycle Route					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP817	£75,000			£150,000	£150,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0	NO	YES	Noel Walecki								

Project Ref Number	Project Title	Stage				Status Symbol S = Triangle I = Circle H = Star	Project Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Original Project Budget (CP1)	Initial Approved Budget	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Anticipated Project Completion Date / Actual Completion	Schedule Variation (days)	Risk Log Used	CDM Notifiable Project	Principal Designer	Progress Report			Contracts In Place (Please provide information on the contracts that are in place as part of the Project)	Contract Type / Form	Contract With	Contract Value	
		Progress / Plan / Schedule	Budget	Issues																														
628	Houghton Road/Tornado Way					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP722	£1,367,433			£1,539,433	£1,539,433	0	0	31-Mar-20	31-Mar-20	31-Mar-20	0	NO	YES	Noel Walecki	Progress / Plan / Schedule	Budget Budget comprises £1,367,433 NPIF + £172,000 LTP match funding	Issues	Contracts In Place	Contract Type / Form	Contract With	Contract Value	
629	Salters Lane Cycle Route					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP726	£172,000			£172,000	£172,000	0	0	31-Mar-20	31-Mar-20	31-Mar-20	0	NO	YES	Noel Walecki	Progress / Plan / Schedule	Budget Budget comprises £81,000 NPIF + £92,000 LTP match funding	Issues	Contracts In Place	Contract Type / Form	Contract With	Contract Value	
631	Rotary Way cycleway					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP801	£320,000			£320,000	£320,000	0	0	31-Mar-19	31-Mar-20	31-Mar-20	0			Noel Walecki	Progress / Plan / Schedule	Budget Budget comprises £218,000 Local Growth Fund + £100,000 LTP match funding	Issues	Contracts In Place	Contract Type / Form	Contract With	Contract Value	
633	McMullen Road Roundabout					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP717	£1,287,000			£1,287,000	£1,287,000	0	0	31-Mar-20	31-Mar-20	31-Mar-20	0				Progress / Plan / Schedule	Budget	Issues	Contracts In Place	Contract Type / Form	Contract With	Contract Value	
634	Yarm Road/Lingfield Way junction					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP721	£1,043,000			£1,043,000	£1,043,000	0	0	31-Mar-20	31-Mar-20	31-Mar-20	0				Progress / Plan / Schedule	Budget	Issues	Contracts In Place	Contract Type / Form	Contract With	Contract Value	
635	Ingenium Parc Spine Road					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	R0145			TBC		#VALUE!	#VALUE!					0				Progress / Plan / Schedule	Budget	Issues	Contracts In Place	Contract Type / Form	Contract With	Contract Value	
636	S & D Trackbed					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Sue Dobson	Julia McCabe	TBC	£175,590	£175,590		£175,590	£175,590	0	0	31-Mar-20		31-Mar-20	0					Progress / Plan / Schedule	Budget	Issues	Contracts In Place	Contract Type / Form	Contract With	Contract Value
															£69,912,143	£68,765,152																		

This page is intentionally left blank

2019/20 Capital Resources Summary

Row Ref.		Approved Commitments £M	Virement of Resources £M	Variance £M	Total £M
1	Capital Commitments				
2	Brought forward from 2018/19	60.459			
3	Unused funds returned to corporate resources	-0.780			
4	2019/20 Capital Programme (released by Cabinet)	32.207			91.886
5	Projected (Under)/Over Spend				
6	Total Commitments	91.886	0.000	0.000	91.886
	To Be Funded By:				
	External and Departmental Resources				
7	External Funding and Departmental Supported Borrowing	0.000	-	-	0.000
8	Departmental Unsupported Borrowing	0.000	-	-	0.000
9	Capital Grants	30.460	-	-	30.460
10	Capital Contributions	1.056	-	-	1.056
11	Revenue Contributions	15.158	-	-	15.158
12	Capital Receipts - HRA	0.200	-	-	0.200
	Total	46.874	0.000	0.000	46.874
	Corporate Resources				
13	Capital Receipts (General Fund)/ Prudential Borrowing	45.012	-	-	45.012
	Total	45.012	0.000	0.000	45.012
14	Total Resources	91.886	0.000	0.000	91.886

Corporate Resources Analysis

	£M
14 Required Resources to fund 2018/19 expenditure (see above)	45.012
15 Other approved Capital Expenditure not included above see (1) below	3.829
16 Total Planned Use of Corporate Resources	48.841
Less:	
17 Total Projected Capital Receipts (as per Appendix 3)	(5.335)
18 Corporate Resources required to fund capital programme	43.506

(1) - Schemes included in MTFP, not included above: -

	<u>£M</u>
Lump Sum PSD Payment pension fund	2.295
Capitalisation utilisation as per MTFP	0.599
Economic Growth Investment Fund not yet allocated	0.130
West Cemetery Extension	0.400
Slippage from previous years	0.405

Total	3.829
--------------	--------------

This page is intentionally left blank

Capital Receipts Utilisation - latest projection

	2019/20	2020/21	2021/22	2022/23
	£m	£m	£m	£m
Projected Opening Balance as at 1 April	3.214	(0.401)	1.540	10.267
Projected Capital Receipts	2.121	4.354	9.127	5.775
Total projected Capital Receipts	5.335	3.953	10.667	16.042
<u>Less (as per approved capital programme)</u>				
Capitalisation utilisation as per MTFP	(0.599)	(0.500)	0.000	0.000
Council funded schemes	(1.400)	(1.400)	(0.400)	(0.400)
Economic Growth Investment Fund	(0.130)	(0.513)	0.000	0.000
Slippage from previous years	(3.607)			
Projected available Cap Receipts as at 31 March	(0.401)	1.540	10.267	15.642

This page is intentionally left blank

EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE
31 October 2019

REVENUE BUDGET MONITORING 2019/20 – QUARTER 2

SUMMARY REPORT

Purpose of the Report

1. To consider the revenue outturn 2019/20 – Quarter 2 report.

Summary

2. Attached at **Annex 1** is the revenue outturn 2019/20 – Quarter 2 report which is due to be considered by Cabinet at its meeting on 5th November, 2019.

Recommendation

3. It is recommended that Members consider and discuss the revenue outturn 2019/20 – Quarter 2 report.

Paul Wildsmith
Managing Director

Background Papers

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

Elizabeth Davison: Extension 2601

S17 Crime and Disorder	There are no specific crime and disorder implications in this report.
Health and Well Being	There are no issues relating to health and well being which this report needs to address.
Carbon Impact and Climate Change	There are no specific carbon impact issues in this report.
Diversity	The report does not contain any proposals that impact on diversity issues.
Wards Affected	All wards are affected.
Groups Affected	No specific groups are particularly affected.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	The report does not require a key decision.
Urgent Decision	The report does not require an urgent decision.
One Darlington: Perfectly Placed	The subject matter of the report, the Councils financial standing and financial management, is critical to delivery of the SCS, but this report does not contain new proposals.
Efficiency	The report contains updated information regarding efficiency savings contained in the MTFP.
Impact of Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers

**CABINET
5 NOVEMBER 2019**

ANNEX 1

REVENUE BUDGET MONITORING 2019-20 – QUARTER 2

**Responsible Cabinet Member - Councillor Charles Johnson
Efficiency and Resources Portfolio**

Responsible Director - Paul Wildsmith, Managing Director

SUMMARY REPORT

Purpose of the Report

1. To provide an up-to-date forecast of the 2019-20 revenue budget outturn as part of the Council's continuous financial management process.

Summary

2. The latest projection shows an overall decline against the Medium Term Financial Plan (MTFP) of £0.125m, a decrease of £0.804m from the position reported at Quarter 1. This is due to a significant decline in the Children's Services position of £1.822m which comes from an increase in the numbers of children requiring support from the Local Authority. This has been in part offset by improvements in; Adults of £0.309m due to a reduction in the number of care packages provided, Resources of £0.168m due to a VAT rebate in relation to our cultural exemption, a Council wide saving of £0.258m from an unused provision and the release of £0.188m from the demand and complexity risk contingency.
3. Further details of these over and underspends can be found in this report.

Recommendation

4. It is recommended that :-
 - (a) The forecast revenue outturn for 2019-20 be noted
 - (b) Further regular reports be made to monitor progress and take prompt action if necessary.

Reasons

5. The recommendations are supported by the following reasons :-
 - (a) To continue effective management of resources.
 - (b) To continue to deliver services to agreed levels.

**Paul Wildsmith
Managing Director**

Background Papers

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

Elizabeth Davison: Extension 5830

S17 Crime and Disorder	There are no specific crime and disorder implications in this report.
Health and Well Being	There are no issues relating to health and wellbeing which this report needs to address.
Carbon Impact and Climate Change	There are no specific carbon impact issues in this report.
Diversity	The report does not contain any proposals that impact on diversity issues.
Wards Affected	All wards are affected.
Groups Affected	No specific groups are particularly affected.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	The report does not require a key decision.
Urgent Decision	The report does not require an urgent decision.
One Darlington: Perfectly Placed	The subject matter of the report, the Councils financial standing and financial management, is critical to delivery of the SCS, but this report does not contain new proposals.
Efficiency	The report contains updated information regarding efficiency savings contained in the MTFP.
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. To enable timely information to be presented and in accordance with the report publication requirements, this report has been completed before the end of the second quarter. As the Council operates frequent, regular and predictive budget management processes, including quarterly reports to Cabinet, changes in projected outturn, which are inevitable in a large and complex organisation, will be reported to future meetings.
7. The information in this report has been taken from the financial records for April to August and managers' projections for the remainder of the year, using their knowledge of events affecting the services they manage.
8. Overall the projected General Fund reserves position at 31st March 2020 is £16.597m, a £0.804m decrease on the planned balances shown at quarter 1.

Departmental Resources

9. Departmental Resource projections are summarised in **Appendix 2** and detailed in **Appendices 2(a) to 2(d)**.
 10. **Children's Services** is forecasting a year-end pressure of £2.050m, an increase of £1.666m on quarter 1 (after the release of risk contingency). This pressure is mainly due to an increase in the numbers of children receiving support from the Local Authority, with 477 currently receiving support. There has been increases in the number of children with special guardianship orders, placed for adoption and in the care of the Local Authority, with 279 children currently in care. The overspend projected is focused within two budget areas, namely child placement costs (£1.071m) and social work assessment and leaving care teams (£0.899m).
 - (a) Children in independent fostering placements continue to be a pressure area as previously reported, with a year-end pressure of £0.559m predicted. When the budget was set for 2019/20 a reduction of three places was anticipated, while more than three placements have ended, additional children have needed support resulting in a net increase of 18 placements. Risk contingency funding was released at quarter 1 (£0.308m) which has partially reduced the impact of the increased numbers of children.
 - (b) In-house fostering costs are projected to be overspent by £0.200m, resulting from a net increase of 21 placements since the budget was set. The new foster carer offer recently introduced (in October) aims to increase in-house capacity for foster care and therefore reduce the need to place children in more expensive independent placements. It is hoped that the number of in-house placements will continue to grow, whilst this will result in further in year overspends in this area, it is anticipated it will be more than offset by a reduction in the independent placement budget.
 - (c) In-house residential costs are projected to be overspent by £0.190m. This results from additional staffing needed within the children's homes to provide specialist support to children with complexed care requirements.
-

- (d) Assessment and Intervention teams are projected to be overspent by £0.516m. Social Work staffing teams have been under pressure due to increases in demand as more children require intervention as evidenced by the increases in children being brought into care. It was agreed to increase the numbers of social workers by four through the recruitment of peripatetic social workers, however additional staffing have been required over this to cover demand. In addition to staffing, expenditure on supporting families to prevent children from coming into care and Court Approved support costs have increased with the increase in numbers of children (£0.080m).
 - (e) The Leaving After/Through Care team is projected to be overspent by £0.330m resulting from increased caseload demand. This has arisen due to changes in legislation, requiring care leavers to be supported until they reach 25 and increases in the numbers of looked after children. Temporary staff have been brought in to assist with the increase in workloads hence increased expenditure. In addition to staffing costs the cost of supporting more children in the care system has also increased leading to pressures on those budgets (for example accommodation, education and personal allowance expenditure).
 - (f) As members will be aware the Council is undertaking a programme of work with Leeds City Council and the DfE and we have been awarded a grant of £1.2m to assist in transforming children's social care practice within Darlington. The ultimate aim of the programme is to provide better outcomes for children as well as reducing the numbers of children that need to come into the council's care with the subsequent budget reductions. Work profiling these reductions is being undertaken and will be included in the forthcoming Medium Term financial Plan.
11. The **Education Service** is projected to be overspent at the year-end by £0.146m, primarily due to pressures in School Transport (£0.224m), offset by savings across the division from staff turnover and supplies and services.
- (a) The transport budget overspent in 2018/19 by £0.270m due to the increased number of children placed out of borough who required transport to and from school. A reduction in expenditure in 2019/20 was planned following approval of the SEN strategy which advocated children being returned to schools in Darlington where appropriate, along with proposals included within the SEN transport strategy. Due to slippage in the opening of new SEN provision the number of children returning to Darlington schools within 2019/20 will be limited and subsequently the overspend in budget from 2018/19 will continue this financial year.
 - (b) Members will recall that a risk contingency of £0.125m was incorporated in to the budget for School Transport for a potential increased cost of not relocating children back into Darlington. Given the level of overspend the full contingency has been released to partially offset the pressure in this area.
 - (c) Cabinet have agreed the proposals to increase the number of SEN resource bases in Darlington and the release of capital funds has been approved to allow construction of the new bases to begin. Work is continuing with schools to progress the new provision with the first resource bases planned to open in

September 2020, reducing the need to place as many children outside of Darlington.

12. **Adult Social Care & Health** is forecasting an under spend of £0.903m an improvement of £0.309m on the position at quarter 1. This is primarily due to a continued reduction in packages across all areas. There has also been an increase in Health funding due to Continuing Health Care (CHC) and S117 assessments.
 13. Furthermore, following a review of risk contingencies, it has been agreed to release £0.188m held for 15 beds, as it is anticipated they will not be required this financial year. This contingency has been released into general fund reserves.
 14. The **Economic Growth Services Group** is projecting an overspend of £0.082m, an improvement of £0.128m from what was reported at quarter 1.
 - (a) Planning, Economic Initiatives & Asset Management is expected to breakeven, however, there is an anticipated pressure of £0.137m on planning fees. This is linked to a general slowdown in the market. This pressure is being managed within the division through savings generated from vacant posts and supplies.
 - (b) Capital Projects, Transport & Highways Planning has a small net underspend of £0.056m, of which, £0.048m is from savings on the concessionary fares contract.
 - (c) Community Services overall is expected to overspend by £0.128m by the end of the year.
 - (i) Dolphin Centre is currently overspent by £0.048m due to the corrected treatment of overstated income in 2018/19 as well as an additional pension cost arising from the auto enrolment of a number of officers into the council pension scheme.
 - (ii) Eastbourne Complex has a pressure of £0.037m as it is not expected to achieve a previously agreed MTFP saving target from 2016/17 increase income. While income has improved since 2016/17 the original anticipated levels will not be achieved.
 - (iii) Income from Cemeteries and Crematorium as well as School Meals is projected to be better than budget by £0.050m and is helping to offset some of the above pressures.
 - (d) Community Safety's reported pressure of £0.100m at quarter 1 has improved by £0.053m with the division now expected to be overspend by £0.047m. The overall improvement is due to the agreement by Cabinet to fund the car parking offers from the Futures Fund as well as the release of £0.075m which was carried forward from 2018/19 to support the operational cost of the service. The pressure on parking enforcement has worsened since quarter 1 and this is due to reduction in car parking fines being issued as enforcement officers tackle other pressing needs of the service.
 15. The **Resources Group** is forecasting, after carry forwards, an underspend of £0.168m. As in 2018/19 there continues to be a pressure for children's legal fees
-

arising in line with the increased numbers of children coming into the care of the Local Authority, with a projected pressure of £0.150m. This pressure is offset by savings in supplies and services budgets and staff turnover within Democratic Services and Administration.

- (a) There is an £84k carry forward for Equality and Diversity Training which was agreed as part of last year's carry forward.
- (b) The Council received a VAT rebate £1.420m this financial year in relation our cultural exemption. £1.170m of this has already been committed with the remaining £0.250m to be returned to balances.

16. The School balances and allocations are shown in **Appendix 2(e)**. Information on projected closing school balances is not yet available but will be included in future reports to Cabinet.

Council Wide and Corporately Managed Resources

17. Council Wide budgets are forecast to be underspent by £0.258m which is due to the release of an unused provision held centrally for increases in departmental expenditure as a result of the nationally agreed pay award. The effects of the pay award are shown with departmental budgets and therefore the central residual provision is no longer required.

Housing Revenue Account

18. HRA projections are shown in **Appendix 3**. There is currently a predicted underspend of £0.580m primarily due to increases in income from a reduction in void properties and a number of properties moving over to affordable rents. This has also had a positive effect on the income received for service and facilities charges. Savings in management costs are due to additional Northumbria Water Limited rebate received for collecting water rates on their behalf.

Collection Fund

19. The Collection Fund account reflects the statutory requirements for the Council to maintain a separate Fund in relation to the operation of Council Tax and Business Rates Retention Scheme (BRRS). The Fund records all of the transactions for billing in respect of Non Domestic Rates (NDR) and Council Tax, exemptions and discounts granted, provision for bad debts and appeals and payments made to the Council's General Fund, the Police and Fire & Rescue precept authorities and Central Government.
20. At this stage in the year, the Council Tax Collection Fund is reporting an in-year deficit of £0.310m to add to a brought forward deficit of £0.170m, of which Darlington's total share is £0.400m and which will need to be met from general reserves in next years MTFP. The in-year deficit mainly consists of an increase in discounts and exemptions of £0.460m offset by a reduction in council tax support of £0.170m.
21. The NDR Collection Fund is reporting an in-year deficit of £1m to add to a brought forward deficit of £0.575m, of which Darlington's total share is £0.772m. The in-

year deficit mainly consists of a decrease in gross rates income of £0.227m and an increase in discounts, reliefs and exemptions of £0.785m. Some reliefs receive grant income and it is expected that the carry forward deficit will be funded by the receipt of business rates section 31 grant income during 2019/20.

Conclusion

22. The Council's projected revenue reserves at the end of 2019-20 are £16.597m, £0.804m lower than quarter 1's reported position.
23. Of the £16.597m projected reserves, we have a risk reserve balance of £4.350m and a commitment to use £11.212m to support the 2019–2023 MTFP, leaving £1.035m one off funding to further support the general fund moving forward.

Outcome of Consultation

24. No external consultation has been carried out in preparing this report.

This page is intentionally left blank

REVENUE BUDGET MANAGEMENT 2019/20**Projected General Fund Reserve at 31st March 2020**

	2019-23 MTFP (Feb 2019) £000
Medium Term Financial Plan (MTFP) :-	
MTFP Planned Opening Balance 01/04/2019	18,179
Approved net contribution from balances	(1,457)
Planned Closing Balance 31/03/2020	16,722
Increase in opening balance from 2018-19 results	168
Projected corporate underspends / (overspends) :-	
Adult Social Care & Health based savings	511
Council Wide	258
Financing Costs	140
Joint Venture - Investment Return	(173)
Release of Demand and Complexity Risk Contingency	188
Projected General Fund Reserve (excluding Departmental) at 31st March 2020	17,814
Planned Balance at 31st March 2020 Improvement	<u><u>16,722</u></u> <u><u>1,092</u></u>

Departmental projected year-end balances

	Improvement / (decline) compared with 2019-23 MTFP £000
Children & Adults Services	(1,303)
Economic Growth & Neighbourhood Services Resources	(82) 168
TOTAL	<u><u>(1,217)</u></u>

Summary Comparison with :-

	2019-23 MTFP £000
Corporate Resources - increase in opening balance from 18/19 results	168
Corporate Resources - additional in-year Improvement/(Decline)	413
Quarter 1 budget claw back	511
Departmental - Improvement / (Decline)	(1,217)
Improvement / (Decline) compared with MTFP	<u><u>(125)</u></u>
Projected General Fund Reserve at 31st March 2020	<u><u>16,597</u></u>

GENERAL FUND REVENUE BUDGET MANAGEMENT 2019/20

	Budget			Expenditure	Variance
	Original 2019/20	Approved Adjustments	Amended Approved Budget	Projected Outturn	
	£000	£000	£000	£000	
Departmental Resources					
Children & Adults Services	55,607	1,545	57,152	58,455	1,303
Economic Growth & Neighbourhood Services	20,173	1,020	21,193	21,275	82
Resources	10,062	178	10,240	10,072	(168)
Total Departmental Resources	85,842	2,743	88,585	89,801	1,217
Corporate Resources					
Council Wide	492	(110)	382	124	(258)
Financing Costs	510	0	510	370	(140)
Joint Venture - Investment Return	(1,212)	0	(1,212)	(1,039)	173
Contingencies Budget					
Pensions	(2,453)	0	(2,453)	(2,453)	0
Apprentice Levy	197	0	197	197	0
Risk Contingencies	784	(621)	163	163	0
Futures Fund	0	2,294	2,294	2,294	0
Mid-Year Savings					
Adult Social Care & Health based savings	0	511	511	0	(511)
Total Corporate Resources	(1,682)	2,074	392	(344)	(736)
Net Expenditure	84,160	4,817	88,977	89,457	481
Contributions To / (From) Reserves					
Planned Contribution from General Fund Reserves (MTFP)	(1,357)	361	(996)	(1,184)	(188)
Departmental Brought Forwards from 2018/19	0	(2,841)	(2,841)	(2,841)	0
Futures Fund Brought Forward from 2018/19	0	(2,337)	(2,337)	(2,337)	0
General Fund Total	82,803	0	82,803	83,095	293

Note: Appendix 1 shows an increase in reserves of £0.168M brought forward from 2018/19.

REVENUE BUDGET MANAGEMENT UPDATE 2019/20

	<i>Budget</i>			<i>Expenditure</i>			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Council Wide</u>							
Salary Pay Award	232	0	232	0	0	0	(232)
Airport	27	0	27	3	24	27	0
Procurement Savings	(22)	0	(22)	(48)	0	(48)	(26)
Futures Fund	255	(110)	145	0	145	145	0
	492	(110)	382	(45)	169	124	(258)
In Year Over/(Under) Spend	492	(110)	382	(45)	169	124	(258)

REVENUE BUDGET MANAGEMENT UPDATE 2019/20

	<i>Budget</i>			<i>Expenditure</i>			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Children & Adults Services</u>							
<u>Director of Adults & Children</u>	186	0	186	93	101	194	8
<u>Children & Adult Services</u>							
Transformation & Performance	517	51	568	248	308	556	(12)
Business Support	1,259	18	1,277	587	769	1,356	79
	1,776	69	1,845	835	1,077	1,912	67
<u>Children's Services</u>							
Children's Services Management & Other Services	522	1	523	240	306	546	23
Assessment Care Planning & LAC	2,923	15	2,938	1,562	2,275	3,837	899
First Response & Early Help	2,263	1	2,264	324	2,003	2,327	63
Youth Offending	260	8	268	151	106	257	(11)
Adoption & Placements	12,070	324	12,394	6,361	7,104	13,465	1,071
Quality Assurance & Practice Improvement	441	1	442	128	319	447	5
	18,479	350	18,829	8,766	12,113	20,879	2,050
<u>Development & Commissioning</u>							
Commissioning	2,140	112	2,252	1,094	1,021	2,115	(137)
Voluntary Sector	282	135	417	244	134	378	(39)
Workforce Development	204	56	260	(100)	360	260	0
	2,626	303	2,929	1,238	1,515	2,753	(176)
<u>Education</u>							
Education	954	0	954	(8,380)	9,294	914	(40)
Schools	0	0	0	(108)	70	(38)	(38)
Transport Unit	1,319	120	1,439	246	1,417	1,663	224
	2,273	120	2,393	(8,242)	10,781	2,539	146
<u>Public Health</u>							
Public Health	100	0	100	(1,673)	1,773	100	0
Healthy New Towns	0	58	58	53	5	58	0
	100	58	158	(1,620)	1,778	158	0
<u>Adult Social Care & Health</u>							
External Purchase of Care	24,251	515	24,766	(781)	24,558	23,777	(989)
Intake & Enablement	658	(22)	636	528	91	619	(17)
Older People Long Term Condition	1,200	187	1,387	531	856	1,387	0
Physical Disability Long Term Condition	4	0	4	20	(16)	4	0
Learning Disability Long Term Condition	1,625	22	1,647	406	1,234	1,641	(6)
Mental Health Long Term Condition	994	4	998	336	760	1,096	98
Disabled Children	454	5	459	120	351	471	12
Service Development & Integration	981	(66)	915	304	610	914	(1)
Total Adult Social Care & Health	30,167	645	30,812	1,464	28,445	29,909	(903)
In Year Over/(Under) Spend	55,607	1,545	57,152	2,534	55,810	58,344	1,192
<u>Carry Forward Requests</u>							
<u>Previously agreed (for information)</u>							
Development & Commissioning - Prevention Services							111
							111
Revised In Year Over/(Under) Spend							1,303

REVENUE BUDGET MANAGEMENT UPDATE 2019/20

	Budget			Expenditure			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Economic Growth & Neighbourhood Services</u>							
Director of Economic Growth & Neighbourhood Services	170	0	170	72	98	170	(0)
<u>Planning, Economic Initiatives & Asset Management</u>							
AD Economic Initiative	132	1	133	42	75	117	(16)
Bidra	0	0	0	(13)	13	0	0
Building Control	145	0	145	30	116	145	0
Consolidated Budgets	146	41	187	2	184	186	(0)
Development Management	(78)	10	(68)	19	68	87	155
Economy	265	(18)	247	(9)	211	201	(46)
Environmental Health	298	(3)	295	179	62	241	(53)
Place Strategy	497	65	562	194	328	522	(40)
Property Management & Estates	(604)	24	(580)	(410)	(170)	(579)	0
	801	120	921	33	887	921	(0)
<u>Capital Projects, Transport & Highways</u>							
<u>Planning</u>							
AD Transport & Capital Projects	126	1	127	57	69	126	(1)
Building Design Services	37	4	41	(32)	73	41	0
Capital Projects	178	169	347	134	213	346	(0)
Car Parking R&M	558	(4)	554	489	65	554	0
Concessionary Fares	3,253	38	3,291	1,174	2,069	3,243	(48)
Flood & Water Act	84	0	84	(63)	147	84	0
Highways	2,450	128	2,578	201	2,371	2,572	(6)
Highways - DLO	(450)	0	(450)	1,441	(1,891)	(450)	(0)
Investment & Funding	2	419	421	23	397	421	0
Regeneration Projects	142	(140)	2	18	(16)	2	(0)
Sustainable Transport	193	2	195	(64)	259	195	(0)
	6,573	617	7,190	3,378	3,756	7,134	(56)
<u>Community Services</u>							
AD Community Services	126	1	127	54	73	127	0
Allotments	11	0	11	(2)	17	15	4
Building Cleaning - DLO	146	0	146	(258)	398	140	(6)
Cemeteries & Crematorium	(839)	9	(830)	(305)	(554)	(858)	(29)
Dolphin Centre	532	58	590	428	210	638	48
Eastbourne Complex	(49)	(3)	(52)	52	(67)	(14)	37
Emergency Planning	95	0	95	31	64	95	0
Head of Steam	242	10	252	116	136	251	(0)
Hippodrome	91	4	95	(388)	483	95	(0)
Indoor Bowling Centre	13	(2)	11	4	3	6	(5)
Libraries	699	(18)	681	318	462	781	100
Move More	0	2	2	(44)	46	2	(0)
Outdoor Events	376	(2)	374	125	250	374	0
School Meals - DLO	45	(7)	38	53	(35)	18	(21)
Strategic Arts	103	22	125	48	77	125	0
Street Scene	5,017	5	5,022	1,977	3,045	5,022	(0)
Transport Unit - Fleet Management	(18)	2	(16)	(865)	848	(16)	(0)
Waste Management	2,827	0	2,827	355	2,472	2,827	0
Winter Maintenance	422	(1)	421	373	48	421	0
	9,839	80	9,919	2,072	7,975	10,048	128

REVENUE BUDGET MANAGEMENT UPDATE 2019/20

	Budget			Expenditure			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Economic Growth & Neighbourhood Services</u>							
<u>Community Safety</u>							
CCTV	252	(34)	218	(48)	255	208	(10)
Community Safety	374	150	524	232	234	466	(58)
General Licensing	0	0	0	(17)	17	0	0
Parking	(2,366)	311	(2,055)	(897)	(1,157)	(2,055)	(0)
Parking Enforcement	370	(313)	57	(12)	195	183	126
Private Sector Housing	53	24	77	81	(16)	65	(12)
Stray Dogs	43	1	44	31	20	51	7
Taxi Licensing	0	0	0	(79)	79	0	0
Trading Standards	231	(5)	226	98	123	221	(5)
	(1,043)	134	(909)	(612)	(249)	(861)	47
<u>Building Services</u>							
Construction - DLO	(397)	0	(397)	(4,184)	3,787	(397)	(0)
Maintenance - DLO	(372)	(37)	(409)	1,418	(1,827)	(409)	(0)
Other - DLO	0	49	49	490	(468)	22	(27)
Corporate Landlord	3,018	51	3,069	1,399	1,671	3,069	0
	2,250	63	2,313	(877)	3,163	2,285	(27)
<u>General Support Services</u>							
Works Property & Other	107	0	107	99	8	107	0
<u>Joint Levies & Boards</u>							
Environment Agency Levy	109	0	109	106	(0)	106	(3)
Outside Contributions	53	0	53	0	53	53	0
	161	0	161	106	52	158	(3)
<u>Housing</u>							
Local Taxation	464	4	468	378	78	456	(12)
Rent Rebates / Rent Allowances / Council Tax	(132)	0	(132)	7,780	(7,912)	(132)	0
Housing Benefits Administration	202	1	203	93	110	203	0
Customer Services	281	(2)	279	227	52	279	0
Homelessness	310	3	313	(103)	421	318	5
Service, Strategy & Regulation and General Services	189	0	189	(938)	1,127	189	0
	1,314	6	1,320	7,437	(6,124)	1,313	(7)
In Year Over/(Under) Spend	20,173	1,020	21,193	11,709	9,566	21,275	82

REVENUE BUDGET MANAGEMENT UPDATE 2019/20

	Budget			Expenditure			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Resources</u>							
Managing Director	196	0	196	117	79	196	0
Darlington Partnership	18	0	18	(51)	69	18	0
<u>AD Resources</u>							
Finance & Governance	1,337	72	1,409	(881)	2,012	1,131	(278)
Financial Assessments & Protection	232	1	233	128	105	233	0
Communications & Engagement	851	70	921	369	468	837	(84)
Systems	751	(10)	741	448	304	752	11
Xentrall (D&S Partnership)	1,621	0	1,621	(146)	1,772	1,626	5
Human Resources	585	1	586	506	81	587	1
Health & Safety	133	1	134	83	51	134	0
	5,510	135	5,645	507	4,793	5,300	(345)
<u>AD Law & Governance</u>							
Complaints & FOI	183	8	191	104	92	196	5
Democratic Services	1,319	26	1,345	564	743	1,307	(38)
Registrars	(12)	1	(11)	(97)	75	(22)	(11)
Administration	703	3	706	368	290	658	(48)
Legal & Procurement	1,172	5	1,177	858	514	1,372	195
Coroners	200	0	200	9	191	200	0
	3,565	43	3,608	1,806	1,905	3,711	103
<u>AD ICT</u>	773	0	773	32	731	763	(10)
In Year Over/(Under) Spend	10,062	178	10,240	2,411	7,577	9,988	(252)
<u>Carry Forward Requests</u>							
<u>Previously agreed (for information)</u>							
Strategy & Performance - Equality & Diversity Training							84
							84
Revised In Year Over/(Under) Spend							(168)

BUDGET MANAGEMENT 2019/20

SCHOOLS PROJECTED BALANCES 2019/20					
School Name	Opening Balance at 1st April 2019	Formula Budget Allocation	Total Available	Projected Closing Balance at 31st March 2020	Projected Closing Balance as proportion of Formula Budget Allocation
	£000	£000	£000	£000	%
<u>Primary</u>					
Federation of Darlington Nursery Schools	12	799	811	47	6%
Red Hall Primary	234	1,100	1,334	203	18%
Whinfield Primary	211	2,059	2,270	236	11%
Harrowgate Hill Primary	393	2,249	2,642	166	7%
Primary Total	850	6,207	7,057	652	

HOUSING REVENUE ACCOUNT 2019/20

	Budget			Total Projection £000	(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000		
<u>Housing Revenue Account</u>					
<u>Income</u>					
Rents Of Dwellings (Gross)	(19,683)	0	(19,683)	(20,004)	(321)
Sundry Rents (Including Garages & Shops)	(469)	0	(469)	(476)	(7)
Charges For Services & Facilities	(2,906)	0	(2,906)	(3,023)	(117)
Contribution towards expenditure	(260)	0	(260)	(318)	(58)
Interest Receivable	(14)	0	(14)	(14)	0
Total Income	(23,332)	0	(23,332)	(23,835)	(503)
<u>Expenditure</u>					
Management	5,724	0	5,724	5,647	(77)
Maintenance	3,995	0	3,995	3,995	0
Capital Financing Costs	4,078	0	4,078	4,078	0
Revenue Contribution to Capital Outlay	10,634	0	10,634	10,634	0
Rent Rebate Subsidy Limitation	0	0	0	0	0
Increase in Bad Debt Provision	350	0	350	350	0
In year contribution to/(from) balances	(1,449)	0	(1,449)	(869)	580
Total Expenditure	23,332	0	23,332	23,835	503
(Surplus)/Deficit	0	0	0	0	0

HRA Balances	£000
Opening balance 01/04/2019	9,114
Carry Forward from 2018-19	7,661
Contribution to/(from) balances	(869)
Closing balance	15,906

This page is intentionally left blank

**EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE
31 OCTOBER 2019**

ITEM NO.

COUNCIL TAX SUPPORT – SCHEME APPROVAL 2020-21

Purpose of the Report

1. To consider the draft Council Tax Support (CTS) scheme for 2020-21, prior to approval and adoption.

Summary

2. On 22 November 2018, Council approved the local CTS scheme for 2019-20 and the scheme became operational on 1 April 2019.
3. Councils are required to set a CTS scheme each year and as part of that exercise:
 - (a) Consider whether any changes should be made to the existing scheme, and
 - (b) Where changes are made, consider what transitional protection, if any, should apply to anyone affected by those changes.
4. This report sets out the details of the CTS scheme for 2020-21, at **Appendix 1**. No changes are proposed to the existing scheme.

Recommendation

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

**Paul Wildsmith
Managing Director**

Background Papers

- (i) Local Government Finance Bill 2012
- (ii) Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012
- (iii) Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012
- (iv) Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013
- (v) Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2014
- (vi) Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015

- (vii) Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016
- (viii) Council Tax Reduction Schemes (Amendment) (England) Regulations 2017
- (ix) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018.

Anthony Sandys: Extension 6926

S17 Crime and Disorder	There are no issues
Health and Well Being	The CTS scheme may have an adverse impact on the health and well-being of low income groups
Carbon Impact and Climate Change	There is no carbon impact in this report
Diversity	Working aged recipients of CTS are treated differently to pensioners, whose CTS entitlement is decided under a national set of regulations.
Wards Affected	All wards are affected, but in particular those with higher numbers of people claiming CTS
Groups Affected	Working age recipients of CTS are affected by the local scheme. Pensioners are protected under a national set of regulations.
Budget and Policy Framework	The issues contained within this report do not represent a change to Council budget or the Council's policy framework
Key Decision	This is not an Executive decision
Urgent Decision	This is not an Executive decision
One Darlington: Perfectly Placed	This report has implications for the 'Healthy Darlington' and 'Prosperous Darlington' themes of the Sustainable Community Strategy.
Efficiency	The operation of the local CTS scheme continues to represent a significant financial challenge to the Council and other precepting authorities
Impact on Looked After Children and Care Leavers	Young care leavers, who do not have the family support most young people have to establish themselves in the community, can receive up to 100% CTS

MAIN REPORT

Information and Analysis

6. Since 2013, the previous national Council Tax Benefit scheme was replaced with local CTS schemes, designed and administered by local authorities. Grants are paid to local authorities to fund CTS, but the overall amount does not fully meet actual expenditure levels.
7. The Council is required to design and publish a new CTS scheme each year, in time to implement for annual Council Tax billing. A full public consultation exercise and an equality impact assessment were undertaken on the initial scheme in 2013.
8. Each year, the Council has to consider whether any changes should be made to the existing scheme and, where changes are made, consider what transitional protection, if any, should apply to anyone affected by those changes.
9. Each year's scheme then has to be approved by full Council.
10. The key feature of Darlington's CTS scheme is that most working aged people can only receive a maximum of 80% support towards their Council Tax. Young care leavers can receive up to 100% support (introduced in April 2018) and pensioners are also protected under a national set of regulations.
11. No changes are recommended for the 2020-21 CTS scheme. Changes to the Prescribed Requirements regulations (due to be published in December 2019) will be incorporated into the scheme before publication.

Financial Implications

12. The Council Tax Support scheme for 2020-21 will not have any additional financial implications and therefore it is not intended to amend the budget in the MTFP.

This page is intentionally left blank

Darlington Borough Council

Council Tax Support scheme

2020 - 2021

1 Introduction

- 1.1.1 Council Tax Support (also referred to as Council Tax Reduction) is the means of helping people on low incomes pay their Council Tax. Each Council Tax billing authority is responsible for setting its own local Council Tax Support scheme every year.
- 1.1.2 Pensioners are protected from the effects of local schemes by a national framework of rules and eligibility. Working aged people however are subject to the provisions of the locally defined scheme.
- 1.1.3 On 22nd November 2018, Darlington Borough Council approved the Council Tax Support scheme for 2019-2020, which became operational from 1st April 2019.
- 1.1.4 This document sets out Darlington Borough Council's scheme for 2020-2021 and should be read in conjunction with:
 - 1.1.4.1 The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.
 - 1.1.4.2 The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012.
 - 1.1.4.3 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013.
 - 1.1.4.4 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2014.
 - 1.1.4.5 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014.
 - 1.1.4.6 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015.
 - 1.1.4.7 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016.
 - 1.1.4.8 The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017.
 - 1.1.4.9 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018.

2 Executive Summary

2.1 Prescribed requirements

- 2.1.1 There are a number of prescribed requirements that will apply to all local Council Tax Support schemes and are therefore not included in Darlington's local scheme. These are set out in the regulations referred to in 1.1.4.1 to 1.1.4.9, copies of which can be found at: www.legislation.gov.uk
- 2.1.2 Where the prescribed regulations apply, reference has been made to the relevant parts in the Council Tax Support scheme. For the purpose of this document, "the regulations" are the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, as amended. A summary of the key features of the regulations are as follows:
- 2.1.3 There is a prescribed scheme for persons who have reached the qualifying age for state Pension Credit. 'Working aged' is defined as people who have not yet reached the qualifying age for state Pension Credit.
- 2.1.4 There are restrictions excluding foreign nationals with limited immigration status and non-economically active European Union individuals.
- 2.1.5 Individuals with refugee status, humanitarian protection, discretionary or exceptional leave to remain granted outside the immigration rules and who are exempt from the habitual residence test are entitled to support with their Council Tax.
- 2.1.6 Regulations allow arrangements for a person to act on behalf of another, for example where a person has been granted a power of attorney over a liable Council Tax payer.
- 2.1.7 Formal rights of appeal are set out in the regulations and appeals are heard by Valuation Tribunals.
- 2.1.8 Billing authorities are required to consider whether to revise or replace their Council Tax Support schemes each year and under such circumstances, to consider what transitional arrangements may be required to move from an existing local scheme to a replacement scheme. Schemes cannot be amended within a financial year.

2.2 Key features of Darlington's Council Tax Support scheme

- 2.2.1 The requirements for Council Tax Support schemes are set out in an amendment to the Local Government Finance Act 1992, under schedule 1A.
- 2.2.2 Council Tax Support for most working aged claimants will be based on 80% of their Council Tax liability (as opposed to pensioners, where entitlement is based on 100%).
- 2.2.3 Entitlement to Council Tax Support will be means tested. The amount of Council Tax Support awarded will depend on:
 - 2.2.3.1 The circumstances of the claimant and their family, such as their income and savings.
 - 2.2.3.2 The number of children who live in the household and their circumstances.
 - 2.2.3.3 The number of other adults who live in the household and their circumstances.
 - 2.2.3.4 The amount of Council Tax, less any other discounts or reliefs.

2.3 Temporary absence from home

- 2.3.1 There are no temporary absence rules for working aged people in Darlington's Council Tax Support scheme. Anyone who is liable for Council Tax on a dwelling which is their sole or main residence and not subject to a Council Tax exemption is able to claim Council Tax Support. Temporary absence rules for pensioners are set out in the regulations.

2.4 Students

- 2.4.1 There are no specific exclusions for students in the Council Tax Support scheme. Anyone who is liable for Council Tax and not subject to the Council Tax student exemption is able to claim Council Tax Support.

2.5 Extended payments

- 2.5.1 Under the Council Tax Support scheme, anyone losing entitlement to a qualifying benefit, such as Income Support, income based Jobseekers Allowance, income related Employment and Support Allowance or Universal Credit due to moving into work or increasing their hours or pay, automatically qualifies for a 4 week run on of their Council Tax Support.

2.6 Backdating

- 2.6.1 An automatic backdating rule exists for Council Tax Support claims. Claims can be paid for any period where entitlement to Council Tax Support exists. Backdating rules for pensioners are set out in the regulations.

2.6.2 There is no requirement for a person to show 'good cause' as to why they didn't claim earlier.

2.7 Discretionary discounts

2.7.1 The Council has the power under section 13A of the Local Government Finance Act 1992, to reduce the Council Tax liability of a person "to such an extent as it thinks fit". This includes the power to reduce the amount to nil.

2.7.2 The Council has a Council Tax Discretionary Discount policy, details of which can be found at: [Darlington Borough Council - Discounts and Exemptions](#).

3 People who can claim Council Tax Support

3.1 Who can claim

3.1.1 The rules for making an application to Council Tax Support is set out in schedule 8, part 2, paragraph 4 of the regulations. These state:

- In the case of a couple or members of a polygamous marriage an application is to be made by whichever one of them they agree should apply or, in default of agreement, by such one of them as the council decides
- Where the person who is liable for Council Tax is unable to act the Council will accept or appoint a person who may make an application on their behalf, in accordance with the provisions contained within this part of the regulations.

3.1.2 The classes of working aged people entitled to a reduction under the Council's scheme are as follows:

3.2 People in receipt of a qualifying benefit

People in receipt of a qualifying benefit are classed as:

- Working aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Entitled to Income Support, income-based Jobseekers Allowance or income-related Employment and Support Allowance.

3.2.1 Having claimed Council Tax Support, this class of people will be entitled to the maximum support of 80% of their eligible Council Tax, less any deductions for non-dependants.

3.3 People with income equal to or less than their applicable amount

People with income equal to or less than their applicable amount are classed as:

- Working aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Capital is less than £16,000
- Income is equal to or less than their applicable amount.

3.3.1 Having claimed Council Tax Support, this class of people will be entitled to the maximum support of 80% of their eligible Council Tax, less any deductions for non-dependants.

3.4 People with income more than their applicable amount

People with income more than their applicable amount are classed as:

- Working aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Capital is less than £16,000
- Income is more than their applicable amount

3.4.1 Having claimed Council Tax Support, this class of people will have their income compared to their applicable amount. The amount of Council Tax Support will be reduced by 20% of the amount the income exceeds the applicable amount. Entitlement will be up to a maximum of 80% of their eligible Council Tax, less any deductions for non-dependants.

3.5 People receiving Universal Credit with income equal to or less than their Universal Credit maximum award

People receiving Universal Credit with income equal to or less than their Universal Credit maximum award are classed as:

- Working aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Capital is less than £16,000
- In receipt of Universal Credit
- Assessment of income provided by Universal Credit plus the award of Universal Credit is equal to or less than their Universal Credit maximum award.

3.5.1 Having claimed Council Tax Support, this class of people will be entitled to the maximum support of 80% of their eligible Council Tax, less any deductions for non-dependants.

3.6 People receiving Universal Credit with income more than their Universal Credit maximum award

People receiving Universal Credit with income more than their Universal Credit maximum award are classed as:

- Working aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Capital is less than £16,000
- In receipt of Universal Credit
- Assessment of income provided by Universal Credit plus the award of Universal Credit is more than their Universal Credit maximum award.

- 3.6.1 Having claimed Council Tax Support, this class of people will have their assessment of income provided by Universal Credit plus the award of Universal Credit compared to their Universal Credit maximum award. The amount of Council Tax Support will be reduced by 20% of the amount the income exceeds the Universal Credit maximum award. Entitlement will be up to a maximum of 80% of their eligible Council Tax, less any deductions for non-dependants.

3.7 Young care leavers in receipt of a qualifying benefit

Young care leavers in receipt of a qualifying benefit are classed as:

- Aged 18 to 24
- A care leaver, as defined by the Children (Leaving Care) Act 2000
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Entitled to Income Support, income-based Jobseekers Allowance or income-related Employment and Support Allowance.

- 3.7.1 Having claimed Council Tax Support, this class of people will be entitled to the maximum support of 100% of their eligible Council Tax, less any deductions for non-dependants.

3.8 Young care leavers with income equal to or less than their applicable amount

Young care leavers with income equal to or less than their applicable amount are classed as:

- Aged 18 to 24
- A care leaver, as defined by the Children (Leaving Care) Act 2000
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Capital is less than £16,000
- Income is equal to or less than their applicable amount.

- 3.8.1 Having claimed Council Tax Support, this class of people will be entitled to the maximum support of 100% of their eligible Council Tax, less any deductions for non-dependants.

3.9 Young care leavers with income more than their applicable amount

Young care leavers with income more than their applicable amount are classed as:

- Aged 18 to 24
- A care leaver, as defined by the Children (Leaving Care) Act 2000
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Capital is less than £16,000

- Income is more than their applicable amount

3.9.1 Having claimed Council Tax Support, this class of people will have their income compared to their applicable amount. The amount of Council Tax Support will be reduced by 20% of the amount the income exceeds the applicable amount. Entitlement will be up to a maximum of 100% of their eligible Council Tax, less any deductions for non-dependants.

3.10 Young care leavers receiving Universal Credit with income equal to or less than their Universal Credit maximum award

Young care leavers receiving Universal Credit with income equal to or less than their Universal Credit maximum award are classed as:

- Aged 18 to 24
- A care leaver, as defined by the Children (Leaving Care) Act 2000
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Capital is less than £16,000
- In receipt of Universal Credit
- Assessment of income provided by Universal Credit plus the award of Universal Credit is equal to or less than their Universal Credit maximum award.

3.10.1 Having claimed Council Tax Support, this class of people will be entitled to the maximum support of 100% of their eligible Council Tax, less any deductions for non-dependants.

3.11 Young care leavers receiving Universal Credit with income more than their Universal Credit maximum award

Young care leavers receiving Universal Credit with income more than their Universal Credit maximum award are classed as:

- Aged 18 to 24
- A care leaver, as defined by the Children (Leaving Care) Act 2000
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Capital is less than £16,000
- In receipt of Universal Credit
- Assessment of income provided by Universal Credit plus the award of Universal Credit is more than their Universal Credit maximum award.

3.11.1 Having claimed Council Tax Support, this class of people will have their assessment of income provided by Universal Credit plus the award of Universal Credit compared to their Universal Credit maximum award. The amount of Council Tax Support will be reduced by 20% of the amount the income exceeds the Universal Credit maximum award. Entitlement will be up to a maximum of 100% of their eligible Council Tax, less any deductions for

non-dependants.

3.12 The classes of pensioners who are entitled to a Council Tax reduction are set out in schedule 1 of the regulations, as follows:

3.13 Pensioners with income equal to or less than their applicable amount

Pensioners with income equal to or less than their applicable amount are classed as:

- Pension aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Not absent from the dwelling, as defined in schedule 1, part 1, paragraph 5 of the regulations
- Capital is less than £16,000
- Income is equal to or less than their applicable amount.

3.13.1 Having claimed Council Tax Support, this class of people will be entitled to the maximum support of 100% of their eligible Council Tax, less any deductions for non-dependants.

3.14 Pensioners with income more than their applicable amount

Pensioners with income more than their applicable amount are classed as:

- Pension aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Not absent from the dwelling, as defined in schedule 1, part 1, paragraph 5 of the regulations
- Capital is less than £16,000
- Income is more than their applicable amount.

3.15 Having claimed Council Tax Support, this class of people will have their income compared to their applicable amount. The amount of Council Tax Support will be reduced by 20% of the amount the income exceeds the applicable amount. Entitlement will be up to a maximum of 100% of their eligible Council Tax, less any deductions for non-dependants.

3.16 Alternative maximum Council Tax Support

People entitled to alternative maximum Council Tax Support are classed as:

- Pension aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Not absent from the dwelling, as defined in schedule 1, part 1, paragraph 5 of the regulations

- One or more people reside with the claimant who are not a member of their family
- No other resident in the dwelling is liable to pay rent to the claimant in respect of that dwelling.

3.16.1 Having claimed Council Tax Support, this class of people will have their Council Tax Support calculated on the income, or aggregate incomes, of one or more people who reside in the dwelling, up to a maximum of 25% of their eligible Council Tax.

3.17 Pensioners with war pensions

Pensioners with war pensions are classed as:

- Pension aged
- Liable to pay Council Tax on a dwelling they occupy as their sole or main residence
- Not absent from the dwelling, as defined in schedule 1, part 1, paragraph 5 of the regulations
- In receipt of War Disablement Pension, War Widow's Pension or War Widower's Pension

3.17.1 Having claimed Council Tax Support, this class of people will be assessed in accordance with the prescribed regulations for pensioners. War Disablement Pension, War Widow's Pension and War Widower's Pension will be fully disregarded.

3.18 Pensioners

3.18.1 The provisions for pensioners are set out in Schedules 1 to 6 of the regulations.

3.18.2 The meaning of who is and who is not a pensioner is set out in paragraph 3 of the regulations. These state:

- A person is a 'pensioner' if they have attained the qualifying age for state Pension Credit; and
- They, or their partner are not in receipt of Income Support, income-based Jobseekers Allowance, income related Employment and Support Allowance, or Universal Credit
- A person is 'not a pensioner' if they have not attained the qualifying age for state Pension Credit; or
- They have attained the qualifying age for state Pension Credit and they, or their partner are in receipt of Income Support, income-based Jobseekers Allowance, income related Employment and Support Allowance, or Universal Credit.

3.19 Membership of a family

3.19.1 The meaning of a 'couple' is set out in paragraph 4 of the regulations. These state a 'couple' is:

- A man and woman who are married to each other and are members of the same household; or
- A man and a woman who are not married to each other but are living together as husband and wife
- Two people of the same sex who are civil partners of each other and are members of the same household; or
- Two people of the same sex who are not civil partners of each other but are living together as if they were civil partners.

3.19.2 The rules for polygamous marriages are set out in paragraph 5 of the regulations. This regulation applies to:

- A person who is a husband or wife by virtue of a marriage entered into under a law which permits polygamy, and
- Either party to the marriage has for the time being any spouse additional to the other party.

3.19.3 The meaning of 'family' is set out in paragraph 6 of the regulations. These state a 'family' is:

- A couple
- A couple and a member of the same household for whom one of them is or both are responsible and who is a child or a young person
- A person who is not a member of a couple and a member of the same household for whom that person is responsible and who is a child or a young person
- A child or young person includes those in respect of whom section 145A of the Social Security Child Benefit Act 2005 applies for the purposes of entitlement to Child Benefit
- A young person does not include those who are in receipt of Income Support, income-based Jobseekers Allowance, income related Employment and Support Allowance, Universal Credit; or a person to whom section 6 of the Children (Leaving Care) Act 2000 applies.

3.19.4 The rules for circumstances in which a person is to be treated as responsible or not responsible for another are set out in paragraph 7 of the regulations. These state:

- A person is to be treated as responsible for a child or young person who is normally living with them
- Where a child or young person spends equal amounts of time in different households, or where there is a question as to which household they are living in, they will be treated as normally living with;
 - the person who receives Child Benefit in respect of that child or young person, or
 - if there is no such person, the person who has claimed Child Benefit, or the person who has the primary responsibility for them.

3.19.5 The rules for membership of a household are set out in paragraph 8 of the regulations. These state:

- The claimant and any partner who are treated as responsible for a child or young person, that child or young person and any child of that child or young person, are to be treated as members of the same household
- A child or young person is not treated as a member of the claimant's household where they are;
 - placed with the claimant or their partner by a local authority under section 22C or 23(2)(a) of the Children Act 2002 or by a voluntary organisation under section 59(1)(a) of that Act, or
 - placed with the claimant or their partner prior to adoption, or
 - placed with the claimant or their partner in accordance with the Adoption and Children Act 2002
- A child or young person is not treated as a member of the claimant's household where they are not living with the claimant as they are;
 - being looked after by a local authority under a relevant enactment, unless they live with the claimant for part or all of a relevant week or the authority considers it reasonable to do so taking into account the nature and frequency of that child's or young person's visits, or
 - placed with a person other than the claimant prior to adoption, or
 - placed for adoption in accordance with the Adoption and Children Act 2002.

3.20 Non-dependants

3.20.1 The meaning of non-dependants is set out in paragraph 9 of the regulations. These state a 'non-dependant' is:

- Any person who normally resides with the claimant or with whom the claimant normally resides
- This excludes;
 - any member of the claimant's family,
 - a child or young person who is living with the claimant but is not classed as a member of their household,
 - any person who is jointly and severally liable to pay Council Tax in respect of the dwelling,
 - any person who is liable to make payments on a commercial basis to the claimant or their partner in respect of occupation of the dwelling, unless that person is a close relative of the claimant or their partner, or the tenancy or other agreement between them is other than on a commercial basis, or where it appears to the authority to have been created to take advantage of a scheme
 - a person who lives with the claimant in order to care for them or their partner and who is engaged with a charitable or voluntary organisation which makes a charge to the claimant or their partner for the services provided by that person.

3.21 Persons from Abroad

3.21.1 The rules for persons treated as not being in Great Britain are set out in paragraph 12 of the regulations. These state:

- Persons treated as not being in Great Britain are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in the Council's scheme
- A person is to be treated as not being in Great Britain if the person is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland, except;
 - a qualified person (or their family member), for the purposes of regulation 6 of the EEA regulations 2006 as a worker or self-employed person,
 - a person who has a right to reside permanently in the United Kingdom by virtue of regulation 15(1)(c), (d) or (e) of the EEA regulations 2006,
 - a person recorded by the Secretary of State as a refugee within the definition in Article 1 of the Convention relating to the Status of Refugees, as extended by Article 1(2) of the Protocol relating to the Status of Refugees,
 - a person who has been granted leave outside of the rules under section 3(2) of the Immigration Act 1971 where that leave is discretionary leave to enter or remain in the United Kingdom, leave to remain under the Destitution Domestic Violence concession, or leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005,
 - a person who has humanitarian protection granted under those rules,
 - a person who is not subject to immigration control within the meaning of section 115(9) of the Immigration and Asylum Act 1999 and who is in the United Kingdom as a result of their deportation, expulsion or other removal by compulsion of law from another country to the United Kingdom,
 - a person in receipt of Income Support or income related Employment and Support Allowance,
 - a person in receipt of income based Jobseekers Allowance and has a right to reside in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland,
 - a person who is treated as a worker for the purpose of the definition of a 'qualified person' in regulation 6(1) of the EEA regulations 2006 pursuant to regulation 5 of the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013 (right of residence of a Croatian who is an "accession state national subject to worker authorisation"),
 - a Crown servant or member of HM forces posted overseas and the person is performing overseas the duties of a Crown servant or member of Her Majesty's forces and was, immediately before the posting or the first of consecutive postings, habitually resident in the United Kingdom.
- A person must not be treated as habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland unless the person has a right to reside in one of those places
- A right to reside does not include a right which exists by virtue of, or in accordance with;

- regulation 13 of the EEA regulations 2006 or Article 6 of Council Directive 2004/38/EC,
- regulation 14 of the EEA regulations 2006, but only in a case where the rights exist under that regulation because the person, or a family member, is a jobseeker for the purpose of the definition of a 'qualified person' in regulation 6(1) of those regulations,
- article 45 of the Treaty on the functioning of the EU (in a case where the person is seeking work in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland)
- regulation 15A(1) of the EEA regulations 2006, but only in a case where the right exists under that regulation because the claimant satisfies the criteria in paragraph (4A) of that regulation or Article 20 of the Treaty on the Functioning of the EU (in a case where the right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of their rights as a European Union citizen).

3.21.2 The rules for persons subject to immigration control are set out in paragraph 13 of the regulations. These state:

- Persons subject to immigration control are a class of person prescribed for the purposes of paragraph 2(9)(b) of Schedule 1A to the 1992 Act and which must not be included in the Council's scheme, except;
 - a person who is a national of a state which has ratified the European Convention on Social and Medical Assistance, or a state which has ratified the Council of Europe Social Charter and who is lawfully present in the United Kingdom
- 'Persons subject to immigration control' has the same meaning as in section 115(9) of the Immigration and Asylum Act 1999.

3.22 Applicable amounts

3.22.1 The applicable amount will be made up of a number of elements. These may include, depending upon individual circumstances:

- A personal allowance for the claimant and their partner
- An amount for every child or young person who is a member of the family
- A family premium where at least one child or young person is part of the household
- Premiums for people in receipt of Employment and Support Allowance
- Premiums which may apply in special circumstances.

3.22.2 The weekly amounts to be included in the applicable amount are detailed below. The qualifying conditions for each of these personal allowances and premiums are set out in Schedule 3 of The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012. These are summarised in **Table 1**. The applicable amounts for pensioners are set out in schedule 2 of the regulations.

3.22.3 The amounts detailed below in **Table 1** are those stated within the 2019-2020 scheme and will be updated for 2020-2021. The updated amounts will be

calculated with reference to the amended regulations and Social Security Up-rating Order 2019.

3.22.4 People in receipt of Universal Credit will have their Council Tax Support calculated based on their Universal Credit maximum award.

3.22.5 The Family Premium does not apply from 1st May 2016, unless the conditions in 3.22.6 apply.

3.22.6 Claims for Council Tax Support where the Family Premium applied at 30th April 2016 will continue to be entitled to the Family Premium from 1st May 2016 until their claim for Council Tax Support ends or their household no longer includes at least one child or young person.

Table 1: Applicable Amounts

Personal allowances	Weekly amount 2019-2020	Weekly amount 2020-2021
Single claimant aged 18 to 24	£57.90	
Working aged single claimant aged 25 or over	£73.10	
Single claimant entitled to main phase Employment and Support Allowance	£73.10	
Working aged lone parent	£73.10	
Working aged couple	£114.85	
Couple entitled to main phase Employment and Support Allowance	£114.85	
Single claimant or lone parent who has attained pensionable age	£181.00	
Couple where one or both members have attained pensionable age	£270.60	
A child or young person until the day before their twentieth birthday	£66.90	
Family premium	Weekly amount 2019-2020	Weekly amount 2020-2021
A household which includes at least one child or young person (but see 3.22.5 and 3.22.6)	£17.45	
Employment and Support Allowance premiums	Weekly amount 2019-2020	Weekly amount 2020-2021
The claimant or their partner are in receipt of the work related activity component of Employment and Support Allowance	£29.05	
The claimant or their partner are in receipt of the support component of Employment and Support Allowance	£38.55	
Special circumstances premiums (entitlement limited to only one of the premiums below)	Weekly amount 2019-2020	Weekly amount 2020-2021
Disability premium (single) – the claimant is registered blind, or in receipt of one or more of the following: <ul style="list-style-type: none"> • Attendance Allowance • Disability Living Allowance • Mobility Supplement • Long term Incapacity Benefit • Severe Disablement Allowance 	£34.35	

<ul style="list-style-type: none"> • The disability or severe disability element of Working Tax Credit • Personal Independence Payment • Armed Forces Independence Payment 		
<p>Disability premium (couple) – the claimant or partner is registered blind, or in receipt of one or more of the following:</p> <ul style="list-style-type: none"> • Attendance Allowance • Disability Living Allowance • Mobility Supplement • Long term Incapacity Benefit • Severe Disablement Allowance • The disability or severe disability element of Working Tax Credit • Personal Independence Payment • Armed Forces Independence Payment 	£48.95	
<p>Carers premium – the claimant or partner is entitled to Carers Allowance</p>	£36.85	
<p>Special circumstances premiums (entitlement can be applied on top of any other premiums awarded)</p>	Weekly amount 2019-2020	Weekly amount 2020-2021
<p>Severe disability premium (single rate) - for a single claimant, lone parent or couple where:</p> <ul style="list-style-type: none"> • The claimant or partner is receiving Attendance Allowance, or the care component of Disability Living Allowance at the higher or middle rate, or the daily living component of Personal Independence Payment, or Armed Forces Independence Payment, and • No non-dependants aged 18 or over reside with them, and • No one is in receipt of a Carers Allowance or the carer element of Universal Credit for looking after them. 	£65.85	
<p>Severe disability premium (double rate) - for a couple where:</p> <ul style="list-style-type: none"> • Both the claimant and partner are receiving Attendance Allowance, or the care component of Disability Living Allowance at the higher or middle rate, or the daily living 	£131.70	

<p>component of Personal Independence Payment, or Armed Forces Independence Payment, and</p> <ul style="list-style-type: none"> • No non-dependants aged 18 or over reside with them, and • No one is in receipt of a Carers Allowance or the carer element of Universal Credit for looking after both of them. 		
<p>Enhanced disability premium (single) – where:</p> <ul style="list-style-type: none"> • The claimant has limited capability for work related activity, or • The highest rate care component of Disability Living Allowance is payable for the claimant or any member of the claimant’s family, or • The daily living component of Personal Independence Payment is payable for the claimant or any member of the claimant’s family. 	£16.80	
<p>Enhanced disability premium (couple) – where:</p> <ul style="list-style-type: none"> • The claimant or partner has limited capability for work related activity, or • The highest rate care component of Disability Living Allowance is payable for the claimant or any member of the claimant’s family. 	£24.10	
<p>Enhanced disability premium (disabled child) – where:</p> <ul style="list-style-type: none"> • The highest rate care component of Disability Living Allowance is payable for a child or young person, or • The daily living component of Personal Independence Payment is payable for a child or young person. 	£26.04	
<p>Disabled child premium – where a child or young person:</p> <ul style="list-style-type: none"> • Receives Disability Living Allowance, or • Receives Personal Independence Payment, or 	£64.19	

• Is registered blind.		
------------------------	--	--

4 Making a claim

4.1.1 The rules by which a person may apply for a reduction under an authority's scheme are set out in Schedule 7, Part 1 of the regulations. These state that:

- The claim may be made in writing, by electronic communication means or by telephone
- A claim made in writing must be made to the Council on a properly completed form
- A claim is considered properly completed if it has been completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the claim
- Where a claim is defective because it has not been made on a form approved for the purpose, the Council may request the claimant to complete an approved form
- Where a claim is defective because it is not accepted as being properly completed, the Council may allow the claimant sufficient time to provide information and evidence in connection with the claim, or request further information and evidence
- If a claim made by electronic communication is defective, the Council must provide the claimant with an opportunity to correct the defect. A claim made by electronic communication is defective if the claimant does not provide all the information the Council requires.

4.2 Time and manner of making a claim

4.2.1 A claim for Council Tax Support may be made with the Council by completing the on-line claim form on the 'Council Tax Support' page of the Darlington Borough Council website. Where the Council holds sufficient information to decide entitlement to Council Tax Support, the claim may be made by telephone.

4.2.2 Where the Council becomes aware that a person may be entitled to Council Tax Support, or where a claim form has been requested, they will invite a claim by asking them to complete the on-line claim form or by contacting them by telephone.

4.2.3 Where a claim is made for Housing Benefit and the claimant or their partner is liable for Council Tax in respect of that dwelling, the claim for Housing Benefit will be deemed to be a claim for Council Tax Support.

4.2.4 Where a claimant notifies the Department for Work and Pensions of their intention to apply for Council Tax Support and as a consequence of this notification, the Department for Work and Pensions share details of the claimant's Department for Work and Pensions benefit with the Council, this data share will constitute an application for Council Tax Support.

4.2.5 The Council will offer assistance to the claimant to make their claim for Council Tax Support, where this is required.

4.3 Information and evidence

4.3.1 The rules for the information and evidence required to support a claim or ongoing award of Council Tax Support is set out in Schedule 8, Part 2, paragraph 7 of the regulations. These state:

- The claim must be accompanied by a statement of the claimant's (and any other person in respect of whom they are making an application) national insurance number and information or evidence to establish that that number has been allocated to that person
- Where the person has applied for a national insurance number, the claim must be accompanied by evidence of the application for a national insurance number to be allocated
- The claim must be accompanied by any certificates, documents, information and evidence in connection with the claim or an award as may reasonably be required by the Council to decide the claim or a continuing award
- The claimant must provide the Council with the information and evidence it requires to decide the claim or a continuing award within one month of a request to do so, or such longer time as the Council may consider reasonable
- The claimant is not required to provide evidence of any income or capital which are disregarded under the Council Tax Support scheme.

4.3.2 Where information and/or evidence has already been verified by the Department for Work and Pensions in relation to a claim for Income Support, Jobseekers Allowance, Employment and Support Allowance or Universal Credit, the Council will also accept this as verified for any Council Tax Support claim or a continuing award.

4.4 Amendment and withdrawal of claim

4.4.1 The rules for the amendment and withdrawal of a claim for Council Tax Support is set out in Schedule 8, Part 2, paragraph 8 of the regulations. These state:

- A person who has made a claim may amend it at any time before a decision has been made on it
- A person who has made a claim may withdraw it at any time before a decision has been made on it.

5 Income and capital

5.1 Treatment of income

5.1.1 The income of the claimant and their partner will be added together, for the purpose of calculating entitlement to Council Tax Support. Where the person is receiving Universal Credit, the income will be the assessment of income provided by Universal Credit, plus the award of Universal Credit.

5.1.2 'Income' includes any of the following:

- Earnings
- Social Security Benefits
- Tax credits
- Pensions
- Maintenance
- Income from rent / board and lodgings
- Royalties
- Student grants
- Compensation payments.

5.1.3 Income will be calculated on a weekly basis. Any income paid for a period other than on a weekly basis, will be converted to a weekly figure. All income will be taken into account in full, unless a disregard applies.

5.1.4 The income to be taken into account will be the actual weekly income or likely average weekly income of the claimant and partner. This will be calculated over such a period as is likely, in the opinion of the Council, to provide the most accurate estimate.

5.1.5 In the case of earnings from employment, the earnings will be taken into account for the period they relate to, even if the person does not actually receive the earnings from their employer during that period.

5.1.6 In the case of earnings from employment, where employment is due to commence, an estimate of likely earnings will be based on whatever information is available from the person or the person's employer.

5.1.7 The treatment of income for a pensioner is set out in schedule 1 of the regulations.

5.2 Earnings

5.2.1 The meaning of remunerative work is set out in paragraph 10 of the regulations. These state:

- A person must be treated as in remunerative work if they are engaged on average, for not less than 16 hours a week, in work for which payment is made or expected
- Where a person's working hours fluctuate, regard must be had to the normal cycle of work, the number of hours they are expected to work, or

the 5 weeks immediately prior to the date of claim or such other length of time that may allow the person's weekly average hours of work to be determined

- Where a person works at a school or other educational establishment, any vacation periods or holidays where they are not required to work will be disregarded for establishing the average hours for which they are working
- Where no recognisable cycle can be established in respect of a person's work, regard must be had to the number of hours or average hours where these fluctuate, which they are expected to work in a week
- Any periods of absence from work, such as holiday, will be disregarded for establishing the average hours for which the person is working
- A person will not be treated as engaged in remunerative work if they are on maternity leave, paternity leave, adoption leave, or if they are absent from work because they are ill.

5.2.2 'Earnings' mean any remuneration or profit derived from that employment and includes:

- Bonuses or commission
- Payments in lieu of remuneration
- Payments in lieu of notice
- Holiday pay
- Payments by way of a retainer
- Payments for expenses not wholly, exclusively and necessarily incurred in the performance of the employment
- Statutory sick pay, maternity pay, paternity pay or adoption pay.

5.2.3 A claimant or partner's net earnings will be the gross earnings less:

- Income Tax
- National Insurance contributions
- Half of any sum paid by the employee towards an occupational or personal pension scheme.

5.2.4 Where the person is receiving Universal Credit, the earnings will be the assessment of earnings provided by Universal Credit.

5.2.5 The calculation of earned income for pensioners is set out in schedule 1 of the regulations.

5.2.6 The following sums will also be disregarded in the calculation of earnings:

- Temporary care provision payments in the calculation of earnings
- Payments relating to former employment paid after retirement
- Compensation payments for loss of employment
- Guarantee payments on medical or maternity grounds
- Payments for expenses wholly, exclusively and necessarily incurred in the performance of the employment
- For a single person, the first £5.00 per week of any earnings
- For a couple, the first £10.00 per week of any earnings
- For a lone parent, the first £25.00 per week of any earnings

- For people in receipt of contribution-based Employment and Support Allowance, Incapacity Benefit or Severe Disablement Allowance, where a permitted earnings disregard applies, the first £131.50 per week of any earnings
- For people entitled to the disability premium, the severe disability premium or one of the Employment and Support Allowance premiums, the first £20.00 per week of any earnings, except where the permitted earnings disregard applies
- For people entitled to the carers premium, the first £20.00 per week of any earnings
- For people in certain special occupations, the first £20.00 per week of any earnings. These are:
 - Part-time fire-fighters
 - Auxiliary coastguards
 - Part-time life-boat workers
 - Members of the Territorial Army or similar reserve force
- For people in receipt of the additional earnings disregard in Working Tax Credit, an additional disregard of £17.10 per week of any earnings. If the additional disregard would result in a negative earned income figure, the disregard will be made from their Working Tax Credit
- Disguised remuneration lump sum payments
- Child care charges (see below).

5.2.7 The sums disregarded from pensioner's earnings are set out in schedule 4 of the regulations.

5.3 Child care charges

- 5.3.1 Child care charges up to a maximum of £175.00 per week for one child, or £300.00 per week for two or more children, will be deducted from earned income, plus any Working Tax Credit and Child Tax Credit where:
- A lone parent works 16 hours per week or more, or
 - Both members of a couple work 16 hours per week or more, or
 - One member of a couple works 16 hours per week or more and the other member of the couple is disabled, and the disability premium or one of the Employment and Support Allowance premiums is included in the couple's applicable amount due to this disability, or
 - One member of a couple works 16 hours per week or more and the other member of the couple is on maternity leave and receiving Statutory Maternity Pay or Maternity Allowance, or
 - One member of a couple works 16 hours per week or more and the other member of the couple is in hospital or prison.
- 5.3.2 The child must be under 15 years of age, or 16 if they are disabled, and the care must be provided by one of the following:
- A registered child minder
 - A registered nursery or play scheme
 - An out of hours scheme run by an approved provider

- An out of hours club provided by a school on school premises (this applies only if the child is aged 8 or over).

5.3.3 The treatment of child care charges for pensioners is set out in schedule 1 of the regulations.

5.4 Self-employed earnings

5.4.1 The weekly earnings of a self-employed claimant or partner will be calculated based on:

- The most recent year's trading accounts, if the claimant or partner have been self-employed for one year or more, or
- The estimated net weekly profit figure provided by the claimant or partner, if they have been self-employed for less than a year, together with any evidence of their recent actual income and expenses.

5.4.2 In calculating the estimated net weekly profit figure, the Council will use the gross income of the employment, less any expenses which are wholly and reasonably incurred for the purpose of the business. The following will not be allowable in the calculation of the estimated net weekly profit figure:

- Sums employed or intended to be employed in setting up or expanding the business
- Capital repayments on business loans, except where these are for replacing business equipment or machinery
- Any other capital expenditure
- Depreciation of any capital asset
- Losses incurred before the beginning of the assessment period
- Debts, other than proven bad debts
- Business entertainment
- Any sum for domestic or private use
- Drawings from the business.

5.4.3 For child minders, one third of the gross profit will be used to calculate the gross income.

5.4.4 The net income will then be calculated by deducting an amount for tax, national insurance contributions and half of any pension contributions from the gross pre-tax profits.

5.4.5 In cases where the actual tax and national insurance contributions are not provided, the Council will estimate the likely tax and national insurance contributions payable.

5.4.6 The treatment and calculation of self-employed earnings for pensioners is set out in schedule 1 of the regulations.

5.5 Student income

5.6 Student grant

5.6.1 The whole amount of a person's grant income will be taken into account, with the exception of the following:

- Payments for tuition fees or examination fees
- Payments in relation to the student's disability
- Payments for term-time residential study away from the student's educational establishment
- Payments for another home at a place other than which the student resides during the course
- Payments for books and equipment
- Payments for travel expenses to attend the course
- Payments for child care costs
- Any special support grant, education maintenances allowances, 16-19 bursary fund payments, higher education grant, or higher education bursary for care leavers
- Any other amounts intended for expenditure necessary to attend the course.

5.6.2 A student's grant income will be apportioned over the period of study the grant relates to.

5.7 Covenant income

5.7.1 Where a student is receiving a grant and a contribution has been assessed, the whole of the covenant income will be taken into account.

5.7.2 A student's covenant income will be apportioned over the whole calendar year and an amount of £5.00 per week will be disregarded.

5.7.3 Where a student is not receiving a grant, the whole of the covenant income will be taken into account. In these circumstances, a student's covenant income will be apportioned as follows:

5.7.3.1 Any covenant income up to the amount of the standard maintenance grant will be apportioned over the period of study, less any amounts to be disregarded as set out above in 'Student grant'.

5.7.3.2 Any covenant income over the amount of the standard maintenance grant will be apportioned over the whole calendar year and an amount of £5.00 per week will be disregarded.

5.8 Student loans

5.8.1 The whole amount of a person's student loan will be taken into account, less any amounts to be disregarded in the same way as set out above in 'Student grant'. A student's loan will be apportioned over the period of study the loan relates to and an amount of £10.00 per week will be disregarded.

5.8.2 A person will be treated as having a student loan in respect of an academic year where:

- A student loan has been made to them for that year, or
- They could have taken reasonable steps to acquire a loan. In these cases, the amount to be taken into account will be the maximum amount they could have acquired for that year.

5.8.3 A loan for fees, known as a fee loan or a fee contribution loan will be fully disregarded.

5.9 Payments from access funds

5.9.1 A payment from access funds will be disregarded as income, with the exception of any payments intended for:

- Food
- Ordinary clothing or footwear
- Household fuel
- Water charges
- Rent
- Council Tax.

5.9.2 In these circumstances, the whole amount will be taken into account and an amount of £20.00 per week will be disregarded.

5.9.3 Where a payment from access funds is made to bridge the period until a student loan is received, the whole amount will be disregarded.

5.10 Student income treated as capital

5.10.1 The following amounts paid to students will be treated as capital:

- A refund of tax deducted from a student's covenant income
- An amount paid from access funds as a single lump sum, whatever the purpose of the payment.

5.11 Notional income

5.11.1 A claimant will be treated as possessing income of which they or their partner have deliberately deprived themselves of, to qualify for Council Tax Support.

5.11.2 The treatment of notional income for pensioners is set out in schedule 1 of the regulations.

5.12 Tariff income from capital

5.12.1 Where the claimant and their partner have capital in excess of £6,000 (but less than £16,000), a tariff income of £1.00 per week will be taken into account for every £250, or part of £250, over £6,000.

5.12.2 The calculation of tariff income from capital for pensioners is set out in schedule 1 of the regulations.

5.13 Other income

5.13.1 Any other income of the claimant or partner will be taken fully into account, with the exception of 'income disregarded' below.

5.13.2 Where deductions are being made from income in the recovery of overpayments or taxes, by public bodies, the gross income amount will be taken into account.

5.14 Income disregarded

5.14.1 The following income paid to the claimant or partner will be disregarded in full, unless otherwise stated:

- Any payment of expenses for participation in 'work for your benefit' schemes
- Any payment of expenses for attending mandatory work activity, employment, skills or enterprise schemes
- Any payment of expenses for a person who is a volunteer for a charitable or voluntary organisation
- Any payment of expenses for a person who participates as a service user
- Certain state benefits and pensions:
 - Attendance Allowance
 - Child Benefit
 - Disability Living Allowance
 - Discretionary Housing Payments
 - Education Maintenance Allowance
 - Guardian's Allowance
 - Housing Benefit
 - Income Support
 - Income based Jobseekers Allowance
 - Income related Employment and Support Allowance
 - Mobility supplements
 - Personal Independence Payments
 - Armed Forces Independence Payments
 - War Disablement Pensions
 - War Widow's Pensions
 - War Widower's Pensions
 - Widowed Mother's Allowance
 - Widowed Parent's Allowance
- The income of a person in receipt of Income Support, income based Jobseekers Allowance or income related Employment and Support Allowance
- Any payment made to a person as a holder of the Victoria Cross or George Cross
- Charitable or voluntary payments
- Any income from capital
- Any payments received from dependants or non-dependants
- The first £20.00 per week of any rental payments from a person, other than a non-dependant, who occupies the claimant's home

- The first £20.00 per week, and then 50% of any income over £20.00 per week, of any rental payments from a boarder, other than a non-dependant, who occupies the claimant's home
- Any payment in kind made by a charity
- Any income payable outside the United Kingdom where there is a prohibition against the transfer to the United Kingdom of that income
- Any payment made for adoption, fostering, guardianship support or supported lodgings
- Any payment made for a person who is not normally a member of the claimant's household, but is temporarily in their care
- Any payment made by a Local Authority under section 17 of the Children's Act 1989
- Any payment ordered by a court for a personal injury, accident or disease in respect of the claimant or their family
- Any payment made under an agreement to settle a claim for personal injury
- Any payment received under an insurance policy taken out to insure against the risk of being unable to maintain repayments of a loan
- Any income treated as capital
- Social Fund payments or its equivalent
- Any payment for banking charges or commission, to convert a payment of income to sterling
- Any payment made under the following:
 - The Macfarlane Trust
 - The Eileen Trust
 - The Independent Living Fund
 - The Skipton Fund
 - The Caxton Foundation
 - The London Bombing Relief Charitable Fund
 - The London Emergencies Trust
 - The We Love Manchester Emergency Fund
 - The Variant Creutzfeldt-Jacob Disease Trust
 - An approved infected blood support scheme
 - The Thalidomide Health Grant or other Thalidomide Trust
 - The Windrush Compensation and Exceptional Payments Scheme
- Any payment of expenses for jurors, witnesses or prison visitors
- Any refund of Council Tax
- Any payment of child maintenance
- The first £15.00 per week of any maintenance, other than child maintenance
- Sports awards.

5.14.2 The income disregarded for pensioners is set out in schedule 5 of the regulations.

5.15 Capital

5.15.1 The capital of the claimant and their partner will be added together, for the purpose of calculating entitlement to Council Tax Support. Where the person

is receiving Universal Credit, the capital will be the assessment of capital provided by Universal Credit.

5.15.2 All capital of the claimant or partner will be taken fully into account, with the exception of 'capital disregarded' below.

5.15.3 Where capital is jointly held by the claimant or partner and one or more other persons, the Council will apportion the capital to decide what share is held by the claimant or partner.

5.15.4 Where the value of the capital item is not known, the Council will calculate the value of the capital item using the information available to provide the most accurate estimate, including:

- The current market or surrender value of the capital item
- Less any costs for selling the capital item
- Less any debt or charge secured against the capital item.

5.15.5 The treatment and calculation of capital for pensioners is set out in schedule 1 of the regulations.

5.16 Income treated as capital

5.16.1 The following payments will be treated as capital:

- Holiday pay, paid 4 weeks or more after termination of employment
- Tax refunds
- Lump sum charitable or subsistence payments
- Arrears of Tax Credits.

5.17 Notional capital

5.17.1 A claimant will be treated as possessing capital of which they or their partner have deliberately deprived themselves of, to qualify for Council Tax Support.

5.17.2 The treatment of notional capital for pensioners is set out in schedule 1 of the regulations.

5.18 Capital disregarded

5.18.1 The following capital held by the claimant or partner will be disregarded in full, unless otherwise stated:

- The dwelling normally occupied by the claimant as their home
- Any property which is actively being sold
- Any property acquired by the claimant which they intend to occupy as their home, whilst they are preparing for occupation
- Any property acquired by the claimant, which they intend to occupy as their home, which is undergoing essential repairs or alterations
- The proceeds of sale of any property formerly occupied by the claimant as their home, which is to be used for the purchase of another property intended for their occupation

- Any property occupied by a partner or relative of the claimant or any member of their family, where that person is a pensioner or is disabled
- Any property occupied by the former partner of the claimant as their home, where the former partner is a lone parent, or where the property is actively being sold
- The capital of a person in receipt of Income Support, income based Jobseekers Allowance or income related Employment and Support Allowance
- Any future interest in property, other than land or premises where the claimant has granted a lease or tenancy
- The assets of any business owned by the claimant for the purpose of their self-employment
- Any arrears of state pensions, benefits or tax credits
- Any amount paid to the claimant, or acquired by the claimant as a loan, as a result of damage or loss of the home or personal possessions and intended for its repair or replacement
- Any amount deposited with a Registered Provider, which is to be used for the purchase of another property intended for occupation
- Any personal possessions
- The value of the right to receive any income under an annuity or the surrender value of an annuity
- Where the funds of a trust resulted from a payment for a personal injury to the claimant or their partner, the value of the trust fund and the right to receive any payment under that trust
- The value of the right to receive any income under a life interest or from a life rent
- The value of the right to receive any income payable in a country outside the United Kingdom where there is a prohibition against the transfer to the United Kingdom of that income
- The surrender value of any life insurance policy
- Where payments of capital are made by instalments, the value of the right to receive any outstanding instalments
- Any payment made by a local authority under section 17 of the Children Act 1989
- Any payment made for adoption, fostering, guardianship support or supported lodgings
- Any social fund payment or its equivalent
- Any refund of tax deducted on a payment of loan interest for the purpose of acquiring a home or carrying out repairs or improvement to the home
- Where a payment of capital is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling
- Any payment made under the following:
 - The Macfarlane Trust
 - The Eileen Trust
 - The Independent Living Fund
 - The Skipton Fund
 - The Caxton Foundation
 - The London Bombing Relief Charitable Fund

- The London Emergencies Trust
- The We Love Manchester Emergency Fund
- The Variant Creutzfeldt-Jacob Disease Trust
- An approved infected blood support scheme
- The Thalidomide Health Grant or other Thalidomide Trust
- The Windrush Compensation and Exceptional Payments Scheme
- The value of the right to receive any rent
- Any payment in kind made by a charity
- Any refund of Council Tax
- Any payment made by a local authority to the claimant, to be used to purchase a property for occupation as their home, or to carry out repairs or alterations to the home
- Any payments for:
 - travel expenses for hospital visits
 - medical supplies and vouchers
 - health in pregnancy grants
- Home Office payments for prison visits
- Any payment made to assist a disabled person to obtain or retain their employment
- Any payment made by a local authority under the Blind Homeworkers' Scheme
- Any capital administered on behalf of a person by the High Court, County Court, or the Court of Protection
- Any payment to the claimant as a holder of the Victoria Cross or George Cross
- Any payment made to assist a person under the self-employment route
- Any payment of a sports award
- Any payment of an education maintenance allowance
- Any payment made by a contractor for a person participating in an employment zone programme
- Any arrears of subsistence allowance
- Any payment made by a local authority for a service which is provided to develop or sustain the capacity of the claimant or their partner to live independently in their accommodation, including personal budgets.

5.18.2 The capital disregarded for pensioners is set out in schedule 6 of the regulations.

6 Calculation of entitlement

6.1 Maximum Council Tax Support

6.1.1 The amount of a person's maximum Council Tax Support for a day which they are liable to pay Council Tax will be 80% (100% for Young Care Leavers).

6.1.2 The amount of Council Tax Support will be calculated as A divided by B and multiplied by 80% (100% for Young Care Leavers) where:

- A is the amount of Council Tax set for the financial year for the dwelling the person resides in and for which they are liable, less any discount which applies
- B is the number of days in that financial year
- Less any non-dependant deductions.

6.1.3 Where a person is jointly and severally liable for Council Tax, which they are liable with one or more other persons, the maximum amount of Council Tax Support will be the amount in A divided by the number of people who are jointly and severally liable. This will not apply if the only person they are jointly and severally liable with is their partner.

6.1.4 The maximum Council Tax Support for pensioners is set out in schedule 1 of the regulations.

6.2 Council Tax Support taper

6.2.1 The percentage of excess income over the applicable amount (or Universal Credit maximum award) which will be deducted from the weekly maximum Council Tax Support will be 20%.

6.3 Non-dependant deductions

6.3.1 A deduction from a person's maximum Council Tax Support will be made for non-dependants, as follows. The amounts detailed below are those stated within the 2019-2020 scheme (**Table 2**) and will be updated for 2020-2021. The updated amounts will be calculated with reference to the amended regulations 2019.

Table 2: Non-dependant deductions 2019-2020

Non-dependant type	Weekly amount
A non-dependant aged 18 or over in remunerative work where their normal gross weekly income is:	
• Less than £207.70	£4.00
• Not less than £207.70 and less than £360.10	£8.10
• Not less than £360.10 and less than £447.40	£10.20
• Not less than £447.40	£12.20
A non-dependant aged 18 or over not in remunerative work	£4.00

- 6.3.2 In calculating the gross income of a non-dependant, any amounts which would normally be disregarded for a Council Tax Support claimant, will also be disregarded for a non-dependant.
- 6.3.3 Only one non-dependant deduction will be made for a couple, and the amount deducted will be based on their joint income, calculated as above.
- 6.3.4 Where a person is jointly and severally liable for Council Tax for a dwelling they reside in, which they are liable with one or more other persons, the amount of the non-dependant deduction will be apportioned equally between those liable persons.
- 6.3.5 Non-dependant deductions will not be made in the following circumstances:
- Where the claimant or their partner is blind
 - Where the claimant or their partner receives Attendance Allowance, or the care component of Disability Living Allowance, or the daily living component of Personal Independence Payment, or Armed Forces Independence Payment
 - Where the non-dependant normally resides elsewhere
 - Where the non-dependant receives a training allowance
 - Where the non-dependant is a full-time student
 - Where the non-dependant is not residing with the claimant because they have been an in-patient for more than 52 weeks (without any break exceeding 28 days)
 - Where the non-dependant receives Income Support, income based Jobseekers Allowance, income related Employment and Support Allowance, or Pension Credit
 - Where the non-dependant receives Universal Credit, where the award has been calculated on the basis that they do not have any earned income
 - Where the non-dependant is aged under 18
 - Where the non-dependant is not residing with the claimant because they are a member of the armed forces and they are absent, while on operations, from the dwelling usually occupied as their home.
- 6.3.6 Where the income of the non-dependant is not known or has not been provided, the Council will assume that the maximum deduction will apply.
- 6.3.7 The rules for non-dependant deductions for pensioners are set out in schedule 1 of the regulations.

6.4 Date on which a claim is made and entitlement begins

- 6.4.1 The rules for the date on which a claim is made are set out in schedule 8, part 2, paragraph 5 of the regulations. These state:
- Where an award of Pension Credit (guarantee credit), Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance, or Universal Credit has been made to the claimant or their partner; and the claim for Council Tax Support is made within one

month of the date of the claim for one of those benefits; the date of claim will be the first day of entitlement to those benefits

- Where the claimant or their partner is receiving Pension Credit (guarantee credit), Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance, or Universal Credit; and they become liable for Council Tax for the first time; and the claim for Council Tax Support is made within one month of the date of the change; the date of claim will be the date on which the change takes place
- Where the claimant is the former partner of a person who was entitled to Council Tax Support before the date of death or separation; and the claimant makes a claim for Council Tax Support within one month of the date of death or separation; the date of claim will be the date of death or separation
- Where the claim for Council Tax Support is made within one month of a request to claim Council Tax Support, or such longer period as the Council considers reasonable, the date of claim will be the date on which the request was made
- In all other cases, the date of claim for Council Tax Support will be the date the claim form is received by the Council.

6.4.2 Council Tax Support will begin on the Monday following the date of claim unless:

- The claimant requests the claim is paid for an earlier period, or
- The Council identifies entitlement to Council Tax Support for an earlier period.

6.4.3 Council Tax Support will be awarded for an earlier period once the Council has received sufficient information and evidence to calculate entitlement to Council Tax Support for the earlier period.

6.4.4 The rules for the backdating of claims for pensioners are set out in schedule 8, part 2, paragraph 6 of the regulations.

6.5 Duration of award and reviews

6.5.1 Council Tax Support will be awarded for an indefinite period, until:

- Council Tax liability ends
- A change in the claimant or partner's circumstances results in Council Tax Support ending
- The claimant fails to respond to a request for information or evidence in connection with their claim or an award.

6.5.2 The Council may review a person's entitlement to Council Tax Support at any time.

6.6 Extended reductions

6.6.1 A person who is entitled to Council Tax Support will be entitled to an extended reduction where:

- The claimant or their partner were entitled to a qualifying benefit or any combination of those benefits of either;
 - Income Support, or
 - Jobseekers Allowance (income based or contributory), or
 - Employment and Support Allowance (income related or contributory), or
 - Universal Credit, or
 - Incapacity Benefit, or
 - Severe Disablement Allowance.
- Entitlement to a qualifying benefit ceased because the claimant or their partner;
 - Commenced employment as an employed or self-employed earner, or
 - Increased their earnings from their employment, or
 - Increased the number of hours in their employment.

6.6.2 Providing that the claimant remains liable for Council Tax at the dwelling in which they reside during the extended reduction period.

6.6.3 The extended reduction period will start on the day after Council Tax Support would normally have ended after the qualifying benefit has ceased and will last for 4 weeks or up to the day Council Tax liability at the dwelling in which they reside ends, if this is earlier.

6.6.4 The amount of the extended reduction will be the higher of:

- The amount of Council Tax Support which the claimant was entitled to before the qualifying benefit ceased, or
- The amount of Council Tax Support which the claimant is entitled to after the qualifying benefit ceased.

6.6.5 The rules for extended reductions for pensioners is set out in schedule 1 of the regulations.

6.7 Extended reductions – movers into Darlington

6.7.1 The rules covering people who move into Darlington who are in receipt of an extended reduction is set out in Schedule 8, Part 1 of the regulations. These state:

- Where a claim for Council Tax Support is made and the claimant or their partner is in receipt of an extended reduction from another authority, the Council must reduce any entitlement to Council Tax Support by the amount of that extended reduction.

7 Decision making and notifications

7.1 Decisions and notification

7.1.1 The rules by which the Council must make and notify decisions for Council Tax Support are set out in Schedule 8, Part 3 of the regulations. These state:

- The Council must make a decision on a Council Tax Support claim within 14 days of receiving all the information and evidence for that claim, or as soon as reasonably practicable after that date
- The Council must notify the claimant in writing of any decision relating to a Council Tax Support claim within 14 days of making the decision, or as soon as reasonably practicable after that date
- The decision notice must include a statement informing the claimant of their duty to notify changes of circumstances, explaining the consequences of failing to comply with that duty, and setting out the changes which may affect entitlement to Council Tax Support
- Where the decision is to award Council Tax Support, the notice must include a statement as to how it will be paid
- The decision notice must include the procedure by which an appeal may be made
- The claimant may request a statement of reasons about the notification, within one month of the date of the notification. The statement of reasons must then be sent to the claimant within 14 days of the request, or as soon as reasonably practicable after that date
- A person affected by a decision relating to Council Tax Support will be the claimant, or where the person who is liable for Council Tax is unable to act, the accepted or appointed person who has made an application on their behalf.

7.2 Payment of Council Tax Support

7.2.1 The rules for the payment of Council Tax Support are set out in Schedule 8, Part 4 of the regulations. These state:

- Payment of Council Tax Support will be made to the person entitled to the reduction of their Council Tax liability
- Where a person is jointly and severally liable for Council Tax, payment of Council Tax Support will be paid to the person entitled to the reduction of an appropriate amount of their Council Tax liability, rounded to the nearest penny.

7.2.2 Payment of Council Tax Support will be made by reducing the Council Tax liability of the person entitled to the reduction.

7.3 Electronic communications

7.3.1 The rules by which the Council can undertake electronic communications is set out in Schedule 7, Part 4 of the regulations. These state:

- The Council must meet certain conditions to allow electronic communication in relation to its Council Tax Support scheme
- The Council may use intermediaries in connection with electronic communication in relation to its Council Tax Support scheme
- Any information delivered by the Council by electronic means must meet all the other conditions relating to its Council Tax Support scheme
- Proof of identity of the sender or recipient of information will need to be verified where information is sent or received by electronic means
- The Council will need to establish procedures to verify delivery of information by electronic means.

8 Changes in decisions

8.1 Duty to notify changes of circumstances

8.1.1 The duty to notify changes of circumstances is set out in Schedule 8, Part 2, paragraph 9 of the regulations. These state:

- The claimant, or a person acting on their behalf, must notify the Council of any changes of circumstances which they might reasonably be expected to know may affect their entitlement to Council Tax Support
- Notification of a change of circumstances may be made in writing, by telephone or by any other means agreed by the Council and within 21 days of the change occurring, or as soon as reasonably practicable after that date.

8.1.2 Notifications of changes of circumstances in writing may be made by completing the on-line change of circumstances form on the 'Council Tax Support' page of the Darlington Borough Council website.

8.2 Date on which a change of circumstances will affect Council Tax Support

8.2.1 The Council will review the amount of Council Tax Support, following a change of circumstances, as follows:

- Where entitlement to Council Tax Support continues after the change, Council Tax Support will change on the Monday following the date the change occurred
- Where entitlement to Council Tax Support ends after the change, Council Tax Support will end on the Sunday of the week in which the change occurred
- Where Council Tax liability changes or ends, Council Tax Support will be changed or ended on the same day.

8.3 Ending Council Tax Support

8.3.1 Council Tax Support will end in the following circumstances:

- Council Tax liability ends
- A Council Tax exemption applies
- A change of circumstances occurs, which ends entitlement to Council Tax Support
- A change of circumstances occurs, but there is insufficient information or evidence to decide if entitlement to Council Tax Support will continue
- The claimant fails to provide, when requested, sufficient information or evidence to decide if entitlement to Council Tax Support will continue, one month following the date of the request or such longer time as the Council considers reasonable

8.4 Revisions

8.4.1 An original decision relating to a claim for Council Tax Support may be revised by the Council at any time.

8.5 Appeals

8.5.1 The rules by which a person may make an appeal against certain decisions of the authority are set out in Schedule 7, Part 2 of the regulations. These state:

- A person who disagrees with a decision in relation to their Council Tax Support claim may appeal in writing, stating their grounds for appeal
- The Council must consider the appeal and notify the person in writing of the outcome of their appeal and the reasons for the decision, within 2 months of the appeal being received
- If the person is still aggrieved or if the Council fails to notify the person of the outcome of their appeal within 2 months of receiving their appeal, they may appeal to a valuation tribunal under section 16 of the 1992 Act.

8.6 Downward adjustments of Council Tax Support

8.7 Any additional Council Tax liability created as a result of a downward adjustment of Council Tax Support entitlement, will be treated under the national Council Tax regulations.

8.8 Discretionary reductions

8.8.1 The rules for an application for a discretionary reduction are set out in Schedule 7, Part 3 of the regulations. These state:

- An application for a reduction under section 13A(1)(c)(a) of the 1992 Act may be made in writing, by telephone, or by electronic means
- A claim for Council Tax Support may also be treated as an application for a reduction under section 13A(1)(c) of the 1992 Act.

This page is intentionally left blank

**EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE
31 OCTOBER 2019**

**SCRUTINY COMMITTEES –
PROPOSED TERMS OF REFERENCE**

SUMMARY REPORT

Purpose of the Report

1. To consider proposed changes to the Terms of Reference for the Council's Scrutiny Committees.

Summary

2. The Leader intends to implement a number of changes to the Cabinet Portfolios, to take effect from 1 December 2019.
3. Officers have been requested to review the current Terms of Reference for the Council's Scrutiny Committee's with a view to aligning them more closely with the Cabinet Portfolios.
4. A number of amendments have therefore been proposed and Members are requested to consider the terms of reference specific to this Scrutiny Committee and make any comments or suggestions thereon for subsequent consideration by full Council.
5. Full details of the changes being made to the Cabinet Portfolios are set out in **(Appendix 1)**. The changes are highlighted by 'track changes'.
6. It is suggested that a number of changes are made to realign the remit and names of the Scrutiny Committees, so that they correlate better to the changes being made to the Cabinet portfolios. This is set out in the table below:

Scrutiny Committee	Re-named Scrutiny Committee	Main Changes
Efficiency and Resources	Economy and Resources	To mirror the Economy and Resources Portfolios
Adults and Housing	Adults	To mirror the Adults Portfolio
Health and Partnerships	Health and Housing	To mirror the Health and Housing Portfolio
Children and Young People	No change	To mirror the Children and Young People Portfolio
Place	Communities and Local Services	To mirror the Stronger Communities and Local Services Portfolios

7. The proposed Terms of Reference are set out at **Appendix 2**.
8. It is intended that a report will be submitted to the Ordinary Meeting of Council scheduled to be held on 5 December 2019, requesting Members to consider and approve the suggested Terms of Reference and for the necessary Constitutional changes to be made.
9. It is suggested that the revised arrangements become effective immediately following the decision made by Council on 5 December 2019.

Recommendation

10. Members are requested to consider the proposed changes to this Scrutiny Committee and make any comments or suggestions thereon.

**Paul Wildsmith
Managing Director**

Background Papers

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

Shirley Burton: Extension 5998

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

APPENDIX 1

SCHEDULE 2

THE EXECUTIVE

The Executive's Terms of Reference

Executive Portfolios

Delegation of Executive Functions

Executive Scheme of Members' Delegation

CABINET

MEMBERSHIP	
DARLINGTON BOROUGH COUNCIL 8 Conservative Group Members	
OTHER MEMBERS	0
TOTAL MEMBERSHIP –	8
QUORUM –	3

ROLE –

Cabinet will carry out all of the Local Authority’s functions which are not the responsibility of any other part of the Local Authority, whether by law or under this Constitution.

Form and Composition -

Cabinet consists of the Leader and Deputy Leader and a number of other Members appointed by the Leader.

The Leader will decide the size of the Cabinet and allocate the Portfolios below to each Cabinet Member :-

Adults ~~Social Care~~
 Children and Young People;
 Stronger Communities; ~~y Safety~~
 Economy ~~and Regeneration~~;
 Housing, Health and ~~Housing Partnerships~~;
 Efficiency ~~and Resources~~; and
 Leisure ~~and Local Services~~ Environment.

Membership Protocols -

Cabinet Members cannot serve on Scrutiny Committees.

Cabinet Members cannot be the Mayor or Deputy Mayor.

Cabinet Members cannot be appointed as Chairs or Vice-Chairs on the Planning Applications or the Licensing Committees.

Roles and Responsibilities –

The Cabinet is made up of the Leader, Deputy Leader and six other Members. It has seven functional portfolios and has the following responsibilities:-

PORTFOLIO	RESPONSIBILITY
<p>Collective Responsibilities</p>	<p>1. All Cabinet Members will have the general responsibility to ensure the effective management and delivery of services within their areas of responsibility, and within the following framework :-</p> <ul style="list-style-type: none"> • the Council’s overall strategic, corporate and policy objectives; • the budgets set for the services and this Council’s Financial Procedure Rules; and • the Law and this Constitution. <p>2. Collective responsibilities are :-</p> <p>(a) developing, co-ordinating, promoting and submitting proposals on this Council’s corporate strategies, policies, objectives and initiatives;</p> <p>(b) overseeing, developing, promoting and monitoring the performance of services provided directly by this Council within this Council’s approved budget and policy framework;</p> <p>(c) overseeing services provided by joint arrangements with other Councils and agencies;</p>

PORTFOLIO	RESPONSIBILITY
	<ul style="list-style-type: none"> <li data-bbox="587 271 1428 566">(d) promoting the interests of the Borough, its residents, businesses and other organisations and taking a community leadership role across the public, voluntary and business sectors, to develop working links with and to monitor the work of, bodies providing public services in the Borough; <li data-bbox="587 613 1428 954">(e) the formulation of the revenue and capital budgets for consideration by Council; and, in doing so consulting with Members and stakeholders in the community as necessary on the budget; and taking in-year decisions on resources and priorities to deliver strategies and the budget (within the discretions agreed for the time being by Council); <li data-bbox="587 1001 1428 1252">(f) the maintenance and development of processes for effective communication and consultation with the community, consultation Forums and other agencies especially in relation to the Council's policies and strategies; <li data-bbox="587 1299 1428 1550">(g) promoting the mainstreaming of equal opportunities, sustainability, social inclusion and health and community safety in relation to the provision of this Council's services, and the delivery of services in the Borough by other agencies; <li data-bbox="587 1597 1428 1760">(h) dealing with all matters which are within the duties of this Council which are not specifically delegated to any other body within the democratic structure <li data-bbox="587 1807 1428 1971">(i) maintaining and developing frequent and effective dialogue with all Members especially in relation to the work of the Scrutiny Committees; <li data-bbox="587 2018 1428 2060">(j) seeking the advice of Scrutiny Committees

PORTFOLIO	RESPONSIBILITY
	<p>before taking significant decisions and being responsive to any recommendations those Committees may make and, where they differ from its own policy agenda, justifying its own policies to Council;</p> <p>(k) leading the community planning process in partnership with other agencies;</p> <p>(l) overseeing the development of the Council's Corporate Strategies and Policies;</p> <p>(m) ensuring that all relevant services represent value for money;</p> <p>(n) maintaining positive relationships with relevant external agencies such as the Council's Auditors;</p> <p>(o) being the focus for forming partnerships with other agencies, businesses and voluntary sector bodies;</p> <p>(p) recognising the possible impact of policies on implementing sustainable development;</p> <p>(q) having responsibility for contracts that are subject to Procurement;</p> <p>(r) considering and making recommendations on the Council's Capital and Revenue Medium-Term Financial Plans;</p> <p>(s) that, in relation to responsibility for land :-</p> <ul style="list-style-type: none"> (i) the Cabinet is the holding body for all Council-owned land; (ii) the power to lodge planning applications to develop council land on behalf of the Council, be delegated to Chief Officers, subject to consultation with the relevant Cabinet Member; and

PORTFOLIO	RESPONSIBILITY
	<p>(iii) the Cabinet is responsible for all disposals of land whether by sale, lease or licence and all acquisitions, taking into account any delegations and the Contract and Property Procedure Rules.</p> <p>(t) Corporate Risk Management;</p> <p>(u) Transformation projects, as required;</p> <p>(v) ensuring efficiency is fully taken into account when taking any decisions; and</p> <p>(w) ensuring resources within the portfolios are utilised in an efficient manner.</p>
<p>Leader</p>	<ol style="list-style-type: none"> 1. To appoint a Deputy Leader for a four-year term of office. 2. To appoint the number of Cabinet Members, a minimum of three and a maximum of nine, and allocate the Portfolio's to each Cabinet Member. 3. To make decisions, draw up the budget and make new policies alone or with Cabinet (a simple majority of Councillors can reject a proposal from the Leader/Cabinet). 4. To make arrangements for the discharge of the functions which under Regulations are the responding of Cabinet. 5. In addition to leadership of corporate strategy for the Council, including reputation, legislation, partnerships and policy, the Leader will :- <ul style="list-style-type: none"> • represent the Council as required at national and regional level and on Regional and Tees Valley bodies, including the Tees Valley Combined Authority; • lead on Transformation and the Business

PORTFOLIO	RESPONSIBILITY
	<p>Model; and</p> <ul style="list-style-type: none"> • <u>lead on international partnerships and Town Twinning;</u> • <u>lead on Darlington Partnership</u>
<p>Deputy Leader</p>	<ol style="list-style-type: none"> 1. To assist the Leader with <u>her/his</u> responsibilities. 2. To deputise for the Leader in <u>her/his</u> absence.
<p>Economy and Regeneration</p>	<ul style="list-style-type: none"> • ‘Place’ Strategy, Policy and Performance • Planning and Related Policy • Economy and Housing Policy • <u>Environment, Urban Design, Heritage <u>and</u>, Sustainability</u> • and <u>Climate Change Policy</u> • Development Management (Local Planning Authority matters – except where delegated to Planning Applications Committee) <p>Economic Development and Regeneration:</p> <ul style="list-style-type: none"> • Employability • Business Support • Business Engagement • Inward Investment • Regeneration and Development • Town Centre • Environmental Health • Building Control •
<p><u>Stronger Communities</u> <u>Safety</u></p>	<ul style="list-style-type: none"> • Policing • Community safety. • Council’s responsibilities for Fire and Rescue Services • Street Scene Enforcement • Illegal Encampments • Private Sector Housing • <u>Licensing of premises (except where delegated to Licensing Committee)</u> • <u>Hackney carriage and private hire vehicles (except where delegated to the Licensing Committee)</u> • Trading Standards and Animal Welfare

PORTFOLIO	RESPONSIBILITY
	<ul style="list-style-type: none"> • Co-ordination of the Council's responsibilities under the Floods and Water Act • Civil Contingencies and Emergency Planning • Parking Enforcement • CCTV • Voluntary sector • Community Development • Decision making on applications for community grants, subject to existing criteria • Equalities • Cabinet Champion for equalities
<p>Children and Young People</p>	<ul style="list-style-type: none"> • Education • Adult and Community Learning • Children's safeguarding and assessment • Looked after children (including fostering and adoption) • Care Leavers • Life Stages (0 – 25 years)
<p>Efficiency and Resources</p>	<ul style="list-style-type: none"> • Financial Management within the Council including Medium Term Financial (MTFP), Treasury management, local taxation and Risk management and Insurance • Oversight of Transformation and Business Model implementation • Oversight of the Council's Corporate Planning process including the Organisational Development Strategy (ODS), Performance management and the efficiency programme • Corporate Landlord, pProperty and estates management • Corporate Procurement • Information Communication Technology (ICT) • Human Resources • Health and Safety • Communications and One Darlington magazine • Oversight of the Building Services division • Housing Benefits • The Council's Customer Strategy and oversight of the Council's Customer Services and insight functions

PORTFOLIO	RESPONSIBILITY
	<ul style="list-style-type: none"> • Legal/Democratic/Registrars • Oversight of the Councils Shared Services Partnership Xentrall • Oversight of the capital projects and design services management • Estates Management
<p>Adults <u>Social Care</u></p>	<ul style="list-style-type: none"> • Adult Mental Health • Mental Health Services for Older People, Mental Capacity Act/Deprivation of Liberty Safeguards, and Approved Mental Health Practitioners • Assessment and Reviews, Physical and Sensory Impairment, First Point of Contact, Safeguarding Adults, On-going and Complex Care and Occupational Therapy • Life Stages Services (26 years plus) • Day Services • Supported Living • Reablement • Learning Disability Services
<p><u>Health and Housing</u>, <u>Health and Partnerships</u></p>	<p>LSP and theme groups</p> <ul style="list-style-type: none"> • Public Health functions • Integrated health commissioning • NHS <p>Equalities Community development/One Darlington magazine. Decision making on applications for Community grants, subject to existing criteria Voluntary sector Sports and physical activity programme Dolphin Centre Eastbourne Sports Complex</p> <ul style="list-style-type: none"> • Council Housing Services including Lifeline and Homelessness
<p><u>Local Services Leisure and Local Environment</u></p>	<p><u>Local Environment</u></p> <ul style="list-style-type: none"> • Street Scene Policy (refuse/recycling/street cleaning/grounds maintenance) • Crematorium and Cemeteries • Arboriculture • Countryside and Allotments • Parks, Open Spaces and Play Areas

PORTFOLIO	RESPONSIBILITY
	<ul style="list-style-type: none"> • Waste Management • Fleet Management and Maintenance • <p>Leisure and Culture</p> <ul style="list-style-type: none"> • Dolphin Centre • Eastbourne Sports Complex • Head of Steam • Hippodrome • The Hullabaloo • Events and Programming • Sports and Physical Activity Programme • Library Service • 2025 <p><u>Head of Steam</u> <u>Hippodrome</u> <u>Events and Programming</u> <u>Library Service</u> <u>Strategic Arts</u> <u>2025</u></p> <p>Transport Policy</p> <ul style="list-style-type: none"> • Highway Authority responsibilities, including :- <ul style="list-style-type: none"> • Transport and Highways Asset Management (roads, paths, rights of way, street lighting, traffic signals, signage); • Transport and Highways Network Management and Improvement Schemes • Road Safety • Parking Policy • Supported Bus Services and Concessionary Fares • Hackney carriage and private hire vehicles (except where delegated to the Licensing Committee) • Sustainable Transport

Delegation of Executive Functions

The Executive has delegated some of its functions to an individual Cabinet Member and Officers, as detailed below:-

Individual Cabinet Member

1. The Cabinet has delegated the Executive Functions as detailed in the Executive Scheme of Members' Delegation.
2. Before taking decisions within his/her delegated authority, the individual Cabinet Member will seek advice from relevant officers.
3. The Individual Cabinet Member exercising decision making powers will ensure that proper records are kept of all decisions they take, in accordance with legal requirements.
4. Where the individual Cabinet Member has a prejudicial interest (as defined in the Members' Code of Conduct) in relation to any decision, he/she will not take that decision, but will ask the relevant Officer to refer the matter to the Cabinet for determination.

Officers

5. The Council's Cabinet has delegated to Officers, the Executive functions which are contained in the Officers Delegation Scheme which are shown to be Executive by the first column of the scheme. This column is to distinguish executive and non-executive functions in the Officers Delegation Scheme.
6. The delegation of these powers operates under Section 15 of the Local Government Act 2000 and all other powers enabling the Executive.
7. The Executive powers delegated to Officers are subject to the Cabinet Procedure Rules as set out in this Constitution.

Outside Body Appointments

8. Insofar as the making of appointments to outside bodies is an executive function, the Executive agrees that those appointments should be made as set out in Schedule 5.

Delegation to and from Other Local Authorities/Bodies

9. The Cabinet has delegated the powers to Stockton Borough Council under S19 Local Government Act 2000 to carry out executive functions for the delivery of ICT, print and design, transactional human resources and transactional finance.

10. The Cabinet has delegated the powers relating to the enforcement of the legislation as detailed below, to Redcar and Cleveland Borough Council and authorised officers employed within the National Trading Standards Regional Investigations Team (North East), in accordance with Section 101 of the Local Government Act 1972, and Section 13(7) of the Local Government Act :-
 - (a) Anti-Social Behaviour Act 2003;
 - (b) Business Protection from Misleading Marketing Regulations 2008
 - (c) Children and Families Act 2014;
 - (d) Companies Acts 1985 and 2006;
 - (e) Consumer Credits Acts 1974 and 2006;
 - (f) Consumer Protection Act 1987;
 - (g) Consumer Protection from Unfair Trading Regulations 2008;
 - (h) Consumer Rights Act 2015;
 - (i) Copyright, Designs and Patents Act 1988;
 - (j) Courts and Legal Services Act 1990;
 - (k) Energy Act 1976;
 - (l) Energy Conservation Act 1981;
 - (m) Enterprise Act 2002;
 - (n) Estate Agents Act 1979;
 - (o) European Communities Act 1972;
 - (p) Explosives Act 1875;
 - (q) Fireworks Act 2003;
 - (r) Fraud Act 2006;
 - (s) General Product Safety Regulations 2005;
 - (t) Hallmarking Act 1973;
 - (u) Health and Safety at Work etc. 1974;
 - (v) Intellectual Property Act 2014;
 - (w) Licensing Act 2003;
 - (x) Medicines Act 1968;
 - (y) Prices Acts 1974 and 1975;
 - (z) Proceeds of Crime Act 2002;
 - (aa) Road Traffic Acts 1988 and 1991;
 - (bb) Trade Descriptions Act 1968;
 - (cc) Trade Marks Act 1994; and
 - (dd) Video Recordings Act 1984 and 2010

and all secondary legislation made under any of the specified legislation.

Joint Arrangements

11. The joint arrangements which have been established with other local authorities are :-

- (a) North East Joint Health Scrutiny Committee;
- (b) Tees Valley Joint Health Scrutiny Committee; and
- (c) Durham Police and Crime Panel and Audit Committee

Executive Scheme of Members Delegation

1. Cabinet has delegated the following powers to the Cabinet Member with the Housing, Health and Partnerships Portfolio :-
 - (a) to make decisions on applications for Community Grants, subject to criteria; and
 - (b) to make decisions on applications for Discretionary Rate Relief, subject to criteria.

2. Cabinet has delegated the following powers to the Leader (or in his absence his nominated representative) in his capacity as this Council's representative on the Leaders' Board or any future successor body, to :-
 - (a) exercise all the necessary executive powers and functions relating to the preparation and revision of the Regional Strategy for the North East, as prescribed in Part 5 of the Local Authority, Economic Development and Construction Act 2009; and
 - (b) exercise all the necessary executive powers and functions relating to the North East Smart Ticketing Initiative (NESTI).

SCHEDULE 3

The following pages set out the membership of the Council's Scrutiny Committees.

1. Economy and Resources Scrutiny Committee
2. Adults Scrutiny Committee
3. Health and Housing Scrutiny Committee
4. Children and Young People Scrutiny Committee
5. Communities and Local Services Scrutiny Committee
6. General Role of the Council's Scrutiny Committees
7. Monitoring and Co-ordination Group

ECONOMY AND RESOURCES SCRUTINY COMMITTEE

MEMBERSHIP	
<p>DARLINGTON BOROUGH COUNCIL</p> <p>5 Conservative Group Members, 4 Labour Group Members, 1 Liberal Democrat Group Member and 1 Independent Member</p>	<p>5 x 4 x 1 x 1 x 0</p>
OTHER MEMBERS	
TOTAL MEMBERSHIP –	11
QUORUM –	3

PROTOCOLS

The Scrutiny Committee cannot include any Member of Cabinet in its membership.

The Chair/Vice-Chair of a Scrutiny Committee cannot be the Chair/Vice-Chair of the Licensing or Planning Applications Committees.

TERMS OF REFERENCE

To undertake the Council's Scrutiny functions in relation to the following services

RESOURCES PORTFOLIO

Financial Management within the Council, including the Medium-Term Financial Plan (MTFP), Treasury Management, Local Taxation and Risk Management and Insurance

Transformation and Business Model Implementation

The Council's Corporate Planning Process, including the Organisational Development Strategy (ODS), Performance Management and the Efficiency Programme

Corporate Landlord, property and estates management

Corporate Procurement

Information Communication Technology (ICT)

Human Resources

Health and Safety

Communications and One Darlington Magazine

ECONOMY PORTFOLIO

Place Strategy, Policy and Performance

Planning and Related Policy

Economy and Housing Policy

Environment, Urban Design, Heritage and Sustainability

Climate Change

Development Management (Local Planning Authority matters)

Economic Development and Regeneration

- Employability
- Business Support
- Business Engagement
- Inward Investment
- Regeneration and Development
- Town Centre
- Environmental Health
- Building Control

Building Services Division

Housing Benefits

The Council's Customer Strategy and oversight of the Council's Customer Services and insight functions

Legal/Registrars and Democratic functions

The Council's Shared Services Partnership Xentrall

The Council's capital projects and design Services management

ADULTS SCRUTINY COMMITTEE

MEMBERSHIP	
<p>DARLINGTON BOROUGH COUNCIL</p> <p>5 Conservative Group Members, 4 Labour Group Members, 1 Liberal Democrat Group Member and 1 Green Party Member</p>	<p>5 x 4 x 1 x 0 x 1</p>
OTHER MEMBERS	
TOTAL MEMBERSHIP –	11
QUORUM –	3

PROTOCOLS

The Scrutiny Committee cannot include any Member of Cabinet in its membership.

The Chair/Vice-Chair of a Scrutiny Committee cannot be the Chair/Vice-Chair of the Licensing or Planning Applications Committees.

TERMS OF REFERENCE

To undertake the Council’s Scrutiny functions in relation to the following services

ADULTS PORTFOLIO

Adult Mental Health

Mental Health Services for Older People, Mental Capacity Act / Deprivation of Liberty Safeguards, and Approved Mental Health Practitioners

Assessment and Reviews, Physical and Sensory Impairment, First Point of Contact, Safeguarding Adults, On-going and Complex Care and Occupational Therapy

Life Stages Service (26 years and above)

Day Services

Supported Living

Reablement

Learning Disability Services

HEALTH AND HOUSING SCRUTINY COMMITTEE

MEMBERSHIP	
<p>DARLINGTON BOROUGH COUNCIL</p> <p>5 Conservative Group Members, 4 Labour Group Members, 1 Independent Group Member</p>	<p>5 x 4 x 0 x 1 x 0</p>
OTHER MEMBERS	
TOTAL MEMBERSHIP –	10
QUORUM –	3

PROTOCOLS

The Scrutiny Committee cannot include any Member of Cabinet in its membership.

The Chair/Vice-Chair of a Scrutiny Committee cannot be the Chair/Vice-Chair of the Licensing or Planning Applications Committees.

TERMS OF REFERENCE

To undertake the Council's Scrutiny functions in relation to the following services

HEALTH AND HOUSING PORTFOLIO

Public Health functions

Integrated Health Commissioning

NHS

Council Housing Services, including Lifeline and Homelessness

Dolphin Centre

Eastbourne Sports Complex

Sports and Physical Activity Programme

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

MEMBERSHIP	
<p>DARLINGTON BOROUGH COUNCIL</p> <p>5 Conservative Group Members, 5 Labour Group Members, and 1 Green Party Member</p>	<p>5 x 5 x 0 x 0 x 1</p>
<p>OTHER MEMBERS</p> <p>Voting Members</p> <p>Non-voting Members</p>	<p>1 Church of England Diocese representative 1 Roman Catholic Diocese representative 3 Parent Governor representatives</p> <p>3 Community representatives 1 Secondary Teaching representative 1 Primary Teaching representative 1 Further Education representative 11-19 Partnerships representative Primary Schools Forum representative</p>
<p>TOTAL MEMBERSHIP –</p>	<p>11</p>
<p>QUORUM –</p>	<p>3</p>

PROTOCOLS

The Scrutiny Committee cannot include any Member of Cabinet in its membership.

The Chair/Vice-Chair of a Scrutiny Committee cannot be the Chair/Vice-Chair of the Licensing or Planning Applications Committees.

The voting representatives shall always be included in the membership.

TERMS OF REFERENCE

To undertake the Council's Scrutiny functions in relation to the following services

CHILDREN AND YOUNG PEOPLE PORTFOLIO

Education

Adult and Community Learning

Children's Safeguarding and Assessment

Looked After Children (including fostering and adoption)

Care Leavers

Life Stages (0-25)

COMMUNITIES AND LOCAL SERVICES SCRUTINY COMMITTEE

MEMBERSHIP	
DARLINGTON BOROUGH COUNCIL 5 Conservative Group Members, 4 Labour Group Members, 1 Liberal Democrat Group Member and 1 Independent Group Member	5 x 4 x 1 x 1 x 0
OTHER MEMBERS	
TOTAL MEMBERSHIP –	11
QUORUM –	3

PROTOCOLS

The Scrutiny Committee cannot include any Member of Cabinet in its membership.

The Chair/Vice-Chair of a Scrutiny Committee cannot be the Chair/Vice-Chair of the Licensing or Planning Applications Committees.

TERMS OF REFERENCE

To undertake the Council's Scrutiny functions in relation to the following services

STRONGER COMMUNITIES PORTFOLIO

Policing

Community Safety

Community Development

Community Grants

The Council's responsibilities for the Fire and Rescue Services

Street Scene Enforcement

Illegal Encampments

Private Sector Housing

Licensing of premises (except where delegated to the Licensing Committee)

Hackney Carriage and Private Hire Vehicles (except where delegated to the Licensing Committee)

Trading Standards and Animal Welfare

Co-ordination of the Council's responsibilities under the Floods and Water Act

Civil Contingencies and Emergency Planning

LOCAL SERVICES PORTFOLIO

Street Scene Policy (refuse/recycling/street cleaning/grounds maintenance)

Crematorium and Cemeteries

Arboriculture

Countryside and Allotments

Parks, Open Spaces and Play Areas

Waste Management

Fleet Management and Maintenance

Head of Steam

Hippodrome

Events and Programming

Library Service

Strategic Arts

2025

Parking Enforcement

Transport Policy
Transport and Highways Asset
Management (roads, paths, rights
of way, street lighting, traffic
signals, signage)

CCTV

Transport and Highways Network
Management and Improvement
Schemes

Equalities

Road Safety

Voluntary Sector

Parking Policy

Supported Bus Services and
Concessionary Fares

Sustainable Transport

GENERAL ROLE OF THE COUNCIL'S SCRUTINY COMMITTEES

Within its terms of reference, the Scrutiny Committee will :-

review and/or scrutinise decisions made, or other action taken in connection with the discharge of any functions which are the responsibility of Cabinet (see Call-in procedures as set out in the Scrutiny Procedure Rules);

make reports or recommendations to the Council or Cabinet, with respect to the discharge of any functions which are the responsibility of Cabinet;

review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the Cabinet; and

make reports or recommendations to the Council, or Cabinet, with respect to the discharge of any functions which are not the responsibility of Cabinet on matters which affect the Authority's area or the inhabitants of that area.

Policy Development -

Within its terms of reference, the Scrutiny Committee will:-

assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;

conduct research, community and other consultation in the analysis of policy issues and possible options;

consider and implement mechanisms to encourage and enhance community participations in the development of policy options;

question Members of the Cabinet and/or Committees and Chief Officers about their views on issues and proposals affecting the area; and

liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

Review -

The Scrutiny Committee may :-

review and scrutinise the decisions made by and the performance of the Cabinet, Committees and Council Officers, both in relation to individual decision, and over time;

review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;

question Members of the Cabinet, Committees and Chief Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;

monitor and challenge performance of the agreed targets for the Community Strategy.

question and gather evidence from any other person (with their consent):

make recommendations to the Cabinet, appropriate Committees or Council arising from the outcome of the scrutiny process; and

review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Committee and local people about their activities and performance.

In deciding what reviews are to be undertaken, Members will ensure that any work focuses on delivering outcomes and contributes to the strategic aims of the Council.

NOTES –

Officer Support -

Each Scrutiny Committee has a Lead Officer to support it, and, in the main, these Officers are from the relevant service delivery area.

Scrutiny Committees have access to any Officer or Member, who they feel may be able to assist in the review of any issue. They also receive support

which is justifiable and is sufficient to provide both the administrative support and information required.

Role of the Chair -

The Chair will ensure that Scrutiny is Member-led and is focused on delivering outcomes.

Finance -

The Scrutiny Committees have no responsibility for the finances made available to them, the Monitoring and Co-ordination Group recommend resource allocation to the Assistant Director Resources

Annual Report -

Scrutiny Committees must report to Full Council on their workings and make recommendations to the Monitoring and Co-ordination Group for future work programmes and amended working methods if appropriate. These reports should be monitored to ensure that the outcomes of each review undertaken have improved, or made suggestions to improve service delivery.

EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE 31 October, 2019

EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE – 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.
3. Following the last meeting of this Scrutiny Committee, a number of informal sessions will be arranged with Members over the next couple of months to provide an overview of the remit covered by the Committee and to identify areas for further scrutiny.
4. 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.

Recommendation

5. 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

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

Shirley Burton : Extension 5998

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

MAIN REPORT

Information and Analysis

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

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

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

Forward Plan and Additional Items

9. 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.
10. A copy of the Forward Plan has been attached at **Appendix 2** for information.

This page is intentionally left blank

APPENDIX 1

EFFICIENCY AND RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME – 2019/20

Topic	Timescale	Lead Officer	SCS Outcome	Darlington Conditions	Link to PMF (Metrics)	Scrutiny's Role
Performance Management Framework	Six monthly reports to be submitted to meetings of this Scrutiny Committee.	Relevant Assistant Directors	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 001 FHR 003 FHR 008 FHR 009 FHR 019 HBS 002 HBS 003 HBS 009 HBS 010 LGP 008	To provide Members with an update regarding the Performance Management Framework.
Sickness Absence Year-end out-turn	July 2020	Helen Whiting	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 001	To consider the year-end figures
Health and Safety Year end out-turn	July 2020	Joanne Skelton	One Darlington Perfectly Placed	Spend Every Pound Wisely	FHR 003	To consider the year-end figures
Medium-Term Financial Plan	December 2019 - January 2020 19 th December – to present the MTFP to Members and identify specific areas for other	Elizabeth Davison	One Darlington Perfectly Placed	Spend Every Pound Wisely		To provide a response to Cabinet on the proposals in relation to the Medium-Term Financial Plan

Topic	Timescale	Lead Officer	SCS Outcome	Darlington Conditions	Link to PMF (Metrics)	Scrutiny's Role
	<p>Scrutiny Committees to review</p> <p>9th January – to consider any specific areas within the remit of this Scrutiny Committee</p> <p>23rd January – to consider responses from all Scrutiny Committees and provide feedback to Cabinet.</p>					
Medium-Term Financial Plan	<p>Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee</p> <p>31st October, 2019 (Quarter 2)</p> <p>6th February, 2020 (Quarter 3)</p>	Elizabeth Davison	One Darlington Perfectly Placed	Spend Every Pound Wisely		To contribute and challenge the Medium Term Financial Plan and assist with the implementation and development of the required savings
Capital Programme and project Position Statement	<p>Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee.</p> <p>31st October, 2019 (Quarter 2)</p> <p>6th February, 2020 (Quarter 3)</p>	Brian Robson	One Darlington Perfectly Placed	Spend Every Pound Wisely	LGP 008	To look at the position

Topic	Timescale	Lead Officer	SCS Outcome	Darlington Conditions	Link to PMF (Metrics)	Scrutiny's Role
Requests from residents to acquire parcels of Council-owned land	23 rd April, 2020	Guy Metcalfe	More People Caring for our Environment			To look at the proposed policy for dealing with requests

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

ECI 116	S106 - Total Amount outstanding [affordable housing/infrastructure/green space etc.] since 2010
ECI 117	S106 - Amount spent since 2010
ECI 130	% of Section 106 agreements signed within target time.

ARCHIVED ITEMS

Topic	Timescale	Lead Officer	SCS Outcome	Darlington Conditions	Link to PMF (Metrics)	Scrutiny's Role
Council Tax Support Scheme 2020/21	12 th September, 2019	Anthony Sandys	One Darlington Perfectly Placed	Spend Every Pound Wisely		To look at the proposed Scheme

This page is intentionally left blank

APPENDIX 2

FORWARD PLAN FOR THE PERIOD: 2 OCTOBER 2019 - 29 FEBRUARY 2020



What is a Forward Plan?

The Forward Plan is a list of all of the decisions, which are due to be taken by Cabinet. The Plan also includes all Key Decisions to be 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.

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.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title	Decision Maker and Date	Page
Darlington Crematorium Refurbishment	Cabinet 8 Oct 2019	6
Housing Allocation Policy	Cabinet 8 Oct 2019	7
Town Centre Car Parking	Cabinet 8 Oct 2019	8
Crown Street Library Trustees	Cabinet 8 Oct 2019	9
Schedule of Transactions	Cabinet 8 Oct 2019	10
Fairer Richer Darlington - Local Wealth Building	Cabinet 5 Nov 2019	11
Tees Valley Joint Waste Management Contract	Cabinet 5 Nov 2019	12
Objections to Traffic Orders – McMullen Road/Yarm Road	Cabinet 5 Nov 2019	13
Rail Heritage Quarter	Cabinet 5 Nov 2019	14
Joint Venture Proposal with Esh Homes	Cabinet 5 Nov 2019	15
Replacement of Dog Control Orders with Public Space Protection Orders	Cabinet 5 Nov 2019	16
Library Service Update	Cabinet 5 Nov 2019	17
Council Tax Empty Property Premium	Council 5 Dec 2019 Cabinet 5 Nov 2019	18
Council Tax Support - Scheme Approval 2019.20	Council 5 Dec 2019 Cabinet 5 Nov 2019	19
Revenue Budget Monitoring - Quarter 2	Cabinet 5 Nov 2019	20
Project Position Statement and Capital Programme Monitoring - Quarter 2	Cabinet 5 Nov 2019	21

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Darlington Town Centre Strategy 2019/30	Cabinet 5 Nov 2019	22
Haughton Children's Centre	Cabinet 5 Nov 2019	23
Acquisition of land at Snipe Lane	Cabinet 5 Nov 2019	24
Darlington Town Centre – Property Acquisitions and Development Site Opportunities	Cabinet 5 Nov 2019	25
Corporate Plan 2017-21	Cabinet 3 Dec 2019	26
Mid-Year Prudential Indicators and Treasury Management 2019/20	Council 30 Jan 2020 Cabinet 3 Dec 2019	27
Review of Outcome of Complaints Made to Ombudsman	Cabinet 3 Dec 2019	28
Dolphin Centre Ten Pin Bowling	Cabinet 3 Dec 2019	29
Capital Strategy and Capital Programme	Council 20 Feb 2020 Cabinet 10 Dec 2019	30
Medium Term Financial Plan	Council 20 Feb 2020 Cabinet 10 Dec 2019	31
Housing Revenue Account	Cabinet 10 Dec 2019	32
Corporate Plan 2020/24	Council 20 Feb 2020 Cabinet 10 Dec 2019	33
Annual Audit Letter	Cabinet 7 Jan 2020	34
Permit System to Manage and Co-ordinate Roadworks	Cabinet 7 Jan 2020	35
Calendar of Council and Committee Meetings 2020/21	Cabinet 4 Feb 2020	36
Project Position Statement and Capital Programme Monitoring - Quarter 3	Cabinet 4 Feb 2020	37

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Revenue Budget Monitoring - Quarter 3	Cabinet 4 Feb 2020	38
Schools Admissions 2021/22	Cabinet 4 Feb 2020	39
Medium Term Financial Plan	Council 20 Feb 2020 Cabinet 11 Feb 2020	40
Housing Revenue Account	Council 20 Feb 2020 Cabinet 11 Feb 2020	41
Capital Strategy and Capital Programme	Council 20 Feb 2020 Cabinet 11 Feb 2020	42
Treasury Management Strategy and Prudential Indicators	Council 20 Feb 2020 Cabinet 11 Feb 2020	43
Corporate Plan 2020/24	Council 20 Feb 2020 Cabinet 11 Feb 2020	44

**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 and Consultees

Meetings and survey with Funeral Directors and Faith Leaders.

Document to be submitted

Cabinet Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Housing Allocation Policy

Brief Description

Changes are being made to the Tees Valley Allocation Policy to reflect the legislative requirements around the Homelessness Reduction Act 2017, to 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 and Consultees

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

Town Centre Car Parking

Brief Description

To consider parking options to support the town centre economy.

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)

Economy and Regeneration Portfolio, 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 and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Crown Street Library Trustees

Brief Description

To make arrangements for the appointment of additional trustees of the Crown Street building, independent of the Council.

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)

Leader of the Council

Contact Officer/Report Author

Luke Swinhoe, Assistant Director Law and Governance
Luke.Swinhoe@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Schedule of Transactions

Brief Description

To consider the terms negotiated by the Director, on behalf of the Council, to enable contractually binding contracts to be completed.

(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

8 Oct 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 and Consultees

None

Document to be submitted

Report and Schedule of Transactions.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Fairer Richer Darlington - Local Wealth Building

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

5 Nov 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 and Consultees

Consultation with other anchor organisations.

Document to be submitted

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

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

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 and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Objections to Traffic Orders – McMullen Road/Yarm Road

Brief Description

Proposed parking restrictions associated with the recent McMullen Road/Yarm Road roundabout improvement. The restrictions are considered to be required to maintain the free flow of traffic in accordance with the Council's statutory duty as set out in the Traffic Management Act 2004.

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

Place Scrutiny Committee

Relevant Cabinet Member(s)

Leisure and Local Environment Portfolio

Contact Officer/Report Author

Andrew Casey

andrew.casey@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Eastbourne; Red Hall and Lingfield

Consultation Process and Consultees

Letters and plans with Affected Residents and Ward Councillors

Document to be submitted

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

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 and Consultees

Significant amount of consultation taken place through the production of the Masterplan for the Rail Heritage Quarter. This will be on-going through the further development.

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

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

5 Nov 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 and Consultees

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

5 Nov 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 and Consultees

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

Document to be submitted

Report

**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 and Consultees

Meetings / discussions.

Officers will continue to work closely with the Friends of Crown Street Library through development proposals

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 and Consultees

Letter and e-mail

All current owners of long-term empty domestic properties where the Council Tax Empty Property Premium applies.

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 and Consultees

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 a summary of the latest budget position.

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
peter.carrick@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

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 and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Darlington Town Centre Strategy 2019/30

Brief Description

To highlight the consultation response from the public and stakeholders with regards to the proposals for the improvements to Darlington Town Centre.

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)

Economy and Regeneration Portfolio

Contact Officer/Report Author

Mark Ladyman, Assistant Director Economic Growth
mark.ladyman@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Northgate; Park East

Consultation Process and Consultees

Consultation via website, 'One Darlington' magazine, meetings and information stand.
Public, partners and stakeholders.

Document to be submitted

Report and Strategy.

**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

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

5 Nov 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 and Consultees

Meetings and communications.
Education Village Academy Trut and Department for Education

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Acquisition of land at Snipe Lane

Brief Description

Acquisition of 4.8 acres of land and house adjacent to the land acquired by the Council from Darlington Farmers Auction Mart (DFAM) for residential development. This land gives the Council control to stop any conflicting uses next to the development land and it can either be sold for low density residential development or self-build plots now or it can be held longer term and developed as higher volume residential development in the longer term.

Decision Type

Non-Key

Decision Status

For Determination

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

5 Nov 2019

Relevant Scrutiny Committee

Efficiency and Resources

Relevant Cabinet Member(s)

Efficiency and Resources Portfolio

Contact Officer/Report Author

Richard Adamson

Richard.Adamson@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

Park East

Consultation Process and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Darlington Town Centre – Property Acquisitions and Development Site Opportunities

Brief Description

To gain members approval for the proposed developments identified in Darlington Town Centre and agree to the use of Compulsory Purchase Order powers in order to complete land assembly.

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

Place Scrutiny Committee

Relevant Cabinet Member(s)

Economy and Regeneration Portfolio

Contact Officer/Report Author

Mark Ladyman, Assistant Director Economic Growth
mark.ladyman@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Corporate Plan 2017-21

Brief Description

To receive an update on the Council's current Corporate Plan covering the period 2017 to 2021

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

3 Dec 2019

Relevant Scrutiny Committee

Efficiency and Resources

Relevant Cabinet Member(s)

The Leader

Contact Officer/Report Author

Neil Bowerbank, Head of Strategy, Performance and Communications
neil.bowerbank@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Report.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Mid-Year Prudential Indicators and Treasury Management 2019/20

Brief Description

To consider the revised Treasury Management Strategy, Prudential Indicators and providing a half-yearly review of the Council's borrowing and investment activities.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

3 Dec 2019

Council

30 Jan 2020

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 and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Review of Outcome of Complaints Made to Ombudsman

Brief Description

To provide Members with an update of the outcome of cases which have been determined by the Local Government, Social Care (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

3 Dec 2019

Relevant Scrutiny Committee

Efficiency and Resources 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 and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Dolphin Centre Ten Pin Bowling

Brief Description

Proposals to introduce Ten Pin Bowling and extend the soft play within the Dolphin Centre.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

3 Dec 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

Park East

Consultation Process and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Capital Strategy and Capital Programme

Brief Description

To consider the Council's proposed Capital Strategy and Capital Programme.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

10 Dec 2019

Council

20 Feb 2020

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 and Consultees

None

Document to be submitted

Report, Capital Strategy and Capital Programme.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Medium Term Financial Plan

Brief Description

To propose a Medium Term Financial Plan (MTFP) for consultation.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

10 Dec 2019

Council

20 Feb 2020

Relevant Scrutiny Committee

Efficiency and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Efficiency and Resources Portfolio, Housing, Health and Partnerships Portfolio

Contact Officer/Report Author

Elizabeth Davison, Assistant Director Resources, Pauline Mitchell, Assistant Director Housing and Building Services
elizabeth.davison@darlington.gov.uk, pauline.mitchell@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Full Consultation with Residents, staff, partners and Scrutiny Committees

Document to be submitted

Report and Medium Term Financial Plan.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Housing Revenue Account

Brief Description

To propose a Housing Revenue Account for consultation.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

10 Dec 2019

Relevant Scrutiny Committee

Adults and Housing Scrutiny Committee

Relevant Cabinet Member(s)

Housing, Health and Partnerships Portfolio

Contact Officer/Report Author

Pauline Mitchell, Assistant Director Housing and Building Services
pauline.mitchell@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Meetings with Tenants Board.

Document to be submitted

Report and draft Housing Revenue Account.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Corporate Plan 2020/24

Brief Description

To consider the proposed Corporate Plan covering the period 2020 to 2024, and approve it for consultation.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet
Council

Date of Decision

10 Dec 2019
20 Feb 2020

Relevant Scrutiny Committee

Efficiency and Resources

Relevant Cabinet Member(s)

Efficiency and Resources Portfolio

Contact Officer/Report Author

Neil Bowerbank, Head of Strategy, Performance and Communications
neil.bowerbank@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Consultation will be undertaken in conjunction with the Council's Medium Term Financial Plan (MTFP) and will include information in the 'One Darlington' magazine, social media, online survey, scrutiny committees and Member engagement.

Members, Residents, Staff, Partners and Local Businesses.

Document to be submitted

Report and Draft Corporate Plan.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Annual Audit Letter

Brief Description

High Level summary from the results of the audit work undertaken by Ernst & Young the Council's External Auditors

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

7 Jan 2020

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 and Consultees

None

Document to be submitted

Report and Annual Audit Letter.

**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

7 Jan 2020

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 and Consultees

Meetings and correspondence with Statutory undertakers.

Document to be submitted

Cabinet Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Calendar of Council and Committee Meetings 2020/21

Brief Description

To consider and approve the Calendar of Council and Committee Meetings for the 2020/21 Municipal Year.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Feb 2020

Relevant Scrutiny Committee

Efficiency and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Efficiency and Resources Portfolio

Contact Officer/Report Author

Lynne Wood, Elections Manager
Lynne.Wood@darlington.gov.uk

Department

Resources

Wards Affected

N/A

Consultation Process and Consultees

E-mail.
Internal consultees.

Document to be submitted

Report and Calendar of Council and Committee Meetings.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Project Position Statement and Capital Programme Monitoring - Quarter 3

Brief Description

To provide a summary of the latest Capital resource and commitment position, to inform monitoring of the affordability and funding of the Council's capital programme.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Feb 2020

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 and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Revenue Budget Monitoring - Quarter 3

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

4 Feb 2020

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 and Consultees

None

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Schools Admissions 2021/22

Brief Description

To consider the Local Authority's Admission Arrangements for the 2021/22 academic year for maintained schools.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

4 Feb 2020

Relevant Scrutiny Committee

Children and Young People Scrutiny Committee

Relevant Cabinet Member(s)

Children and Young People Portfolio

Contact Officer/Report Author

Melanie Dickinson

Department

Childrens and Adults

Wards Affected

All Wards

Consultation Process and Consultees

Meetings and e-mail.

Consultation with Parents, Schools, Religious Authorities and the Local Community.

Document to be submitted

Report

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Medium Term Financial Plan

Brief Description

To recommend a Medium Term Financial Plan (MTFP) to Council for approval.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

11 Feb 2020

Council

20 Feb 2020

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 and Consultees

Full consultation with residents, staff, partners and the Council's Scrutiny Committees.

Document to be submitted

Report and Medium Term Financial Plan

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Housing Revenue Account

Brief Description

To recommend the Housing Revenue Account to Council.

Decision Type

Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

11 Feb 2020

Council

20 Feb 2020

Relevant Scrutiny Committee

Adults and Housing Scrutiny Committee

Relevant Cabinet Member(s)

Housing, Health and Partnerships Portfolio

Contact Officer/Report Author

Pauline Mitchell, Assistant Director Housing and Building Services
pauline.mitchell@darlington.gov.uk

Department

Economic Growth and Neighbourhood Services

Wards Affected

All Wards

Consultation Process and Consultees

Meetings with Tenants Board.

Document to be submitted

Report and Housing Revenue Account

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Capital Strategy and Capital Programme

Brief Description

To recommend a Capital Strategy and Capital Programme to Council for approval.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

11 Feb 2020

Council

20 Feb 2020

Relevant Scrutiny Committee

Efficiency and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Efficiency and Resources Portfolio

Contact Officer/Report Author

Tracy Blowers

Tracy.Blowers@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

None

Document to be submitted

Report, Capital Strategy and Capital Programme.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Treasury Management Strategy and Prudential Indicators

Brief Description

To consider the Treasury Management Strategy, Prudential Indicators and providing a yearly review of the Council's borrowing and investment activities.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

11 Feb 2020

Council

20 Feb 2020

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 and Consultees

None

Document to be submitted

Reprot and Treasury Management Strategy.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Title

Corporate Plan 2020/24

Brief Description

To consider the Council's Corporate Plan for 2020/24, following consultation, and recommend the Plan to Council for approval.

Decision Type

Non-Key

Decision Status

For Determination

Urgent Decision

No

Anticipated Restriction

Open

Decision Maker

Cabinet

Date of Decision

11 Feb 2020

Council

20 Feb 2020

Relevant Scrutiny Committee

Efficiency and Resources Scrutiny Committee

Relevant Cabinet Member(s)

Leader of the Council

Contact Officer/Report Author

Neil Bowerbank, Head of Strategy, Performance and Communications
neil.bowerbank@darlington.gov.uk

Department

Resources

Wards Affected

All Wards

Consultation Process and Consultees

Consultation will be undertaken in conjunction with the Council's Medium Term Financial Plan (MTFP) and will include information in the 'One Darlington' magazine, social media, online survey, scrutiny committees and Member engagement.

Members, Residents, Staff, Partners and Local Businesses.

Document to be submitted

Report and Corporate Plan.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

FIELD_CONSULTATION
FIELD_CONSULTEES
FIELD_CONSULTATION
FIELD_CONSULTEES