

Cabinet Agenda



**5.00 pm Tuesday, 10 November 2020
Via Microsoft Teams**

In accordance with Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, Members will join the meeting remotely rather than by attending a venue. Members of the public can view a live stream of the meeting at:

<https://www.darlington.gov.uk/livemeetings>

Members of the public may make representations on items on this agenda and these will be taken into account when making the decisions. Representations should be submitted to Lynne Wood by e-mail to Lynne.Wood@darlington.gov.uk by 5.00 p.m. on Monday 9 November 2020

1. Introductions/Attendance at Meeting.
2. Declarations of Interest.
3. To hear relevant representation (from Members and the General Public) on items on this Cabinet agenda.
4. To approve the Minutes of the Meeting of this Cabinet held on Tuesday, 13 October 2020. (Pages 1 - 6)
5. Matters Referred to Cabinet –
There are no matters referred back for reconsideration to this meeting
6. Issues Arising from Scrutiny Committee –

There are no issues referred back from the Scrutiny Committees to this Meeting, other than where they have been specifically consulted on an issue and their comments are included in the contents of the relevant report on this agenda

7. Key Decisions:-
 - (a) Disabled Facilities Grant Policy and Regulatory Reform Order Policy (2020/23) – Report of the Acting Director of Children and Adults Services. (Pages 7 - 42)
 - (b) The Council Plan 2020/23 – Report of the Chief Officers Executive. (Pages 43 - 58)
 - (c) Annual Procurement Plan - Update – Report of the Managing Director. (Pages 59 - 70)
8. Stockton and Darlington Railway Walking and Cycling Route – Report of the Director of Economic Growth and Neighbourhood Services. (Pages 71 - 82)
9. Council Tax Support - Scheme Approval 2021/22 – Report of the Managing Director and the Director of Economic Growth and Neighbourhood Services. (Pages 83 - 136)
10. Revenue Budget Monitoring 2020/21 - Quarter 2 – Report of the Managing Director. (Pages 137 - 156)
11. Project Position Statement and Capital Programme Monitoring - Quarter Two 2020/21 – Report of the Managing Director and the Director of Economic Growth and Neighbourhood Services. (Pages 157 - 178)
12. Schedule of Transactions – Report of the Director of Economic Growth and Neighbourhood Services. (Pages 179 - 182)
13. Membership Changes - To consider any Membership Changes to Other Bodies to which Cabinet appoints.
14. 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.
15. Questions.

EXCLUSION OF THE PUBLIC AND PRESS

16. To consider the exclusion of the Public and Press :- –
RESOLVED - That, pursuant to Sections 100A(4) and (5) of the Local

Government Act 1972, the public be excluded from the meeting during the consideration of the ensuing items on the grounds that they involve the likely disclosure of exempt information as defined in exclusion paragraph 3 of Part I of Schedule 12A of the Act.



Luke Swinhoe
Assistant Director Law and Governance

Monday, 2 November 2020

Town Hall
Darlington.

Membership

Councillors Clarke, Dulston, Johnson, Keir, Marshall, Mills, K Nicholson and Mrs H Scott

If you need this information in a different language or format or you have any other queries on this agenda please contact Lynne Wood, Elections 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 Lynne.Wood@darlington.gov.uk or telephone 01325 405803).

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**DECISIONS SHOULD NOT BE IMPLEMENTED BEFORE
MONDAY 26 OCTOBER 2020**

CABINET

Tuesday, 13 October 2020

PRESENT – Councillors Mrs H Scott (Chair), Clarke, Dulston, Johnson, Keir, Marshall, Mills and K Nicholson

INVITEES – Councillors Curry, Harker and Snedker

ALSO IN ATTENDANCE – Councillors Wallis

C37 DECLARATIONS OF INTEREST.

There were no declarations of interest reported at the meeting.

C38 TO HEAR RELEVANT REPRESENTATION (FROM MEMBERS AND THE GENERAL PUBLIC) ON ITEMS ON THIS CABINET AGENDA.

In respect of Minute C45 below, representations were made by a Member in attendance at the virtual meeting.

C39 TO APPROVE THE MINUTES OF THE MEETING OF THIS CABINET HELD ON TUESDAY, 15 SEPTEMBER 2020.

Submitted - The Minutes (previously circulated) of the meeting of this Cabinet held on 15 September 2020.

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

REASON - They represent an accurate record of the meeting.

C40 MATTERS REFERRED TO CABINET

There were no matters referred back for re-consideration to this meeting.

C41 ISSUES ARISING FROM SCRUTINY COMMITTEE

There were no issues arising from Scrutiny considered at this meeting.

C42 DEATH IN SERVICE - SALLY LAKEY

The Cabinet Member with the Adults Portfolio introduced the report of the Acting Director of Children and Adults Services (previously circulated) informing Members of the recent sad death in service on 29 September 2020 of Sally Lakey who was employed as a Business Support Officer in Business Support, and was a valued member of the Commissioning, Performance and Transformation Team.

RESOLVED - (a) That it is with great sadness that the recent death in service of

Sally Lakey, a respected and valued employee of the Council, be noted.

(b) That the actions of the Council in conveying the sympathy to Sally's family and the support offered from Human Resources, as detailed in the submitted report, be noted.

REASONS - To make Members aware of the recent death in service.

C43 REPAIR TO THE VICTORIAN INDOOR MARKET ROOF

The Cabinet Member with the Economy Portfolio introduced the report of the Director of Economic Growth and Neighbourhood Services (previously circulated) requesting that consideration be given to the release of previously agreed capital funds for the repairs to the roof at the Victorian Indoor Market.

The submitted report stated that in 2017 the Council entered a lease with Market Asset Management Darlington Ltd (MAM) for the management and refurbishment of the Victorian Indoor Market and the management and improvement of Darlington's outdoor market; as part of the contract negotiations with MAM it was acknowledged that the market roof was in a poor state of repair which the Council had made previous financial provision to address and repair; this commitment was over and above the agreed works MAM would carry out, to ensure that the market functioned in a more efficient manner and to transform the market, with the provision of high quality street food scene, bar and events stage, an enhanced entrance, improved trading floor for market traders and additional public toilets; and that there was currently £300,000 set aside for this work.

It was reported that MAM had carried out a tender and procurement exercise to identify a contractor to complete the repairs to the market hall roof; the cost of the works was £240,128; once this work was complete, phase 1 of the redevelopment of the market hall would commence in early 2021; the balance of £59,872 was set aside as a contingency for any unforeseen additional works that may be required; and that the final cost of works would be reported to a future meeting of Cabinet in the Capital Programme Monitoring Outturn report.

RESOLVED - That £300,000 from the agreed capital budget, be released, for the works to commence to repair the Victorian Indoor Market Roof.

REASON – Contributing to the ongoing commitment to the full refurbishment of the Victorian Indoor Market will have a positive impact upon the economic wellbeing and vitality of the Town Centre.

C44 LAND TO THE REAR OF TANDRIDGE COURT, WOODLAND ROAD, DARLINGTON - PROPOSED DISPOSAL FOR RESIDENTIAL SELF-BUILD PLOTS

The Cabinet Member with the Economy Portfolio introduced the report of the Director of Economic Growth and Neighbourhood Services (previously circulated) requesting that consideration be given to identifying the plot of land to the rear of Tandridge Court, off Woodland Road, Darlington, as shown on the plan appended to the submitted report, as a potential site to be included in the Council's Self-build and Custom Housebuilding Register, with the intention that this site be made available for

future self-build development.

The submitted report stated that the Self-build and Custom Housebuilding Act 2015 placed a duty on public authorities to keep a register of individuals and associations who wished to acquire serviced plots to bring forward self-build and custom housebuilding and Local Authorities were required to publicise the register to allow people to express an interest in acquiring a self-build plot; to bear the register in mind while carrying out its functions; and to grant sufficient serviced plots to meet the identified need on the register for each year, although registration did not guarantee that a suitable plot would be identified or would become available. Darlington currently had a requirement to deliver one serviced plot by October 2020 and a second by October 2021 for two separate individuals on Part 1 of the Self-build and Custom Housebuilding Register.

It was reported that the Council owned the former Cockerton depot site at the rear of Tandridge Court, off Woodlands Road, Darlington; the plot was considered suitable for self-build use and might be able to accommodate a number of residential dwelling houses; the plot was surplus to operational requirements; the plot(s) would be available for sale with the benefit of Outline Planning Permission; prospective purchasers would be required to submit a Reserved Matters application for detailed planning consent; to protect the Council's position and ensure a quality product the Council would initially transfer the land to the self-builder under a building licence; and that the freehold interest would only be transferred once the development was completed in accordance with the planning permission and a certificate of practical completion issued.

RESOLVED - (a) That the land to the rear of Tandridge Court, as shown at Appendix 1 of the submitted report, be declared surplus to operational requirements, and it be included on the Council's Self-build and Custom Housebuilding Register.

(b) That the Director of Economic Growth and Neighbourhood Services, in consultation with the Cabinet Member with the Economy Portfolio, be authorised to dispose of the land for self-build housing development, subject to the Council receiving market value for the plot(s) and the prospective self-builder obtaining detailed planning consent.

(c) That the Assistant Director Law and Governance be authorised to complete the documentation for the disposal of the land.

(d) That the terms agreed for the subsequent sale of self-build plots, be reported on the Schedule of Transactions in due course.

REASONS - (a) To facilitate the Council's duty to have a site available and listed on the Self-build and Custom Housebuilding Register.

(b) This site has been vacant for several years and a self-build development would be a suitable use for the surplus land.

The Cabinet Member with the Resources Portfolio introduced the report of the Managing Director (previously circulated) providing important information regarding the regulation and management of the Council's borrowing, investments and cash-flow; treasury activity for 2019/20; and seeking approval of the Prudential Indicator results for 2019/20 in accordance with the Prudential Code.

It was reported that the financial year 2019/20 presented similar circumstances to 2018/19 with regard to treasury management and the main implications of this for the Council were included in the submitted report; due to the recent low returns for cash investments new ways to improve investment returns was continually being sought; and that due to the Covid-19 pandemic, it was anticipated that the cost of short-term borrowing was anticipated to remain low for a number of years.

The submitted report summarised the capital expenditure and financing for 2019/20; the Council's underlying borrowing need; the Treasury position as at 31 March 2020; prudential indicators and compliance issues; the economic background for 2019/20; treasury management activity during 2019/20; and performance and risk benchmarking.

It was also reported that the Council's treasury management activity during 2019/20 had been carried out in accordance with the Council policy and within legal limits; financing costs had been reduced during the year; and a saving of £0.268m had been achieved from the original Medium-Term Financial Plan.

A Member in attendance at the meeting referred to the shortfall in the Council's finances caused by the Covid-19 pandemic, and in doing so, made reference to the proposal to create a Corporate Marketing function and whether this was the right time to do so. Reference was also made to the continuation of providing a subsidy to car users and to the announcement by the Bank of England that interest rates may be cut and possibly turned 'negative'. The Cabinet Members with the Resources Portfolio, Stronger Communities and Health and Housing Portfolios responded thereon.

RESOLVED - (a) That the outturn 2019/20 Prudential Indicators, as detailed within the submitted report and those in Appendix 1 of the submitted report, be noted.

(b) That the Treasury Management Annual Report for 2019/20, as detailed in the submitted report, be noted.

(c) That the report be forwarded to Council, in order for the 2019/20 Prudential Indicators to be noted.

REASONS - (a) In order to comply with the Prudential Code for Capital Finance in Local Authorities.

(b) To inform members of the Performance of the Treasury Management function.

(c) To comply with the requirements of the Local Government Act 2003.

C46 REGULATION OF INVESTIGATORY POWERS ACT

The Cabinet Member with the Resources Portfolio introduced the report of the

Managing Director (previously circulated) informing and updating Members on the issues relevant to the use of the Regulation of Investigatory Powers Act (RIPA) 2000 and developments that have taken place since the last report to Cabinet in March 2020 (Minute C122/Mar/20 refers).

The submitted report stated that the RIPA 2000 enabled local authorities to carry out certain types of surveillance activity, as long as specified procedures were followed; the Investigatory Powers Act (IPA) 2016 was the main legislation governing the acquisition of communications data; the information obtained as a result of surveillance operations and acquisitions could be relied upon in court proceedings providing RIPA and IPA were complied with; and that no RIPA directed surveillance applications or communications data applications had been authorised since the last report to Cabinet.

Particular reference was made to the Inspection by the Investigatory Powers Commissioner's Office on 14 August 2020 and the comments and observations made by the Inspector.

RESOLVED - (a) That the developments that have taken place since March 2020, as detailed in the submitted report, be noted.

(b) That Cabinet continue to receive further reports on the Council's use of Regulation of Investigatory Powers Act 2000 and Investigatory Powers Act 2016 and other associated issues.

REASONS - (a) In order to ensure that the Council complies with the legal obligations under RIPA, IPA and national guidance.

(b) To help in giving transparency about the use of RIPA and IPA in this Council.

C47 SCHEDULE OF TRANSACTIONS

The Cabinet Member with the Resources Portfolio introduced the report of the Director of Economic Growth and Neighbourhood Services (previously circulated) requesting that consideration be given to the Schedule of Transactions (also previously circulated).

RESOLVED - That the Schedule of Transactions, as detailed in the submitted report, be approved, and the transactions be completed on the terms and conditions detailed therein.

REASON - Terms negotiated require approval by Cabinet before binding itself contractually to a transaction.

C48 MEMBERSHIP CHANGES - TO CONSIDER ANY MEMBERSHIP CHANGES TO OTHER BODIES TO WHICH CABINET APPOINTS.

There were no membership changes reported at the meeting.

C49 SUPPLEMENTARY ITEM(S) - MEETING OF THE CROWN STREET LIBRARY TRUSTEES

The Leader reported at the meeting that Friday 23 October 2020 was the 135th Anniversary of the opening of the Crown Street Library.

It was reported that the library was a great philanthropic gift to the Town by the Pease Family; it had contributed very significantly to the education, advancement and well-being of the people of Darlington; to mark the anniversary, a virtual meeting, via Microsoft Teams, of the Trustees of the Crown Street Library would take place on Friday 23 October 2020 commencing at 11.00 am; the meeting would be live streamed and recorded and all were welcome to attend; and that it was intended to move a vote of thanks to Edward Pease at the meeting in addition to providing an update on the building renovation, hear how the library service had been coping during lockdown and its future plans.

RESOLVED – That it be noted that a meeting of the Trustees of Crown Street Library would take place on Friday 23 October 2020 to mark the 135th Anniversary of the Opening of Crown Street Library.

REASON – To inform Members at the earliest opportunity of the plans to mark the 135th Anniversary of the opening of Crown Street Library.

**DECISIONS DATED –
FRIDAY 16 OCTOBER 2020**

**CABINET
10 NOVEMBER 2020**

**DISABLED FACILITIES GRANT POLICY
& REGULATORY REFORM ORDER POLICY (2020-23)**

**Responsible Cabinet Member - Councillor Rachel Mills,
Adult Social Care Portfolio**

**Responsible Director -
James Stroyan, Acting Director of Children and Adults Services**

SUMMARY REPORT

Purpose of the Report

1. The purpose of this report is to request that Cabinet approve the updated Disabled Facilities Grant Policy and Regulatory Reform Order Policy 2020-2023.
2. The report advises Members of the capital resources available for Disabled Facilities Grants (DFGs) during 2020/21 and requests that Members release these capital resources in order that they are utilised in accordance with Disabled Facilities Grant Policy and Regulatory Reform Order Policy 2020-2023.

Summary

3. The Disabled Facilities Grant (DFG) is a means tested statutory grant provided by the Government to undertake adaptations to homes such as walk in showers, stair lifts, ramps, or building extensions for disabled adults or children to enable them to live independently in their own homes.
4. Disabled Facilities Grants are governed by housing legislation and therefore have set guidance and eligibility criteria which govern how funding can be allocated. Historically these conditions have restricted the way in which funding could be released which resulted in year on year underspends on the budget.
5. The Government has also increased the DFG grant paid to local authorities nationally from £220m in 2016/17 to an estimated £500m in 2019/20, and in February 2020 an additional £505m was made available for the DFG.
6. The increase in allocated Government funding together with carry forward amounts has resulted in a DFG budget for 2020- 2021 of approximately £2.5M
7. A Regulatory Reform (Housing Assistance) Order gives local authorities permission to broaden the scope of how DFGs are used to support housing renewal and assist with the improving housing conditions.

8. The proposed updated Darlington DFG policy has been therefore been developed in a way which will enable the Council to make use of the powers provided under the Regulatory Reform (Housing Assistance) Order and use the funding in an appropriate way, to the benefit of residents. A summary of initiatives of new areas of expenditure facilitated by a revised DFG Policy (2020-2023) including RRO Housing Assistance (2002) are given in paragraph 16 of the main report.

Recommendation

9. It is recommended that Members:
 - (a) approve the Disabled Facilities Grant policy (2020-2023) and the associated Regulatory Reform (Housing Assistance) Order (2002)
 - (b) Release the capital funds in order that they are utilised in accordance with Darlington Borough Council Disabled Facilities Grant Policy (2020-2023) and the associated Regulatory Reform Order (2002).

Reasons

10. The recommendations are supported by the following reasons: -
 - (a) To enable the adaptations for those individuals who are eligible to receive a Disabled Facilities Grant for 2020- 2023 to proceed.
 - (b) The updated Disabled Facilities Grant Policy and Regulatory Reform Order Policy 2020-2023.will allow the Council to create an environment of greater innovation and flexibility to maximise the benefit of DFG funding.

**James Stroyan,
Acting Director of Children and Adults Services**

Background Papers

Letter to Local Authorities Chief Executives dated 28 February 2020 - Ministry of Housing, Communities and Local Government

Darlington Borough Council Disabled Facilities Grant Policy and Regulatory Reform Order Policy 2020-2023.

Sukhdev Dosanjh: Extension 5855

S17 Crime and Disorder	This report has no implications for Crime and disorder.
Health and Well Being	Adaptations funded by Disabled Facilities Grants will improve the health and well-being of residents of Darlington.
Carbon Impact and Climate Change	Some of the adaptations funded by Disabled Facilities Grants will reduce energy usage and provide higher levels of thermal comfort for dwellings benefitting from these measures thus reducing carbon emissions.
Diversity	The adaptations provided via Disabled Facilities Grants will improve the accessibility of owner occupied, privately rented and social housing.
Wards Affected	All wards within the Borough of Darlington are affected.
Groups Affected	Disabled Facilities Grants are available to disabled applicants living in owner occupied, privately rented and social housing.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	This is a key decision.
Urgent Decision	For the purpose of the 'call-in' procedure this is not an urgent matter.
One Darlington: Perfectly Placed	This links to theme 3 'Healthy Darlington' specifically addressing health inequalities to narrow the gaps in health and wellbeing.
Efficiency	Adaptations enable people to remain independent in their homes for longer and therefore reduce the need for larger packages of support or admission to residential care. They also can be effective in preventing hospital admissions.
Impact on Looked After Children and Care Leavers	There is an impact on Looked After Children or Care Leavers

MAIN REPORT

Information and Analysis

11. The purpose of Disabled Facilities Grants (DFGs) is to fund adaptations to owner-occupiers, tenants of private rented properties and Housing Association tenants to enable people with a disability to remain in their own home and live independently across the Borough.
12. DFGs are national mandatory grants and the grants are available to adults and children with a disability, when works to their home are judged “necessary and appropriate” to meet their assessed needs, and when it is “reasonable and practicable” to carry them out having regard to the age and condition of the dwelling.
13. Works that are eligible for a DFG include:
 - (a) facilitating access to and from and around the dwelling
 - (b) access to a family room
 - (c) access to a room for sleeping
 - (d) access to a lavatory
 - (e) access to a bath or shower
 - (f) facilities for the preparation of food
 - (g) improvements to heating systems.
14. The current DFG Policy has been in operation since 2014 and closely follows the legislation and policy guidance that was current at the time of its implementation. The policy was also written to reflect the grant funding that was available at that time. Following the implementation of the Care Act (2014) and the moving of DFG funding into the Better Care Fund, as well as the increase in the funding available, it is timely to review the Policy.
15. Durham County Council Home Improvement Agency provides support to individuals applying for a DFG under a contract. This service includes: the completion of the grant application; the seeking of quotes for the necessary works; selection of a suitable contractor; oversight of the works up to completion, and payment of the grant.
16. A revised DFG policy including a RRO (Housing Assistance) Order (2002) policy is attached as **Appendix 2**. In summary the RRO (2002) policy provides the Council with a power to broaden the scope of how DFGs are used, however, there is a legal requirement to publish this policy in order for the Council to exercise this power. A range of programmes and initiatives have been included in the revisions which have been based on best practice nationally and a review of local needs.
17. Adaptations to a person’s home can also reduce and /or delay the need for care and support and also prevent/delay the admission to residential care. In addition, a DFG can support a preventative approach by reducing risks within the home and assisting individuals to live and manage independently in a safe and accessible home environment.

Summary of initiatives of new areas of expenditure facilitated by a revised DFG Policy (2020-2023) including RRO Housing Assistance (2002) Policy.

18. In summary, the key initiatives that it is proposed will be supported by the policy are:

- (a) Funding the additional cost of providing purpose-built adaptations to new or existing Registered Social Landlord owned properties for disabled people in need.
- (b) It is proposed to recharge the cost of the Occupational Therapy Services (OT) for the time spent on completing Disabled Facilities Grant, it is estimated that this will be approximately £110k
- (c) Acquisition and refurbishment of four long term empty homes in the Northgate area to be let to high and medium dependency rough sleepers. The total estimated cost is around £364K but MHCLG have agreed to fund 50% of the costs so a contribution is being sought of £182K one off funding. Intensive management and support will be required, and the proposal is to work closely with the relatively new Public Health Drug and Alcohol Service. However, the Council would also need to commission a 24/7 wrap around service at an estimated cost of £35K pa and a specialist Mental Health worker at an estimated cost of £40K pa. MHCLG have agreed to fund the 24/7 wrap around service for 3 years and funding is therefore being sought to cover the costs of the mental health worker using £40K of the savings made from recharging the OT Service to the DFG budget. This is an example of using funding innovatively to address housing need and improve and make best use of housing stock.
- (d) The introduction of a discretionary power which permits the Council to make addition grants / loans etc. to top up the maximum permissible grant of £30,000 per property.
- (e) Funding up to £30k of extensions/ property configurations to facilitate kinship care arrangements thereby avoiding overcrowding.
- (f) Hospital Discharge Grants payable where NHS continuing healthcare funding is not available and the sole reason for a patient cannot return home is an adaptation or heating repair to a property on an urgent, fast track basis.
- (g) Removal of the means test for DFG applications up to £5k and in addition waive the means test in circumstances which would cause undue financial hardship.
 - (i) Top slice the DFG allocation to pay the fees in respect of the works direct to the HIA - this would enable applicants to receive the full £30k.
 - (ii) Exercise discretion to impose a land charge on adapted properties of owner occupiers. This applies where the cost of the DFG exceeds £5,000 and the property is subsequently sold within 10 years. In such a circumstance, the Council can claim back the costs over the first £5,000 up to the limit of the maximum recovery of £10,000.

- (iii) Relocation Assistance for owner occupiers of up to £10k where existing home is unsuitable for improvement, repair or adaptation and the person is eligible for a DFG to avoid the necessity of providing costly adaptations to their existing property.

Financial Implications

19. Historically there has been a growing cumulative underspend in the DFG budget. Whilst the expenditure has increased in 2018/19 by 34% to £633,506.08, the budget including carry forward amounts and Government top ups is approximately £2.5M on 1 April 2020. The average carry forward amount over the 4 years (2017/18 to 2020/21) is £1,689,246.

Table 1: DFG Capital Resources

Year	Brought Forward £	In- year allocation £	Additional Allocation£	Total Available £	Expenditure £	Carry Forward £
2017/18	686,867	804,133	77,409	1,568,409	472,272	1,096,137
2018/19	1,096,137	868,491	95,666	2,060,294	633,506	1,426,788
2019/20	1,426,788	937,154		2,363,942	682,545	1,681,397
2020/21	1, 681,937	937,154		2,618,551	*65,888	2,552, 663

*Expenditure to date in 2020/21 has been significantly affected by the Covid 19 Emergency

20. In accordance with the Council's Constitution, Members are asked to approve the release of capital funding in the DFG by the Government. Table 2 below sets out these amounts:

Table 2: DFG Capital Resources Release amounts

Disabled Facilities Grants	£000's
2018/19	95,666
2019/20	937,154
2020/21	937,154
Total:	1,969,974

Outcome of Consultation

21. The Council has undertaken a consultation exercise which included an on-line opportunity for the public to feedback their views. No responses were received which may indicate the positive changes that the Council is seeking to introduce and that the new policy aligns Darlington with the majority of other local authorities. In addition, officers sent the draft policy to key stakeholders to seek their input. Again, there were no responses and a further follow- up exercise was conducted by officers and the new policy was received positively.

Equalities Considerations

22. A group of officers carried out an initial Equalities Impact Assessment Screening, and from this no negative impacts were identified. This is not surprising as the intention of the policy is to offer additional assistance and support to older and disabled people through a more flexible approach to funding adaptations.



Ministry of Housing,
Communities &
Local Government

Cathy Page

Deputy Director,
Housing Support Division

Fry Building
2 Marsham Street
London
SW1P 4DF

28 February 2020

To Local authority Chief Executives in:

1. Unitary Authorities
2. Metropolitan Borough Councils
3. County Councils
4. London Boroughs (including the City of London)

CC: District Councils

CC: Foundations, National Body for Home Improvement Agencies

£505 million for the Disabled Facilities Grant (DFG) in 2020-21

Dear Local Authority Chief Executives,

I am pleased to inform you that £505 million will be made available for the DFG in 2020-21, which has been confirmed to us by the Department of Health and Social Care. This is in recognition of Government's continued support to local authorities to help older and disabled people to live independently and safely in their own homes for longer. As in previous years, we intend to make these payments to local authorities in England in May, and details of each local authority's allocation can be found in **Annex B** below. This also includes indicative allocations for each district council in the two-tier areas.

As you know, the DFG is capital funding for the provision of home adaptations to help older and disabled people to live as independently and safely as possible in their homes. Where agreed locally (and in two-tier areas with the express agreement of district councils), a portion of the grant may also be used for wider social care capital projects. A grant determination letter outlining the conditions of grant usage will be issued to local authorities to coincide with the payments being made.

In two-tier areas the main DFG funding will be paid to the Upper-Tier authorities (county councils), while the statutory duty to provide adaptations to the homes of those eligible people who qualify, continues to sit with local housing authorities (district councils). I can confirm that, building on the approach taken in previous years, each area should allocate DFG funding primarily for the provision of home adaptations, and in two-tier areas, unless specific agreement is given by any district council, Upper Tiers must pass down the DFG funding to their district councils in full, and in a timely

manner, to enable the districts to continue to meet their statutory duty. Further details will be set out in the BCF Policy Framework for 2020-21, which will be published shortly.

The Ministry of Housing, Communities and Local Government would also like to draw your attention to Foundations, who are funded by this Department. Foundations is the National Body for Home Improvement Agencies and can offer advice and support to both local authorities and home improvement agencies on the efficient delivery of DFGs, and to local authority commissioners on commissioning local home improvement services. More information can be found at: <https://www-foundations-uk-com/>

Finally, I would like to signpost the Regulatory Reform Order (2002) to local authorities to encourage uptake of locally published RROs. At present we are aware that around 85% of authorities have a locally published RRO policy, but we would like to see this rise to closer to 100% uptake. The RRO gives authorities a general power to introduce local policies for assisting individuals with renewals, repairs and adaptations in their homes through grants or loans. For example, it can provide authorities a vehicle for funding essential repairs to reduce injury and accidents in the home, to ensure homes are adequately heated, and to expand the scope of adaptations available under the DFG legislation. Local authorities can also use the RRO to create assistance schemes which help people meet their needs without going through the full DFG process. Schemes such as these can, for example, provide 'fast track' mechanisms for low level adaptations, which do not require a full social care assessment or means test. If your authority is interested in publishing a local RRO policy, please contact Foundations for help and assistance.

If you have any general questions about your authority's DFG funding in 2020-21 please send them to Disabled.facilitiesgrants@communities.gov.uk.

Regards,



Cathy Page
Deputy Director
Housing Support Division

DISABLED FACILITIES GRANT ALLOCATIONS 2020-21

Tier 1 Authorities	2020-21 Allocations
Cambridgeshire	£4,467,928
Cambridge	£746,881
East Cambridgeshire	£608,184
Fenland	£1,070,614
Huntingdonshire	£1,315,029
South Cambridgeshire	£727,221
Cumbria	£6,284,315
Allerdale	£1,214,265
Barrow-in-Furness	£1,242,491
Carlisle	£1,899,764
Copeland	£714,771
Eden	£477,740
South Lakeland	£735,284
Derbyshire	£6,960,719
Amber Valley	£1,281,883
Bolsover	£999,472
Chesterfield	£1,208,957
Derbyshire Dales	£530,326
Erewash	£936,182
High Peak	£489,109
North East Derbyshire	£722,417
South Derbyshire	£792,375
Devon	£7,266,863
East Devon	£1,349,522
Exeter	£858,523
Mid Devon	£720,795
North Devon	£979,268
South Hams	£775,187
Teignbridge	£1,328,793
Torridge	£746,953
West Devon	£507,822
Dorset	£4,235,709
Christchurch	£576,044

East Dorset	£826,145
North Dorset	£471,750
Purbeck	£433,965
West Dorset	£992,920
Weymouth and Portland	£934,884
East Sussex	£7,159,553
Eastbourne	£1,546,926
Hastings	£1,812,584
Lewes	£1,080,405
Rother	£1,625,876
Wealden	£1,093,762
Essex	£10,474,954
Basildon	£1,267,929
Braintree	£931,069
Brentwood	£370,282
Castle Point	£732,741
Chelmsford	£970,881
Colchester	£1,279,778
Epping Forest	£855,956
Harlow	£798,153
Maldon	£539,488
Rochford	£475,968
Tendring	£2,045,092
Uttlesford	£207,619
Gloucestershire	£6,030,346
Cheltenham	£902,940
Cotswold	£1,170,291
Forest of Dean	£879,755
Gloucester	£1,125,384
Stroud	£727,679
Tewkesbury	£1,224,297
Hampshire	£12,561,045
Basingstoke and Deane	£1,377,158
East Hampshire	£1,489,813
Eastleigh	£1,163,139
Fareham	£757,036
Gosport	£795,489
Hart	£738,645
Havant	£1,756,631

New Forest	£1,125,419
Rushmoor	£1,060,510
Test Valley	£1,212,262
Winchester	£1,084,944
Hertfordshire	£7,283,182
Broxbourne	£743,767
Dacorum	£870,316
East Hertfordshire	£680,871
Hertsmere	£691,310
North Hertfordshire	£840,076
St Albans	£683,034
Stevenage	£746,540
Three Rivers	£586,315
Watford	£675,859
Welwyn Hatfield	£765,094
Kent	£16,882,585
Ashford	£909,625
Canterbury	£1,188,396
Dartford	£602,440
Dover	£1,298,504
Gravesham	£1,037,911
Maidstone	£1,328,182
Sevenoaks	£1,148,482
Shepway	£1,326,767
Swale	£2,570,919
Thanet	£3,015,899
Tonbridge and Malling	£1,184,711
Tunbridge Wells	£1,270,749
Lancashire	£14,731,268
Burnley	£2,399,450
Chorley	£774,675
Fylde	£1,090,401
Hyndburn	£965,897
Lancaster	£1,889,809
Pendle	£973,703
Preston	£1,481,033
Ribble Valley	£346,368
Rossendale	£1,022,385
South Ribble	£682,271
West Lancashire	£1,272,147

Wyre	£1,833,127
Leicestershire	£3,919,459
Blaby	£585,028
Charnwood	£992,908
Harborough	£451,561
Hinckley and Bosworth	£510,231
Melton	£303,802
North West Leicestershire	£670,314
Oadby and Wigston	£405,615
Lincolnshire	£6,148,560
Boston	£557,628
East Lindsey	£1,797,485
Lincoln	£750,881
North Kesteven	£802,480
South Holland	£680,721
South Kesteven	£859,556
West Lindsey	£699,809
Norfolk	£8,070,995
Breckland	£1,171,850
Broadland	£893,405
Great Yarmouth	£1,188,068
King's Lynn and West Norfolk	£1,571,235
North Norfolk	£1,193,858
Norwich	£1,140,032
South Norfolk	£912,547
Northamptonshire	£4,513,005
Corby	£518,331
Daventry	£428,429
East Northamptonshire	£508,259
Kettering	£647,698
Northampton	£1,407,050
South Northamptonshire	£419,781
Wellingborough	£583,457
North Yorkshire	£4,507,917
Craven	£556,818
Hambleton	£477,134
Harrogate	£727,721
Richmondshire	£272,249

Ryedale	£583,807
Scarborough	£1,446,593
Selby	£443,595
Nottinghamshire	£6,950,696
Ashfield	£922,788
Bassetlaw	£1,167,487
Broxtowe	£867,198
Gedling	£1,048,082
Mansfield	£1,256,409
Newark and Sherwood	£1,021,695
Rushcliffe	£667,037
Oxfordshire	£5,868,351
Cherwell	£1,092,792
Oxford	£1,252,746
South Oxfordshire	£1,366,451
Vale of White Horse	£1,444,470
West Oxfordshire	£711,891
Somerset	£4,365,069
Mendip	£889,785
Sedgemoor	£962,833
South Somerset	£1,238,632
Taunton Deane	£833,162
West Somerset	£440,657
Staffordshire	£8,817,994
Cannock Chase	£926,471
East Staffordshire	£1,022,684
Lichfield	£977,562
Newcastle-under-Lyme	£1,511,575
South Staffordshire	£992,957
Stafford	£1,341,408
Staffordshire Moorlands	£1,563,346
Tamworth	£481,989
Suffolk	£6,170,607
Babergh	£670,029
Forest Heath	£467,378
Ipswich	£1,205,089
Mid Suffolk	£615,135
St Edmundsbury	£814,544

Suffolk Coastal	£990,442
Waveney	£1,407,990
Surrey	£8,950,616
Elmbridge	£861,053
Epsom and Ewell	£692,090
Guildford	£710,262
Mole Valley	£781,577
Reigate and Banstead	£1,133,996
Runnymede	£770,460
Spelthorne	£831,303
Surrey Heath	£779,111
Tandridge	£460,387
Waverley	£751,424
Woking	£1,178,953
Warwickshire	£4,516,609
North Warwickshire	£700,267
Nuneaton and Bedworth	£1,456,056
Rugby	£632,119
Stratford-on-Avon	£847,346
Warwick	£880,821
West Sussex	£8,297,661
Adur	£652,378
Arun	£1,673,053
Chichester	£1,516,963
Crawley	£927,566
Horsham	£1,237,206
Mid Sussex	£1,025,094
Worthing	£1,265,402
Worcestershire	£5,432,123
Bromsgrove	£913,295
Malvern Hills	£601,836
Redditch	£839,355
Worcester	£687,629
Wychavon	£1,103,362
Wyre Forest	£1,286,646
Tier 1 Authorities Total:	£190,868,130

Unitary Authorities and London Boroughs	2020-21 Allocations
Barking And Dagenham	£1,636,536
Barnet	£2,542,210
Barnsley	£2,976,280
Bath And North East Somerset	£1,270,789
Bedford	£1,243,320
Bexley	£2,613,112
Birmingham	£11,407,088
Blackburn With Darwen	£1,876,999
Blackpool	£2,304,619
Bolton	£3,153,289
Bournemouth	£1,475,312
Bracknell Forest	£853,469
Bradford	£4,527,491
Brent	£4,685,921
Brighton And Hove	£2,038,449
Bristol, City Of	£3,109,627
Bromley	£2,152,696
Buckinghamshire Council	£3,583,439
Bury	£1,830,172
Calderdale	£2,673,074
Camden	£922,516
Central Bedfordshire	£1,698,077
Cheshire East	£2,064,279
Cheshire West And Chester	£3,250,597
City Of London	£32,689
Cornwall	£6,652,704
County Durham	£6,158,831
Coventry	£3,685,430
Croydon	£2,637,527
Darlington	£937,154
Derby	£2,047,589
Doncaster	£2,451,971
Dudley	£5,679,451
Ealing	£3,282,472
East Riding Of Yorkshire	£2,719,960
Enfield	£3,292,570
Gateshead	£1,860,611
Greenwich	£2,517,810
Hackney	£1,525,299
Halton	£1,757,984

Hammersmith And Fulham	£1,318,109
Haringey	£2,360,942
Harrow	£1,517,250
Hartlepool	£1,076,870
Havering	£1,812,714
Herefordshire, County Of	£1,999,424
Hillingdon	£4,504,510
Hounslow	£2,643,609
Isle Of Wight	£2,002,408
Isles Of Scilly	£25,862
Islington	£1,709,575
Kensington And Chelsea	£845,918
Kingston Upon Hull, City Of	£2,533,171
Kingston Upon Thames	£1,339,715
Kirklees	£3,193,921
Knowsley	£2,420,693
Lambeth	£1,479,227
Leeds	£7,302,720
Leicester	£2,391,923
Lewisham	£1,338,708
Liverpool	£7,503,889
Luton	£1,417,554
Manchester	£7,476,077
Medway	£2,177,470
Merton	£1,279,883
Middlesbrough	£1,998,957
Milton Keynes	£1,117,331
Newcastle Upon Tyne	£2,399,392
Newham	£2,510,077
North East Lincolnshire	£2,838,604
North Lincolnshire	£2,280,050
North Somerset	£2,081,237
North Tyneside	£1,647,220
Northumberland	£2,933,884
Nottingham	£2,439,908
Oldham	£2,065,201
Peterborough	£1,970,984
Plymouth	£2,479,859
Poole	£1,049,425
Portsmouth	£1,815,258
Reading	£1,055,248
Redbridge	£2,140,914
Redcar And Cleveland	£1,577,780

Richmond Upon Thames	£1,697,204
Rochdale	£2,632,865
Rotherham	£2,700,150
Rutland	£238,183
Salford	£3,084,633
Sandwell	£4,167,539
Sefton	£4,250,963
Sheffield	£4,502,097
Shropshire	£3,209,291
Slough	£1,005,311
Solihull	£2,189,967
South Gloucestershire	£2,061,494
South Tyneside	£1,690,787
Southampton	£2,215,050
Southend-On-Sea	£1,516,820
Southwark	£1,486,043
St. Helens	£2,774,199
Stockport	£2,543,381
Stockton-On-Tees	£1,590,490
Stoke-On-Trent	£3,034,932
Sunderland	£3,574,130
Sutton	£1,593,249
Swindon	£1,151,362
Tameside	£2,511,180
Telford And Wrekin	£2,033,004
Thurrock	£1,162,050
Torbay	£1,876,070
Tower Hamlets	£2,045,288
Trafford	£2,176,858
Wakefield	£3,825,582
Walsall	£3,704,013
Waltham Forest	£2,081,964
Wandsworth	£1,551,147
Warrington	£1,958,612
West Berkshire	£1,820,120
Westminster	£1,523,990
Wigan	£4,013,889
Wiltshire	£3,273,126
Windsor And Maidenhead	£909,645
Wirral	£4,163,057
Wokingham	£948,004
Wolverhampton	£3,147,482
York	£1,293,767

Unitary Authorities & London Boroughs Total:	£314,131,871
Overall Total for DFG in 2020-21:	£505,000,000



DISABLED FACILITIES GRANT POLICY AND REGULATORY REFORM ORDER POLICY 2020-2023

DRAFT V3.

Version	1.0
Date Approved	
Area	Childrens' and Adults Services
Last Revised	10.09.20

CONTENTS

- 1. Introduction**
- 2. Legislative Framework**
- 3. Who can apply for a Disabled Facilities Grant?**
- 4. What types of properties and adaptations are included in a Disabled Facilities Grant?**
- 5. How is a Disabled Facilities Grants Application made and approved?**
- 6. What is a Disabled Facilities Grant Financial Assessment?**
- 7. What are the Conditions?**
- 8. How are Disabled Facilities Grant works completed?**
- 9. Successive Applications**
- 10. Post completion of Disabled Facility Grants works**
- 11. Regulatory Reform Order (2002)**

1. Introduction

1.1. This policy succeeds Darlington Borough Council's Disabled Facilities Grant Policy 2014-2017 and sets out guidance for Home Adaptations and Assistance 2020- 2023. Darlington Borough Council recognises that improved housing is a key determinant of the health and wellbeing of its local communities. Good housing benefits people's mental and physical wellbeing, enables informal carers' ability to care, and underpins older people's ability to live independently, safely wherever possible.

Whilst it is recognised that the main responsibility for maintaining and improving housing rests with the owner, it also acknowledges that there are occasions where it is necessary to intervene. This includes situations where vulnerable people are unable to afford to carry out works that are affecting health and safety, and to support people with disabilities to live independently in their own home, safely, in comfort for as long as possible.

This policy provides advice and guidance in respect of disabled facilities in accordance with the legislative framework. Disabled Facilities Grants (DFGs) are governed by Part 1 of Housing Grants, Construction and Regeneration Act 1996 and the Regulatory Reform (Housing Assistance) Order 2002.

The Regulatory Reform Order 2002 introduced a new discretionary power to allow local authorities to provide a range of options to develop innovative forms of financial assistance to meet need. This has enabled councils to use the DFG for wider purposes and allowed the pooling of resources with other funding streams so that adaptations can be better arranged around people's lives.

The Regulatory Reform Order 2002 discretionary powers recognises that the DFG needs to evolve and develop in order for Councils to support as many adults and young people as possible. The DFG is a key part of services that the Council provides which help people live independently and reduce the need for more formal care such a residential and domiciliary care services.

1.2. In Darlington, the key issues that the policy is seeking to address are:

- To meet statutory requirements and government guidance
- To offer practical help for the people in Darlington so that they can live independently in their own homes and this will include the provision of equipment and adaptations thereby preventing, delaying or reducing the need for care and support.
- Supporting disabled children, young people and their families.
- Helping people to **live** in their own homes rather than in a care home
- Improving housing safety and security
- Reducing the risk of falls at home

This policy is intended to explain how the Council will use its resources to assist those who need adaptations and how decisions will be made about the assistance it can give, the circumstances in which people may wait for assistance and how the Council will seek to make the best use of the resources available.

1.3. This policy will explain:

- How the Council will use its money and staff to assist people who need adaptations
- Who can apply for a Disabled Facilities Grant
- How Disabled Facility Grants are approved
- What type of properties are eligible for the DFG
- What is a Disabled Facilities Grant Financial Assessment
- The type of adaptation work that is normally completed
- The rules and conditions that apply to a DFG award
- What happens after the Disabled Facilities Grants works are completed

2. Legislative Framework

2.1. The duties and responsibilities of local authorities to provide assistance to disabled people to enable them to move into and out of their homes, to utilise living and sleeping areas within the home and to access cooking, bathing and toilet facilities are contained in the legislation detailed below:

- Housing Grant, Construction and Regeneration Act 1996 (HGCR)
- Regulatory Reform (Housing Assistance) Order 2002
- The Care Act (2014)
- Carers (Recognition and services) Act 1995
- Carers and Disabled Children Act 2000
- Chronically Sick and Disabled Persons Act 1970
- Children's Act 1989
- Equality Act 2010
- The Community Care (Delayed Discharges etc.) Act 2003

2.2. The principle legal provisions are contained in Part 1 of the Housing Grants, Construction & Regeneration Act 1996 (HGCR) and regulations made under it. The following is a summary of the key legal provisions:

- DFGs are mandatory grants and are available to disabled people when “**relevant works**” to adapt their home are judged necessary and appropriate to meet their assessed needs, and when it is “**reasonable and practicable**” to carry them out having regard to the age and condition of the dwelling or building. An Occupational Therapist employed by the Children and Adult Service Department would determine whether proposed adaptations were “**necessary and appropriate**”.

- DFGs are also subject to a means-test- this is also sometimes known as a “test of resources” (**except in the case of children and young people aged 18 and younger**), which means that applicants’ and partners income and savings have to be assessed to determine the amount of any contribution they are required to make towards the cost of the required work, and hence the amount of grant available to them. The way in which the means-test is carried out is set by regulations and the Council does not have any discretion in applying it. Applicants in receipt of certain specified benefits are however exempted.
- Subject to all the eligibility criteria being met, the Council must ‘determine’ (i.e. approve) properly made applications ‘as soon as reasonably practicable’, but no later than 6 months from the application date.
- The maximum DFG is currently set at £30,000 as determined by The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008. However, in certain circumstances to be determined by the Council under the Regulatory Reform Order (2002) Policy, the Council can decide to “top up” the Grant. In any event, the Council will consider a DFG application based on eligibility and need and not the cap. The cap will not be applied for DFG applications for Disabled Children.

3. Who can apply for a Disabled Facilities Grant?

3.1. Eligibility for a Disabled Facility Grant is set by legislation (see Section 2). All owner-occupiers and tenants, licensees or occupiers who are able to satisfy the criteria in sections 19-22 of the HGCR are eligible to apply for a Disabled Facilities Grant.

3.2. Approval for a Disabled Facilities Grant is subject to the following criteria being met:

- The works are **necessary** and **appropriate**, and
- The works are **reasonable** and **practicable**

3.3. **Necessary** and **Appropriate**

In order to determine if adaptations are ‘necessary and appropriate’ an assessment of the clients’ needs and their home is required. This is usually carried out by a member of the Occupational Therapist (OT) team but may also involve other officers of the Council. The assessment focuses on the client’s ability to continue living independently in a home of their own. Once an assessment has been carried out, the member of the OT team makes a referral to the Council indicating both recommended works and an assessment of the priority for work which the client should be allocated.

In reaching a decision as to whether works are ‘necessary and appropriate’ the Council is required to ‘consult the social services authority’. In the majority of cases

Darlington Borough Council practice has been to accept the works recommended in the referral as those which are appropriate, and to use the broad priority specified by the OT team. However, to ensure best use of resources all alternative solutions need to be identified and explored.

3.4. Reasonable and Practicable

There are times when it is simply not reasonable and/or practicable to adapt a property (e.g. if there are multiple or excessive changes in level, if space is limited or where moving existing services would be prohibitively expensive or due to the age or condition of the property). In cases where it is not possible to adapt a property to an appropriate standard, the Council may properly take the view that the works are not 'reasonable and practicable'.

There is no minimum age of a property which is the subject of a DFG application. However, the Council needs to have regard to a number of factors in deciding whether it is reasonable and practicable to carry out the relevant adaptation works. Each case will present its own problems which need to be resolved in reaching decisions, but the following are issues which commonly arise in the processing of grant applications:

- (a) the architectural and structural characteristics of the dwelling may render certain types of adaptation inappropriate;
- (b) the practicalities of carrying out adaptations to properties with narrow doorways, halls, stairways and passages which might make wheelchair use in and around the dwelling difficult; or with difficult or limited access e.g. steep flights of steps making access for wheelchair use difficult and therefore making continued occupation of the dwelling open to question.
- (b) conservation considerations and planning constraints may prevent certain types of adaptation being carried out; and
- (c) the impact on other occupants of proposed works which will reduce or limit the existing facilities or amenities in the dwelling

3.5. Landlords may also apply for a DFG on behalf of a disabled tenant but must also satisfy the requirements of the legislation. Housing Association tenants are eligible to apply for a DFG and are assessed for needs on the same basis as private owners and tenants and under the same means testing arrangements.

3.6. Clients who are refused a grant under any of the categories outlined above will be provided with full clear reasons and explanation from the Occupational Therapy Service.

4. What types of properties and adaptations are included in a Disabled Facilities Grant?

4.1. The purposes for which the mandatory DFG may be given are set out in section 23(1) of the HGCRA. They fall into a number of categories as follows:

- a. facilitating access by the disabled occupant to and from
 - i. The dwelling, qualifying houseboat or qualifying park home/caravan,
or
 - ii. the building in which the dwelling or, as the case may be, flat is situated;
- b. making
 - i. the dwelling, qualifying houseboat or qualifying park home, or
 - ii. the building,

safe for the disabled occupant and other persons residing with him;
- c. facilitating access by the disabled occupant to a room used or usable as the principal family room;
- d. facilitating access by the disabled occupant to, or providing for the disabled occupant, a room used or usable for sleeping;
- e. facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a lavatory, or facilitating the use by the disabled occupant of such a facility;
- f. facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a bath or shower (or both), or facilitating the use by the disabled occupant of such a facility;
- g. facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a wash-hand basin, or facilitating the use by the disabled occupant of such a facility;
- h. facilitating the preparation and cooking of food by the disabled occupant;
- i. improving any heating system in the dwelling, qualifying houseboat or qualifying park home to meet the needs of the disabled occupant or, if there is no existing heating system there or any such system is unsuitable for use by the disabled occupant, providing a heating system suitable to meet his needs;

- j. facilitating the use by the disabled occupant of a source of power, light or heat by altering the position of one or more means of access to or control of that source or by providing additional means of control;
 - k. facilitating access and movement by the disabled occupant around the dwelling, qualifying houseboat or qualifying park home in order to enable him to care for a person who is normally resident there and is in need of such care;
 - l. such other purposes as may be specified by order of the Secretary of State.
- 4.2. Works should not commence prior to written approval being received. If work is urgent this should be discussed with the Council at the earliest opportunity and it may be possible to fast track applications particularly where there is an urgent /extreme requirement to facilitate a hospital discharge or in respect of palliative care applicants.
- 4.3. Where the works are commenced but not completed before the application is determined, a local authority may approve an application where there were good reasons for commencing the work. This may include a variation to the application to exclude the original works.

5. How is a Disabled Facilities Grant Application made and approved?

- 5.1. An initial application will be agreed between the client and a member of the Occupational Therapy Team when the needs have been identified. The date of this application will determine any future approval and delivery timescales.

FUNDING

- 5.2. If the household is in receipt of any means tested benefits, they are automatically 'passport' through the means testing process. Examples of means tested benefits include:

- Income Support
- Income Based Job Seekers Allowance
- Guarantee Pension Credit
- Housing and/or Support Allowance
- Working/Child Tax Credit (if income for tax credits is below £15,050)
- Universal Credits

If you are in receipt of other means tested benefits, you will need to discuss this with the Council.

- 5.3. Where a tenant is an occupier of a Council owned property the Council will seek to fund the adaptations via the Housing Revenue Account.
- 5.4. Applications for a DFG can only be made to the Council in whose area the dwelling which is subject of the application is situated.
- 5.5. Any application for grant assistance will only be processed upon receipt of a referral/agreed application (paragraph 5.1) from a member of the Occupational Therapist (OT) team (or suitably qualified persons).
- 5.6. A member of the Occupational Therapist (OT) team, following an assessment of need for a client, will identify with that person, the adaptations required to meet their needs and are **necessary** and **appropriate**. An agreed initial application for an adaptation, including a preliminary test of resources of the client for the DFG is then sent to the Council.
- 5.7. Officers from the Council are responsible for deciding whether the requested works are **reasonable** and **practicable** having regard to the age and condition of any building that may need to be adapted. This may require visiting the property to enable a full assessment. The Council reserves the right to inspect the property for quality checks and assessment purposes.
- 5.8. All applications in excess of £15,000 are reviewed by the DFG Approval Panel taking into consideration the recommendations. Works under £15,000 will follow the same process, in respect of means testing, funding etc., but do not need Panel approval and can be approved by the OT Service. This threshold may be reviewed where it is deemed necessary.
- 5.9. Panel may recommend alternatives to the proposed DFG including, but not limited to:
- urging the disabled occupant to seek other assistance (if available) for renovation or repair works to make the property fit following which the proposed adaptations can proceed;
 - considering whether alternative adaptations to the property, which would satisfy the needs of the disabled occupant and also satisfy the practicality considerations, would be appropriate; and
 - considering with the disabled person re-housing and any support that may be required to other more suitably adapted accommodation in the locality especially if the disabled person expresses such a preference. This would make sense if major expenditure on adaptations could be avoided and a suitably adapted property was available.
- 5.10. In some circumstances the Panel may seek alternatives or a DFG Grant.

- 5.11.If the number of clients waiting for a DFG far exceeds the limited budget available for the provision of adaptations, clients will be placed on a waiting list and dealt with in strict date order to ensure fairness and transparency. Clients must be approved or refused within 6 months of the application date. Where a case is approved, work must be completed as outlined below.
- 5.12.The waiting list will be reviewed on a monthly basis to identify changing need by the Occupational Therapy Team. If a client feels their needs have become urgent they can also approach a member of the Occupational Therapist (OT) team for review.
- 5.13.Where a client has an urgent need identified by the Occupational Therapy Team, their referral will be dealt with as a priority. A decision regarding this priority is only made after a detailed risk assessment is carried out by a member of the Occupational Therapist (OT) team.
- 5.14.Clients will receive written confirmation of the receipt of the referral from the Occupational Therapy Team and will also be kept informed of their progress on the waiting list by the Occupational Therapy Service.
- 5.15.Owner-occupiers are required to provide proof of ownership and sign a consent form. A Land Registry certificate will be obtained by the Council. Where a property is not registered with the Land Registry, clients will be asked for the name and address of the appropriate organisation (e.g. Bank, Building Society or solicitor) holding their deeds, we will then write to them asking them to confirm proof of ownership.
- 5.16.Where an owner of the living accommodation does not reside at the property written consent will be obtained from them before works are undertaken.
- 5.17.For clients who do not have a mortgage on their property and the deeds to their home are held in safe keeping they will be requested to provide a certified copy of the deeds for inspection.
- 5.18.Clients are also informed throughout the grant enquiry process they can at any time make their own valid application for grant assistance.
- 5.19.All applications for grant assistance will be approved or refused by the Council within 6 months of receipt. The provider will notify the client of the decision and will set out in writing confirmation of the terms and conditions under which any assistance is being provided. Clients will then be asked to confirm in writing that they understand and are fully aware of these terms and conditions.

- 5.20. The Council may approve an application on the basis that the grant, or part of the grant, will not be paid before a specified date in the notification of their decision. The date specified must not be later than 12 months after the date of the application.
- 5.21. Some Disabled Facilities Grant work that the Council will carry out will be Zero rated VAT. This will be applied as per the current VAT Guidelines as stated in HMRC Reference: Notice 701/7 (August 2002).
- 5.22. In order for any of the works to qualify for zero-rating the contractor will be supplied with a form of declaration from the disabled person.
- 5.23. The Council shall on approving a grant application specify in writing to the client details of any specialist equipment and/or portable accommodation that may be recovered if no longer needed.
- 5.24. The Council will carry out each step of the process within the timescales.

6. What is a Disabled Facilities Grant Financial Assessment?

- 6.1. The maximum grant that can be paid is £30,000 per application. It is possible under certain circumstances to make successive applications.
- 6.2. The grant is subject to a means test which considers the income and capital of the disabled person and their spouse or partner, collectively called the relevant person. Where the application is for a disabled child or young person under the age of nineteen there is no means test.
- 6.3. If the relevant person's resources are more than the means test assessment, then a contribution may be required from them towards the cost of the works.
- 6.4. If a contribution is required from the client this must be deducted from the amount of the grant which would otherwise have been paid. Therefore, if the cost of the works is above the maximum £30,000 limit, the grant will be that limit less the contribution. If the cost of works is less than the £30,000, the grant will be the cost of the works less the contribution.
- 6.5. Where works have been estimated to cost in excess of the maximum amount (including ancillary fees), the Council will seek to address any shortfall by:
- Asking the client to fund any additional costs over £30k
 - Ask the DFG Approval Panel to fund the additional costs over £30k in accordance with the RRO (2002) Policy.
 - Subject to availability, providing the client (if eligible) with a **Council Equity Release Scheme loan up to a maximum of £30,000**. Loans cannot be used to fund a client's means tested contribution. The current position is outlined in the definitions section at the beginning of this policy.

- **Interest free unsecured loan** in partnership with Darlington Credit Union which is available to vulnerable homeowners who can afford to repay £5,000 over 5 years to carry out necessary repairs to their homes.

6.6. In all cases any means tested contribution towards the cost of works or contributions to fund any costs in excess of the £30,000 maximum DFG must be paid to the Council in full by the client before works can commence.

7. What are the Conditions?

7.1. The conditions relating to a DFG are contained within the HGCR and are summarised as follows:

- a. The eligible works shall be carried out within twelve months from the date of approval of the application. The Council may extend this period if they think fit, particularly where it is satisfied that the eligible works cannot be, or could not have been, carried out without carrying out other works which could not have been reasonably foreseen when the application was made.
- b. The eligible works shall be carried out by one or more of the contractors or sub-contractors whose estimates accompanied the formal application for grant.
- c. The Council (DFG Panel) may relax this condition where they are satisfied that circumstances have arisen which could not reasonably have been foreseen at the time the application for grant was made, which have materially altered the ability of one or more of the aforementioned contractors to carry out the eligible works within the time period specified.

7.2. Works will be carried out in accordance with the specification of works accompanying the grant approval document.

7.3. The payment of a grant, or part of a grant, is conditional upon: -

- a. the eligible works being executed to the satisfaction of the Council, and inspections carried out by the provider,
- b. the Council being provided with an acceptable invoice, demand or receipt for payment for the works and any preliminary or ancillary services or charges in respect of which the grant or part of the grant is to be paid. (For this purpose, an invoice, demand or receipt is acceptable if it satisfies the Council and is not given by the client or a member of his family).

7.4. The Council will issue payment direct to the contractor for works which have been carried out to the Council's satisfaction.

- 7.5. Unless otherwise stated, the "grant condition period" means the period of 5 years beginning with the "certified date".
- 7.6. The "certified date" means the date certified by the Council as the date on which the execution of the eligible works is completed to the satisfaction of the Council.
- 7.7. Unless otherwise stated, breach of any grant conditions may result in a demand for repayment by the Council for the full amount of grant paid, or any part therefore, together with compound interest on that amount as from the certified date, calculated at such reasonable rate as the Council may determine on an annual basis.
- 7.8. In the case of an owner's application it is a condition of grant that he/she (if the disabled occupant) or the client intends that the disabled occupant will live in the dwelling or flat as his only or main residence throughout the grant condition period, or for such shorter period as the Council may allow having regard to his health or other relevant circumstances.
- 7.9. In the case of a tenants' application, it is a condition of grant that the applicant intends that he/she (if the disabled occupant) or the disabled occupant will live in the dwelling or flat as his/her only main residence throughout the grant condition period or for such shorter periods as the Council may allow having regard to his health or other relevant circumstances.
- 7.10. In the case of an occupier's application it is a condition of grant that the disabled occupant will live in the qualifying houseboat or parkhome as his/her only main residence throughout the grant condition period or for such shorter period as his/her health or other relevant circumstances permit.
- 7.11. The Council may require the return of certain types of specialist equipment or portable accommodation for the disabled. The applicant shall notify the Council if and as soon as the equipment and/or portable accommodation is no longer needed.
- 7.12. Depending on the nature of the work carried out, the Council may seek to place a local land charge (up to a maximum of £10,000) against a property where the cost of the DFG provided exceeds £10,000 (including Agency and Ancillary fees). The charges will last a maximum of 10 years and will be binding on any persons who are for the time being the owner of the property. Applicants will be advised of the amount they will be expected to repay at the DFG approval stage. This means that if the property is sold before the 10 year period has expired the DFG will need to be repaid (up to £10,000).
- 7.13. When applying the local land charge, the Council will have regard to the details set out in HGCR 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008.

8. How are Disabled Facilities Grants works completed?

- 8.1. To ensure a high quality of work is achieved, close controls over the building process are in place.
- 8.2. Work in progress visits are made by the provider at regular intervals to check both the progression and quality of works being undertaken.
- 8.3. All contractors appointed by the Provider are from an approved contractors list (unless a client makes their own application for assistance). This may include a regular inspection from the Council, to ensure this is being maintained appropriately.
- 8.4. In order to ensure value for money a minimum of three competitive estimates are required.
- 8.5. A pre-start meeting between an officer of the Council, the contractor and client will take place before works commence. Where larger scale extension works are to be completed, a member of the OT team will also form part of the pre-start meeting. The meeting will determine work start and work completion dates. Both the client and contractor will be advised of their responsibilities and the works involved will be explained fully to the client. The client, or appropriate representative, will then be asked to sign their adaptation booklet to confirm they have fully understood what has been explained to them and agree to the works going ahead.
- 8.6. Any work for which assistance is being provided can only be varied:
 - a. Where alterations are required to the original recommendations provided by the OT Team, any variances to the specification need approval by the OT Team.
 - b. Where amendments to the Technical construction are required, the providers Technical Officer can authorise variations within the financial limits detailed within the specification.
- 8.7. Contractors will only be paid in full upon receipt of a satisfactory invoice when the DFG works are certified as complete or part complete to the satisfaction of the Authority. Clients will also be asked to sign a letter of satisfaction to confirm they are satisfied with the completed works.

It is recognised that in some circumstances interim payments are required to be made particularly where eligible works are large and complex.
- 8.8. Where a client is not satisfied with the completed works a senior officer from the Provider will determine whether or not remedial works are required or confirm if the contractor can be paid. This may also include officers from the Council. The DFG Panel reserves the right to make the final decision regarding remedial works.
- 8.9. Should there be any discrepancies with an invoice or the necessary certificates/guarantees have not been provided, the invoice will be disputed. The

contractor will then be contacted by the Council in order to obtain the relevant certificates/guarantees.

8.10. Where a client has arranged their own works, the Council will pay the Contractor on production of a satisfactory invoice to the client, subject to satisfactory completion.

8.11. Where an applicant has provided false or misleading information in their grant application or in their request for payment, the grant approval will be withdrawn and a demand will be made by the Council for repayment of any monies already paid.

9. Successive Applications

9.1. Chapter 1, Part 1 of the HGCRA places no express restriction on successive applications for a DFG on the same property.

9.2. Clients (where appropriate) will be advised on the merits of pursuing an application through to completion even where it is clear the assessed contribution exceeds the cost of the present works and therefore the outcome will be that a 'nil' grant is approved.

9.3. If the client then makes a successive application for a DFG any previously assessed contribution will be taken into account (or the amount equivalent to the original approved cost of works if this is lower) when determining any amount which the client may have to pay towards this successive application.

9.4. Successive applications for DFG will have their own grant conditions applied.

10. Post Completion of Works

10.1. Stairlifts

- a. Where a stairlift has been installed under a DFG, the Occupational Therapy Team, under contractual agreement with the lift provider, will ensure the lifts are serviced on an annual basis and maintained as necessary.

10.2. Other Works

- a. For all other types of work clients are notified that should any problems occur within 12 months of completion, details should be reported to the provider who will in turn ensure the contractor concerned rectifies any problems identified.
- b. Where a problem occurs more than 12 months of completion, details should be reported to the contractor in line with any existing Guarantees or Warranty arrangements. Where a Guarantee or Warranty has expired, the client should contact their Occupational Therapist.

11. Regulatory Reform Order (Housing Assistance) 2002.

1. Introduction

This document sets out Darlington Borough Council (hereby referred to as 'the Council') policy of assistance pursuant to the Regulatory Reform Order (Housing Assistance) 2002. The Order provides local authorities with a general power to assist households with the improvement of living conditions. A local authority must adopt a policy to exercise the powers set out in the Order.

The Council believes that it is primarily the responsibility of property owners to maintain the housing they own to a satisfactory standard of repair. Nevertheless, the Council is aware that some property owners, including the disabled and the vulnerable, will have difficulty in doing so without assistance. This policy sets out the Council's response to this and the range of programmes and packages available to assist people in better maintaining housing they own and/or live in.

The programme of assistance may include but is not exclusively limited to the following areas:

Specific Projects

- Funding the additional cost of providing purpose-built adaptations to new or existing registered provider property for disabled people in need
- Recharge the cost of the Occupational Therapy Services (OT) for the time spent on **"necessary and appropriate"** assessments in respect of privately owned, privately rented and housing association properties. It is estimated that this will be 15% of the occupational therapist costs and will be approximately £75k
- Funding up to £30k of extensions/ property configurations to facilitate kinship care arrangements thereby avoiding overcrowding.
- Acquisition and refurbishment of six long term empty homes in the Northgate area to be let to high and medium dependency rough sleepers. The total estimated cost is around £600K but MHCLG have encouraged a bid for 30% of the costs from the capital element of the Rough Sleeper Fund announced on 17 July 2020. Intensive management and support would be required, and the proposal is to work closely with the relatively new Public Health Drug and Alcohol Service. However, the Council would also need to commission a 24/7 wrap around service at an estimated cost of £30K pa and a specialist Mental Health worker at an estimated cost of £40K pa. MHCLG have indicated the revenue element of the Rough Sleeper Fund will be very heavily oversubscribed and have advised the Council to seek match funding. It is proposed therefore, to bid for £35K capital funding and use £35K of the savings made from recharging the OT Service to the DFG budget. This is an example of using funding innovatively to address housing need and improve and make best use of housing stock.

Amendments to existing DFG Policy

The Council will, on a case by case basis, consider the payment of Disabled Facilities Grant to assist with securing alternative accessible accommodation for a disabled person. Such

payments could include, amongst other costs, financial assistance towards purchasing new housing or relocation costs.

- The introduction of a discretionary power which permits the Council to make addition grants / loans etc. pursuant to the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to top up the maximum permissible grant. The relevant legislation regarding the maximum grant fund being £30,000 is the Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008 No. 1189, which limits the award of DFG to a maximum of £30,000 per application.
- Hospital Discharge Grants payable where NHS continuing healthcare funding is not available and the sole reason for a patient cannot return home is an adaptation or heating repair to a property on an urgent, fast track basis.
- Removal of the means test for DFG applications up to £5k and in addition waive the means test in circumstances which would cause undue financial hardship.
- Top slice the DFG allocation to pay the fees in respect of the works direct to the HIA - this would enable applicants to receive the full £30k as opposed to the net figure of £27,600. Based upon spend for 2019/20 this would be approximately £60,000 pa.
- Exercise discretion to impose a land charge on adapted properties of owner occupiers. This applies where the cost of the DFG exceeds £5,000 and the property is subsequently sold within 10 years. In such a circumstance, the Council can claim back the costs over the first £5,000 up to the limit of the maximum recovery of £10,000.
- Relocation Assistance for owner occupiers of up to £10k where existing home is unsuitable for improvement, repair or adaptation and the person is eligible for a DFG to avoid the necessity of providing costly adaptations to their existing property.

Loans and Equity Release

The provision of loans, including equity release and interest free, to help vulnerable home owners to improve their homes and to facilitate property owners bringing housing stock back into use.

- Equity release scheme loan of up to £30k for the cost of eligible works that exceed the mandatory DFG limit of £30k. The interest free loan can be registered as a charge against the property and then reclaimed by the Council when the property is sold. The Council will judge each case on its individual merits before recovering costs.
- Interest free unsecured loan in partnership with Darlington Credit Union which is available to vulnerable homeowners who can afford to repay £5,000 over 5 years to carry out necessary repairs to their homes.

Eligibility for different programmes will be subject to meeting specific criteria. Exceptions will be considered by senior managers within Darlington Borough Council.

Appendix 1 – Complaints, Comments & Compliments

Our aim is to put you, the customer, first and provide you with the best possible service. It is important that you have the opportunity to tell us what you think about the services we provide. You can tell us when we get things right, make comments about the things we do and suggest new ways of doing things. You can also tell us when we get things wrong so we can put them right.

If you are not happy with any decisions or the way your Disabled Facilities Grant has been processed, in the first instance, you should try to:

- i. Discuss with a member of the Occupational Therapy Team
- ii. Discuss with your Care Manager

If you are unable to resolve in this manner or do not feel you are able to follow those options, using the Council's complaints procedures is another way you can do this. The Complaints and Information Governance Team handles all complaints for the Council. How we deal with your complaint will depend on which service it is about.

**CABINET
10 NOVEMBER 2020**

THE COUNCIL PLAN 2020-2023

**Responsible Cabinet Member - Councillor Heather Scott
Leader and all Cabinet Members**

Responsible Director - Chief Officers Executive

SUMMARY REPORT

Purpose of the Report

1. To approve the Council Plan 2020-2023 for submission to Full Council.

Summary

2. The Council Plan sets out a proposed vision for the Council and key actions the Council would take to achieve that vision.
3. The draft plan was originally presented to and approved by Cabinet on 7 January 2020. Following a period of public consultation, a further report on the outcome of the consultation was presented to Cabinet on 3 March 2020 at which point it was agreed the draft plan should be presented to Full Council to seek approval.
4. The Coronavirus pandemic lock down prevented the plan from being submitted to Full Council. Nine months have now passed since the plan was originally given Cabinet approval, and while the plan remains largely unchanged, it has been updated to reflect the impacts of COVID, progress against some of the original key actions, and a change to one of the portfolio holders.
5. The Plan is subject to approval at Council in November 2020.

Recommendation

6. Cabinet to recommend the Council Plan (**Appendix 1**) to Council.

Reasons

7. The recommendation is to seek approval of the Council Plan.

Chief Officers Executive

Background Papers

No background papers were used in the preparation of this report

Paul Wildsmith : Extension 5828

TAB

S17 Crime and Disorder	The Council Plan outlines the council's priorities and objectives in respect of community safety.
Health and Well Being	The Council Plan outlines the council's priorities and objectives in respect of improving the health and wellbeing of residents.
Carbon Impact and Climate Change	The Council Plan outlines the council's priorities and objectives in respect of improving the local environment, including carbon emissions.
Diversity	The Council Plan outlines the council's priorities and objectives in respect of building stronger communities and reducing inequalities across the borough.
Wards Affected	All
Groups Affected	Whole population
Budget and Policy Framework	The Council Plan will form part of the council's policy framework
Key Decision	This is a key decision because following consultation, agreement to the recommendations will result in the Local Authority adopting a plan which will have an effect on the communities living or working in an area comprising two or more wards within the area of the local authority.
Urgent Decision	This is not an urgent decision for Cabinet as it will require adoption by full Council.
One Darlington: Perfectly Placed	The Council Plan is directly aligned to the One Darlington Perfectly Placed priorities and outcomes.
Efficiency	The Council Plan outlines the council's organisational objectives, including improving efficiency.
Impact on Looked After Children and Care Leavers	The Council Plan outlines the council's commitment to ensuring the best outcomes for Looked After Children, and contains a number of objectives and planned actions relating to this target.

MAIN REPORT

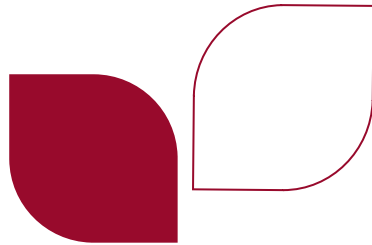
Information and Analysis

8. Cabinet approved the draft Council Plan for consultation at its meeting on 7 January 2020.
9. Following consultation with residents and via scrutiny committees, Cabinet approved the draft Council Plan at its meeting on 3 March 2020.
10. The Coronavirus pandemic lock down prevented the plan from being submitted to Full Council. Nine months have now passed since the plan was originally given Cabinet approval, and while the plan remains largely unchanged, it has been updated to reflect the impacts of COVID, progress against some of the original key actions, and a change to one of the portfolio holders.
11. It is good practice for a Council to have a plan setting out its vision and priorities and the Council's Corporate Plan 2017-2021 currently does that. It is also appropriate that a new administration would review the plan and establish its own vision and priorities, the Council Plan is the product of the review.
12. It is proposed that there will be 6 monthly reporting to Cabinet and Scrutiny Committees on progress against the plan and wider performance indicators relating to priority outcomes and Council service delivery.
13. The Council Plan is attached at **Appendix 1**.

Key changes to the plan since March 2020

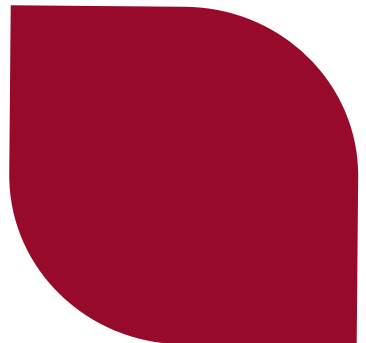
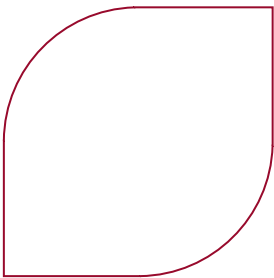
14. The impacts of Coronavirus, both short and longer term, and the challenges these present to the Council and the Borough more widely are reflected throughout the plan. A new key action relating to this has been added to the Health and Housing Portfolio.
15. During the past nine months progress has been made against some of the key actions. Where appropriate, key actions have been amended to reflect this.
16. Councillor Keir has been appointed as portfolio holder for Local Services.

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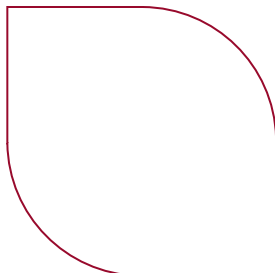
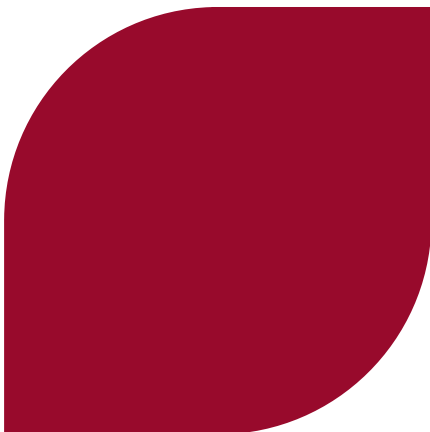


Darlington Borough Council

Delivering success for Darlington



Council Plan 2020-2023





Foreword by the Leader of the Council Councillor Heather Scott OBE

Welcome to the Council Plan which sets out our vision for the period between now and May 2023. The council's focus over this time will be:

DELIVERING SUCCESS FOR DARLINGTON

And our vision for the borough is:

Darlington is a place where people want to live and businesses want to locate, where the economy continues to grow, where people are happy and proud of the borough and where everyone has the opportunity to maximise their potential.

Darlington is a borough of opportunity with much to celebrate and to be proud of. As a borough we outperform many of our North East neighbours, but we want more for Darlington and its residents. We know we cannot rest on our laurels and we must strive for continuous improvement, otherwise we will go backwards.

Recovery from the COVID-19 pandemic is a major challenge for us. Investment via the Town Fund, the upgrade of Darlington Station and the 2025 railway celebrations are all opportunities for local businesses to be involved and to create job opportunities within our community.

Economic growth is the key lever we have at our disposal to be able to deliver our long-term vision for the borough, and therefore growing Darlington's economy is our top priority.

Duncan Selbie, the Chief Executive of Public Health England, on a visit to Darlington stated “the best thing to improve people’s health and wellbeing is a good job and a good home.”

By growing the economy we are striving to provide the opportunity for everyone to access a good job and a good home, so they can maximise their potential and play their part in Darlington's success.

You will see from our plan on a page that whilst growing the economy is crucial to delivering our vision, that other key priorities are included; we want to maximise people's potential and support those who need our help.

To **DELIVER SUCCESS FOR DARLINGTON**, the council will create the conditions and opportunities for growth, but it is the private sector from which much of the investment required to deliver growth will come. Our key partner in growing the economy is the Tees Valley Combined Authority, from which much of the funding required to deliver growth will come and be invested in Darlington and the Tees Valley. A thriving Tees Valley economy is important for Darlington's success and so we will continue to work with and support our neighbouring Tees Valley councils.

The plan shows our vision and top priorities with the following pages detailing actions we intend to take between now and May 2023 to deliver our vision and priorities. The plan will be reviewed annually alongside the council's Medium Term Financial Plan, to take account of changing circumstances and to ensure our plans are affordable. The progress against the plan will be reviewed twice a year, along with other key performance indicators by Cabinet and the various scrutiny committees.

The borough's biggest asset is its residents, they make the place what it is and I hope everyone will get behind our plans to make it an even better place. We should all be proud and emphasise the positive benefits of living and working in a great borough.

Councillor Heather Scott OBE
Leader of Darlington Borough Council



Delivering Success for Darlington

THE VISION - Darlington is a place where people want to live and businesses want to locate, where the economy continues to grow, where people are happy and proud of the borough and where everyone has the opportunity to maximise their potential.

OUR PRIORITIES

Growing Darlington's Economy

By delivering:

- More sustainable well-paid jobs
- More businesses
- More homes

And we will support economic growth by keeping the borough:

- Clean
- Sustainable
- Safe
- Well-planned
- Healthy
- On the move

Whilst

- Valuing our heritage and culture

MAXIMISE THE POTENTIAL OF OUR YOUNG PEOPLE BY:

- Working with partners to maximise educational achievement
- Working to remove barriers to young people reaching their potential
- Working at a Tees Valley level to match jobs with skills and training.

WORKING WITH COMMUNITIES TO MAXIMISE THEIR POTENTIAL BY:

- Maximising the benefits of a growing economy for all communities
- Targeting services where they are most needed
- Working with partners
- Working with communities.

SUPPORTING THE MOST VULNERABLE IN THE BOROUGH BY:

- Providing care and support when needed
- Working with people to build on their strengths to maximise their potential
- Working with partners.



SUPPORTED BY: A dedicated workforce who are proud to serve the borough and an accessible, effective and engaged council.



Deputy Leader and Stronger Communities Portfolio - Councillor Jonathan Dulston



“My Vision is to build Stronger Communities that are resilient, sustainable and safe to ensure everyone has the best opportunities to succeed.”

This portfolio focuses on creating the conditions for safe and strong communities, often working in partnership with residents and other agencies to identify and address localised and borough-wide issues. The portfolio holder has responsibility for ensuring the council meets its equality and diversity obligations and is the cabinet champion for tackling inequalities in the borough.



Key Actions	Lead Director	Lead Officer
Utilise the skills and resources of businesses to increase volunteering and corporate social responsibility primarily through Darlington Cares	Managing Director	Director of Darlington Partnership
Produce, deliver and appraise a pilot for a local neighbourhood renewal scheme including reviewing the approach to private sector landlord operations to ensure residents are best supported and protected	Director of Economic Growth and Neighbourhood Services	Director of Darlington Partnership
Work with partners to address food instability	Managing Director	Director of Darlington Partnership
Embed the new Community Safety service and review its effectiveness and priorities	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Work with Durham Constabulary and other key partners to improve our collective response to dealing with drug and alcohol issues	Managing Director	Director of Public Health
Support the development of the town centre economy by putting appropriate measures in place and demonstrating it is a safe place to visit	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Review our approach to the use of CCTV in supporting community safety and work with partners to enhance the service further	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Oversee the implementation of the council's equality policy	Managing Director	Head of Strategy, Performance and Communications
Work with partners to assess flood risk for Darlington and develop solutions	Director of Economic Growth and Neighbourhood Services	Assistant Director - Transport and Capital Projects



Resources Portfolio - Councillor Charles Johnson

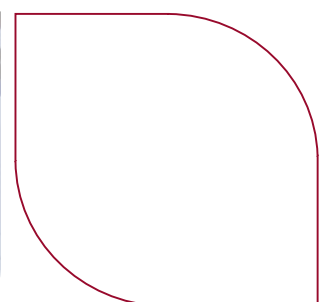


“I have a vision for a council that is financially stable and delivering much needed services and support for the borough.”

This portfolio focuses on ensuring the council is running efficiently, effectively, and is well governed in order to ensure a balanced budget. It has oversight of activities that generate income for the council which in turn is used to enhance the services available to residents. It also encourages local public and private organisations to spend locally to enhance the local economy.



Key Actions	Lead Director	Lead Officer
Deliver a balanced Medium Term Financial Plan (MTFP) and a positive Value for Money (VFM) outcome	Managing Director	Assistant Director - Resources
Oversee the successful completion of existing house building joint venture companies	Managing Director	Assistant Director - Resources
Maximise the council's income from the council's Investment Fund, including further joint venture housing companies	Managing Director	Assistant Director - Resources
Maximise council tax and business rate income through robust income collection processes	Managing Director	Assistant Director - Housing & Building Services
Adopt a local wealth building approach to council procurement and work with the wider public sector in Darlington to do the same	Managing Director	Director of Darlington Partnership/ Head of Procurement and Principal Lawyer
Increasing the availability of council services online	Managing Director	Head of Strategy, Performance and Communications
Review and refresh the council's workforce strategy	Managing Director	Assistant Director - Resources



Children and Young People Portfolio - Councillor Jon Clarke



“My vision is a borough where young people get the best start in life, can maximise their potential and are safe.”

This portfolio focuses on ensuring that every child in Darlington has the best start in life so that our children and young people can grow and flourish. There are some groups of children who require enhanced and targeted support to achieve their full potential.

Key Actions	Lead Director	Lead Officer
Provide excellent services for children and young people with special educational needs and disability (SEND) - implement a new SEND strategy, increase the number of SEND places in schools and work to raise SEND funding levels from central government	Director of Children and Adults Services	Head of Education and Inclusion
Reduce the need for looked after children placements through effective implementation of the Darlington Strengthening Families programme	Director of Children and Adults Services	Assistant Director - Children's Services
Continue to increase the number of in-house foster carers to reduce the need for independent placements	Director of Children and Adults Services	Assistant Director - Children's Services
Review in-house residential care and consider the council's place in providing services	Director of Children and Adults Services	Assistant Director - Commissioning Performance and Transformation/Assistant Director - Children's Services
Improve employment opportunities for our children in care and care leavers	Chief Officers Executive/ Director of Children and Adults Services	Chief Officers Board
Work with partners to reduce youth and long-term unemployment, by increasing the opportunity for retraining and apprenticeships leading to gainful employment	Director of Children and Adults Services/Director of Economic Growth and Neighbourhood Services	Head of Education and Inclusion/Assistant Director - Children's Services/Assistant Director - Economic Growth
Work with schools and the Regional Schools Commissioner to increase educational achievement across the borough and, in particular, for young people from deprived backgrounds	Director of Children and Adults Services	Head of Education and Inclusion
Deliver and review the In2 Project to support disadvantaged children to participate in Arts, Leisure and Culture to maximise their potential	Director of Economic Growth and Neighbourhood Services/ Director of Children and Adults Services	Assistant Director - Community Services/ Assistant Director - Children's Services/ Head of Education and Inclusion
Look for innovative ways to try and deliver school homework clubs and holiday enrichment activities	Managing Director	Director of Darlington Partnership



Economy Portfolio - Councillor Alan Marshall



“My vision is a borough where economic growth is high and the benefits are enjoyed by all residents.”

This portfolio's focus is growing the local economy in a post-Covid19 world, implementing a long-term plan for the development of the Borough. It is imperative that we create the conditions to attract new businesses and help our indigenous businesses to grow and maximise employment opportunities for Darlington residents.



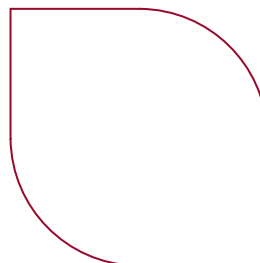
Key Actions	Lead Director	Lead Officer
Work with Market Asset Management to deliver a refurbished and vibrant covered market and successful outdoor market	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth
Deliver the Town Centre Strategy leading to a diversified and successful town centre	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth
Develop key economic sites to be investor ready at Central Park, Ingenium Park and Faverdale	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth/ Assistant Director - Transport and Capital Projects
Encourage new investment in the Borough and maximise employment opportunities for Darlington residents	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth
Work with indigenous companies to identify and attract further job creating investment	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth
Successful adoption of the Local Plan	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth
Create the conditions to deliver hundreds of new homes each year, ensuring sufficiency of affordable homes	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth
Develop the council's response to the agreed Climate Change Emergency and begin delivery of the agreed plan	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth
Develop the Darlington Station project and regeneration opportunities for the surrounding areas including Victoria Road, the cattle market and Neasham Road areas	Director of Economic Growth and Neighbourhood Services	Assistant Director - Transport and Capital Projects

Local Services Portfolio - Councillor Andy Keir



“My vision is a borough that is attractive, green and clean, with a wide variety of activities to be enjoyed, and a transport offer that facilitates efficient movement and reduced carbon emissions in the borough.”

This portfolio focuses on ensuring we have the right balance of high quality services and events to meet the needs and expectations of a wide range of local people. This involves modernising a number of our key public buildings, creating the conditions for a thriving and vibrant town centre, planning and celebrating our rail heritage, regeneration of Darlington station and the surrounding area, and working with partners improve transport links.



Key Actions	Lead Director	Lead Officer
With the Tees Valley Combined Authority (TVCA), plan the 2025 celebrations for the Stockton and Darlington Passenger Railway	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Ensure the borough is clean with a vibrant town centre with an extensive range of events and festivals	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Finalise plans for the Rail Heritage Quarter and initiate implementation of the plans together with partners	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Deliver the refurbishment and modernisation of the Crown Street Library service	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Review and deliver a revised car parking strategy	Director of Economic Growth and Neighbourhood Services	Assistant Director - Transport and Capital Projects
Work with TVCA to deliver improved transport links within Darlington and the Tees Valley	Director of Economic Growth and Neighbourhood Services	Assistant Director - Transport and Capital Projects
Modernise Darlington's crematorium service	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Work with TVCA to develop a sustainable Teesside International Airport	Director of Economic Growth and Neighbourhood Services/ Managing Director	Assistant Director - Economic Growth



Health and Housing Portfolio - Councillor Kevin Nicholson



“My vision is a borough where people enjoy productive, healthy lives. They will have access to excellent leisure facilities and recognising the importance of having a home, there will be access to quality social housing.”

This portfolio focuses on helping people across the borough to live long and healthy lives. It looks at the facilities available to help people keep fit and healthy, services that help people to be physically and mentally well, the provision of high quality council housing and the prevention of homelessness.



Key Actions	Lead Director	Lead Officer
Review the vacant space within the Dolphin Centre to improve the leisure offer and so maximise income	Director of Economic Growth and Neighbourhood Services	Assistant Director - Community Services
Work to, and continue to review the Local Outbreak Plan for Coronavirus	Director of Economic Growth and Neighbourhood Services	Assistant Director - Economic Growth
Continue to build new council houses and ensure the existing council housing stock is maintained to a high standard and environmentally friendly	Director of Economic Growth and Neighbourhood Services	Assistant Director - Housing and Building Services
Maximise rental and service charge income from council tenants to ensure we are able to provide them with a comprehensive range of good quality housing management and support services	Director of Economic Growth and Neighbourhood Services	Assistant Director - Housing and Building Services
Review the Darlington Preventing Homelessness and Rough Sleeping Strategy	Director of Economic Growth and Neighbourhood Services	Assistant Director - Housing and Building Services
Maintain oversight and offer challenge to health and care services that support individuals to achieve good mental, physical and emotional health as identified in a wide range of partnership plans such as Best Start in life, autism awareness, alcohol plan, suicide prevention, healthy workforce, and ageing well	Director of Children and Adults Services	Director of Public Health
Implement the Darlington Child Healthy Weight Plan with partners	Director of Children and Adults Services	Director of Public Health
Implement the Darlington Oral Health Plan 2017-2022 with partners	Director of Children and Adults Services	Director of Public Health
Continue the reduction in smoking to achieve a smoke free Darlington (i.e. just 5% of total population smoking) by 2030	Director of Children and Adults Services	Director of Public Health
Continue to deliver the Lifeline services and increase promotion and take up	Director of Economic Growth and Neighbourhood Services	Assistant Director - Housing and Building Services

Adults Portfolio - Councillor Rachel Mills

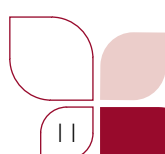


“My vision is a borough where vulnerable adults can be helped and supported to maximise their independence and enjoy life to the full, and where care services are available to those in need.”

This portfolio focuses on supporting the most vulnerable adults in our society and helping them remain in their own homes by maximising their independence. Adult services will continue find creative and innovative ways to deliver good outcomes for our most vulnerable residents.



Key Actions	Lead Director	Lead Officer
Continue to implement initiatives that tackle social isolation	Director of Children and Adults Services	Assistant Director - Commissioning Performance and Transformation
Work with individuals to maximise independence and reduce demand on services	Director of Children and Adults Services	Assistant Director - Adult Social Care
Continue to deliver modern transformed Adult Social Care that results in positive outcomes	Director of Children and Adults Services	Assistant Director - Adult Social Care/ Assistant Director - Commissioning Performance and Transformation
Promote and increase the use of assistive technology	Director of Children and Adults Services	Assistant Director - Housing and Building Services





**CABINET
10 NOVEMBER 2020**

ANNUAL PROCUREMENT PLAN - UPDATE

**Responsible Cabinet Member – Councillor Charles Johnson
Resources Portfolio**

Responsible Director – Paul Wildsmith, Managing Director

SUMMARY REPORT

Purpose of the Report

1. The Annual Procurement Plan was considered by Cabinet in July this year. Since then additional contracting intentions have developed and these are included in this update. Cabinet are asked to consider and approve the assessment of contracts that are considered to be strategic.
2. To update Cabinet about the decisions taken by the Procurement Board to waive the Contract Procedure Rules.

Summary

Strategic Contracts

3. Under the Contract Procedure Rules one of the responsibilities of Cabinet is to agree the Procurement Plan. This involves consideration of whether contracts are classified as strategic. For those contracts that are strategic details of the proposed route that contracts will take will be set out and Cabinet will receive further reports on progress.
4. Criteria is used to assist in determining whether a contract should be deemed strategic or non-strategic. The criteria are based on value and significance with each category being scored between 1 (low significance) and 5 (high significance). Any contract with a value in excess of £5,000,000 is automatically deemed strategic. If the value of the contract falls below £5,000,000 but scores 15 or more on significance then that is also considered strategic. See **Appendix 2**. However Members and Officers may decide to recommend other than what the score suggests.
5. This report covers new contracts and the contracts that officers are aware will terminate in the next 12 months and need to be tendered through open competition. They have been assessed against an agreed set of criteria to determine whether they are strategic or non-strategic.

Waivers

6. Under the Contract Procedure Rules, if the contracted level of spend over the term of the contract is over £100,000, ordinarily a tender exercise must be used (or a pre tendered framework). However, there will be occasions when there are particular reasons why this is not possible.
7. The Contract Procedure Rules permit the Procurement Board to waive the rules in appropriate cases. This can only be done when the circumstances justify a decision to waive the normal requirements of the Contract Procedure Rules. In addition no waiver can be granted if the level of aggregated planned contracted spend is above the European Union threshold for the particular procurement category.
8. This report deals with the decisions taken by the Procurement Board for period July to October 2020 at **Appendix 3**.

Recommendation

9. It is recommended that: -
 - (a) Members approve the assessment of strategic and non-strategic contracts as presented in **Appendix 1** and that:
 - (i) further reports/ updates on the procurement process for those contracts designated as strategic (including decisions made by the Procurement Board) be brought to Cabinet.
 - (ii) the contract award decisions for the contracts designated as non-strategic be delegated to the appropriate Director as listed in the plan at Appendix 1.
 - (iii) the contract award decisions for the contracts designated as strategic, as listed in the plan at Appendix 1, be delegated to the Procurement Board to approve and will be reported back to Cabinet.
 - (b) That Members note the contents of this report in respect of the update of Procurement Board waiver decisions.

Reasons

10. In respect of strategic/non-strategic contracts, the recommendations are supported by the following reasons: -
 - (a) The Contract Procedure Rules require Cabinet to approve the designation of contracts as strategic and non-strategic and:
 - (b) Contracts designated strategic are of high value and high significance in respect of the impact on residents, Health & Safety and public safety.
 - (c) The contracts designated non-strategic are of a lower value and lower significance in respect of the impact on residents and public safety.

11. In respect of Procurement Board waiver decisions, the recommendations are supported by the following reasons: -

- (a) In order to comply with the Contract Procedure Rules.
- (b) To provide Cabinet with information about the decisions made by the Procurement Board.
- (c) To supplement the reports that are taken to Cabinet about proposed spend over £100,000, that are set out in the Annual Procurement Plan and the in year update to that report.

Paul Wildsmith
Managing Director

Background Papers

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

Patrick Saunders: Extension 5489

S17 Crime and Disorder	This decision will not have an impact on Crime and Disorder
Health and Well Being	This decision will not have an impact on Health and Wellbeing
Carbon Impact and Climate Change	This decision will not have a direct impact on the Council's carbon footprint.
Diversity	This decision will not have an impact on Diversity
Wards Affected	This decision will not affect any wards
Groups Affected	This decision will not have an impact on any groups.
Budget and Policy Framework	This report does not recommend changes to the Budget and Policy Framework
Key Decision	Yes
Urgent Decision	No
One Darlington: Perfectly Placed	This decision will not have an impact on the objectives of the Sustainable Community Strategy
Efficiency	The production of the update to the Procurement Plan is designed to save Member and Officer time for requesting delegated powers to make contract award decisions.
Impact on Looked After Children and Care Leavers	This report has no direct impact on Looked After Children or Care Leavers

MAIN REPORT

Information and Analysis

Strategic Contracts

12. Any contract award decision with a value below £100,000 is delegated to officers. Under the Contract Procedure Rules an annual Procurement Plan is produced listing details of all existing and new contracts that are £100,000 or above and which require a tender process.
13. This then allows Cabinet to be advised of the contracts of £100,000 and over and to decide which of those contracts are strategic.
14. For those contracts designated strategic the final contract award decision will be approved by the Procurement Board and will be reported to Cabinet.

Assessment of contracts

15. Details of which contracts are designated strategic and which are designated non-strategic are detailed in Appendix 1. The contracts have been assessed against the criteria agreed by Cabinet, the criteria are provided at Appendix 2 for information. However, Members and Officers may decide to recommend other than what the score suggests. Anything else would be considered non-strategic.
16. Based on the criteria there are three contracts that are designated strategic in the update to the Annual Plan;
 - (a) **Darlington Station Improvements: Station Gateway Project. Design and Build of a multi-storey car park, incorporating the shell of an additional station building, transport interchange and public realm improvements immediately to the east of Darlington Banktop Station** – the contract is now incorporating the additional station building and transport interchange. The project will be procured via the SCAPE Framework. Further approvals will be brought to Cabinet.
 - (b) **The Tees Valley Energy Recovery Facility Procurement** – the contract is a collaborative Competitive Dialogue procurement process, led by HBC on behalf of the TV Authorities, DCC and NCC.
 - (c) **Flexible Free Entitlement (FFE) and early education** - contracts awarded to all providers on tariff rate for 15/30 hours early years entitlement.

Procurement Board waiver decisions

17. Under the Contract Procedure Rules, the Procurement Board may waive the Contract Procedure Rules in specific circumstances and is required to report waiver decisions that have been made to Cabinet.
18. The Contract Procedure Rules can only be waived as an exception. The Contract Procedure Rules require the Procurement Board when considering requests for waivers to take into account the following:

- (a) The contract value and the length of the proposed contract.
 - (b) What steps have been taken to satisfy that the best value duty has been complied with (for instance quotations, market testing).
 - (c) The extent to which there are good reasons why it is not possible to undergo a competitive process (for instance, pressing need or urgency, where further work is required before going to market, where only a short contract extension is needed, or the lack of an available market).
 - (d) Whether the new contract is intended to be a stop gap prior to undergoing a competitive process.
 - (e) The availability of compliant alternatives to direct awards, such as frameworks.
 - (f) Any other reason that is being given by the commissioning area.
19. This report details the circumstances and the reasons why the contract procedure rules have been waived by Procurement Board at Appendix 3, during the period to July to October 2020.

Outcome of Consultation

20. No consultation was carried out in preparation of this report.

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APPENDIX 1

Item No	Procurement Board Number	Current Supplier or Contractor	Description of Supply	Contract Term in years	Approx Value per annum	Approx Value of the Contract	Cost	Impact on Residents (1)	Risk - Financial, Health & Safety, Public (2)	Innovative in design, New form of contract, Sustainability (3)	External Monitoring e.g. from funding body (4)	Total	Strategic	Appropriate Director for Delegation	Procurement Route
1		Anglian Water (Wave)	NEPO311 Water Retail Services (to 31.3.21)	1	£ 215,000.00	£ 215,000.00	1	1	1	1	1	5	Non-Strategic	Managing Director	Extension via a Direct Award
2	PB2020-00168	NECA	Provision of a Stop Smoking Service	16 months	£ 100,000.00	£ 140,000.00	1	3	1	1	1	7	Non-Strategic	Director of Public Health	Direct Award
3	P2020-00129	Outdoor-Ambition	Provision of Alternative Education	18 months	£ 162,000.00	£ 243,000.00	1	2	1	2	1	7	Non-Strategic	Director of Children and Adults	OJEU tender process for a framework contract commencing September 2021.
4		New Contract	Darlington Station Improvements: Station Gateway Project. Design and Build of a multi-storey car park, incorporating the shell of an additional station building, transport interchange and public realm improvements immediately to the east of Darlington Banktop Station.	3		£ 16,000,000.00						15	Strategic	Procurement Board/Managing Director	SCAPE Framework
5	PB2020-00150	Various Providers	Flexible Free Entitlement (FFE) and early education - contracts awarded to all providers on tariff rate for 15/30 hours early years entitlement.	1		£ 6,520,000.00						15	Strategic	Procurement Board/Managing Director	Direct Awards to organisations across the Borough of Darlington, with no requirement for a tender process
6		Various Providers	NEPO221 Demolition Works and Asbestos Management Framework	4	£ 500,000.00	£ 2,000,000.00	3	2	2	1	1	9	Non-Strategic	Director of Economic Growth and Neighbourhood Services	OJEU open tender process, carried out by NEPO on behalf of the region
7		New Contract	NEPO231 Highways and Civil Engineering Materials	4	£ 105,000.00	£ 420,000.00	1	2	1	1	1	6	Non-Strategic	Director of Economic Growth and Neighbourhood Services	OJEU open tender process, carried out by NEPO on behalf of the region
8		New Contract	The Tees Valley Energy Recovery Facility Procurement	25		£ 1,000,000,000.00						15	Strategic	Procurement Board/Managing Director	OJEU Competitive Dialogue Collaborative Process with the TV Authorities, NCC and DCC - total contract value is £1,000,000,000.00
9		New Contract	NEPO311 Water Retail Services	4	£ 215,000.00	£ 860,000.00	1	2	2	1	1	7	Non-Strategic	Managing Director	NEPO Collaborative OJEU Procurement Process
10		Reliance	Lone Working Devices	3	£ 38,000.00	£ 114,000.00	1	3	3	1	1	9	Non-Strategic	Director of Economic Growth and Neighbourhood Services	Tender restricted to a minimum of 5 suppliers
11		Matthew Clark	Alcohol (Beers, wines, ciders and soft drinks) for Dolphin Centre	2	£ 50,000.00	£ 100,000.00	1	1	1	1	1	5	Non-Strategic	Director of Economic Growth and Neighbourhood Services	Other organisations framework or tender restricted to a minimum of 5 suppliers
12	PB2020-00085	St Astier	Bridge Maintenance	4	£ 110,000.00	£ 440,000.00	1	3	2	1	1	8	Non-Strategic	Director of Economic Growth and Neighbourhood Services	Tender Process
13	P2019/1858/NE	New Contract	Energy Efficiency Project for The Installation of Boilers and Insulation	4	£ 25,750.00	£ 103,000.00	1	4	2	1	1	9	Non-Strategic	Director of Economic Growth and Neighbourhood Services	Tender restricted to a minimum of 5 suppliers
14		New Contract	Supply and Installation of Fire Alarms at Central House	4	£ 100,000.00	£ 100,000.00	1	1	1	1	1	5	Non-Strategic	Director of Economic Growth and Neighbourhood Services	quotation
15		New Contract	Provision of Installation and Maintenance for WIFI within Darlington Town Centre	2	£ 125,000.00	£ 250,000.00	1	3	1	1	1	7	Non-Strategic	Managing Director	Further Competition via the CCS Framework or Tender Process
16	PB2020-00107	St Cuthbert's (Auton House)	Provision of two beds within a children's residential Home	2.5	£ 318,240.00	£ 795,600.00	1	2	2	1	1	7	Non-Strategic	Director of Children and Adults	Direct Award
17		Broadacres	Provision of Home Care and Support Service for 6 individuals at Rockcliffe Court	4	£ 99,835.00	£ 399,340.00	1	2	2	1	1	7	Non-Strategic	Director of Children and Adults	Process to be agreed
18		Making Space	Provision of a Rapid Response Service (Winter Pressures)	4	£ 48,000.00	£ 192,000.00	1	3	2	1	1	8	Non-Strategic	Director of Children and Adults	Process to be agreed
19		New Contract	TV Framework for the Provision of Alternative Education Provision	4	£ 500,000.00	£ 2,000,000.00	2	4	2	1	1	10	Non-Strategic	Director of Children and Adults	TV Collaborative OJEU Tender Process. MBC the lead Authority
20		YMCA Foyer	Provision of a Positive Support Pathway for Young People	0.5	£ 126,500.00	£ 126,500.00	1	4	2	1	1	9	Non-Strategic	Director of Children and Adults	Direct Award
21		New Contract	Framework Agreement for the Provision of Day Opportunities for Working Age Adults and Older People.	4	£ 375,000.00	£ 1,500,000.00	2	4	2	1	1	10	Non-Strategic	Director of Children and Adults	OJEU Tender Process
22		New Contract	Renewal of Fleet	1	£ 3,000,000.00	£ 3,000,000.00	4	1	1	1	1	8	Non-Strategic	Director of Economic Growth and Neighbourhood Services	Procurement exercises will be carried out on the NEPO Frameworks and separate tender/quote exercises
23		New Contract	Provision of meaningful occupation of time through outdoor pursuits or sporting activities (non-residential provision).	10	£ 100,000.00	£ 1,000,000.00	2	2	2	1	1	8	Non-Strategic	Director of Childrens	OJEU Restricted Tender process to implement a Dynamic Purchasing System (DPS)
24		Capita	Mobile Solution for Job management including costing and scheduling	4.5	£ 40,980.00	£ 184,410.00	1	1	1	1	1	5	Non-Strategic	Director of Economic Growth and Neighbourhood Services	Direct Award to vary existing contract.
25		Healthwatch Darlington	Healthwatch	2	£ 73,000.00	£ 146,000.00	1	1	1	1	1	5	Non-Strategic	Director of Childrens and Adults	Direct Award

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ASSESSMENT MATRIX FOR STRATEGIC PROCUREMENT					
VALUE		SIGNIFICANCE			
Cost		Impact on Residents (1)	Risk - Financial, Health & Safety, Public (2)	Innovative in design, New form of contract, Sustainability (3)	External Monitoring e.g. from funding body (4)
=> £5,000,000	Automatically considered strategic				
Between £4,000,000 & £4,999,999	5	5	5	5	5
Between £3,000,000 & £3,999,999	4	4	4	4	4
Between £2,000,000 & £2,999,999	3	3	3	3	3
Between £1,000,000 & £1,999,999	2	2	2	2	2
Less than £1,000,000	1	1	1	1	1
Score	0	0	0	0	0
Total Score	0	This procurement is		Non-Strategic	

Each procurement must be reviewed against the matrix above. Any contract with an overall value in excess of £5,000,000 will be considered strategic. For any procurement where the value of the contract falls below £5,000,000 the goods or services to be purchased must be assessed on the value and the significance in relation to the other 4 columns and marked accordingly, where 5 is considered to be high significance and 1 low significance. Once a score has been decided for each column it is put in the relevant cell (c17 - K17) the spreadsheet automatically collates the score and determines if the procurement is strategic or non-strategic. Anything that scores more than 15 is considered to be strategic. If however a procurement comes out as npn-strategic but officers feel they would still want political support for the decision they can choose to take a report to Cabinet.

Note 1: What is the impact on residents? Is it restricted to one street, or estate or is it much wider than that? Does it affect 2 or more wards?

Note 2: Is there significant financial risk to the authority? Is there a H&S risk e.g. care for vulnerable people? Is there a risk to the public? Reputational risk?

Note 3: Is the authority familiar with the form of contract being entered into? Is the contract innovative in its delivery? Are we changing the service?

Note 4: Are there any specific requirements from external funders that represent a risk to the authority e.g. Pathfinder projects for DFES?

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APPENDIX 3

**PROCUREMENT BOARD DECISIONS TO WAVE CONTRACT PROCEDURE RULES WITH A CONTRACT VALUE OVER £100K
JULY2020 - OCTOBER 2020**

Procurement Board Reference Number	Approval Date	Description	Contract Term	Contract Value	Supplier
PB2020-00099	07 July 2020	Direct Award - Childrens Residential Home Placement with in-house therapeutic support. No suitable placements available on the Councils contracted provision to meet the needs.	2.5 years	£ 478,660.00	Radical Care (part of Pebble Care)
PB2020-00100	07 July 2020	Direct Award - Specialist Fostering Placement No suitable placements available on the Councils contracted provision to meet the needs.	4 years	£ 251,031.04	Unity Foster Care
PB2020-00105	07 July 2020	Direct Award - IT Support for DFE Laptops for Vulnerable Children Benchmarking has been carried out for the urgent requirement.	12 months		IT Systems and Support
PB2020-00107	07 July 2020	Direct Award to extend the contract, outside of the original term - External Children's Residential Care in Darlington The variation is inline with Regulation 72 of the Public Contracts Regulations 2015 and benchmarking has been carried out.	2.5 years	£ 795,600.00	St Cuthbert's/Auton House
PB2020-00114	21 July 2020	Direct Award - Residential placement for a young person with specialist needs No suitable placements available on the Councils contracted provision to meet the needs.	1 year 2 months	£ 185,686.96	SpringHill School
PB2020-00115	21 July 2020	Direct Award to extend the contract, outside of the original term - Provision of a White Goods Furniture Rental Scheme to Council Tenants. The original contract was carried out via an open tender process.	1 year	£ 160,000.00	Your Homes Newcastle
PB2020-00117	18 August 2020	Direct Award to extend the contract, outside of the original term - Framework Agreement for the Provision of Residential Care for Adults with Disabilities The variation is Inline with Regulation 72 of the Public Contracts Regulations 2015	18 months	£ 1,650,000.00	Ashleigh House, Avondale Lodge, Beaufort House, Bewick House, Bridge Court, Cosin Lodge' Elton Hall Care Home, Hemlington Hall, Hope House, Kensington Hall, Lindisfarne Court, Middleton Lodge, Redlands, River View Residential Home, Riverside & Roseberry Lodges, Saxon Lodge, The Avenue, Willow Green, Woodham Grange, Woodlands
PB2020-00129	18 August 2020	Direct Award - Alternative Educational Placements, to learning and support offered primarily outside of school. A TV collaborative procurement exercise will be carried out for this service.	18 Months	£ 400,000.00	Outdoor Ambition Ltd
PB2020-00138	04 August 2020	Direct Award - Grant Funding from Defra for the purchase of a vehicle, in relation to the Local Authority Emergency Assistance Grant for Food and Essential Supplies.	8 months	£ 115,000.00	The Bread & Butter Thing
PB2020-00147	18 August 2020	Direct Award to extend the contract, outside of the original term - Specialist Solo Placement. No suitable placements available on the Councils contracted provision to meet the needs.	1 year with option to extend for 12 months	£ 717,600.00	Cambian
PB2020-00151	18 August 2020	Direct Award - Childrens Residential Care Benchmarking has been carried out against the Frameworks.	12 months plus option to extend for 12 months	£ 212,000.00	Acorn Care- Baydale
PB2020-00160	15 September 2020	Direct Award to extend and vary the contract - Replacement of the Town Hall Heating Controls. Benchmarking has been carried out.	8 weeks	£ 139,000.00	Geoffrey Robinson
PB2020-00168	29 September 2020	Direct Award - Stop Smoking Service. There is no change to the original contract value.	16 months	£ 140,000.00	County Durham and Darlington NHS Foundation Trust
PB2020-00174	13 October 2020	Direct Award - Childrens Residential Placement. No suitable placements available on the Councils contracted provision to meet the needs.	30 months	£ 422,184.00	Arniel Care LTS

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**CABINET
10 NOVEMBER 2020**

STOCKTON AND DARLINGTON RAILWAY WALKING AND CYCLING ROUTE

**Responsible Cabinet Member -
Councillor Andy Keir, Local Services Portfolio**

**Responsible Director –
Ian Williams, Director of Economic Growth and Neighbourhood Services**

SUMMARY REPORT

Purpose of the Report

1. To seek Members' approval for the proposed alignment of the Stockton and Darlington Railway Walking and Cycling route as a continuous public right of way through the Borough; that funding is sought from as many sources as possible so that it can be delivered for the bicentenary in September 2025; and that the Council works with the other partners on the Rail Heritage Board to jointly promote the route as part of the tourism strategy.

Summary

2. The Stockton and Darlington Railway Heritage Action Zone was established in 2018 and covers the 26 mile route of the railway from Witton Park in Durham to Stockton via Darlington. It links together heritage assets along its length including key tourism sites at Locomotion in Shildon, Head of Steam Museum in Darlington and Preston Park in Stockton. The aim is to create a 26 mile route as close to the original alignment as possible so that people can walk and cycle its full length.
3. Some sections already exist but there are significant gaps that need completing so that there is a temporary or permanent continuous route in place for the bicentenary celebrations in 2025. A steering group with representatives from the three local authorities and other organisations including the Friends of Stockton and Darlington Railway have already commissioned an audit and feasibility study for the route and presented this to the Railway Heritage Board.
4. The major redevelopment of the Head of Steam site as the Rail Heritage Quarter provides an opportunity to integrate the route into this site and kickstart the work to build the rest of the route.
5. The next stage is to design up sections of the route and identify the most appropriate ways of delivering them, including the creation of Public Rights of Way, negotiating with landowners and developers and securing funding.

Recommendations

6. It is recommended that :-
- (a) The work completed on the audit and feasibility is noted and the proposed alignment is agreed;
 - (b) The work to create the Public Rights of Way and design each section is started;
 - (c) Funding is sought as opportunities become available including through development and section 106 monies, third parties including public and private sector organisations, Government funding and Tees Valley Combined Authority, and subsequently released;
 - (d) A joint branding strategy is developed with the other partners so that the route can be waymarked consistently.
 - (e) The Director of Economic Growth & Neighbourhood Services in consultation with the Portfolio holder be authorised to negotiate and agree terms for the acquisition or compensation of third-party interests relating to the route in line with the report.

Reasons

7. The recommendations are supported by the following reasons:-
- (a) To enable discussion with land owners and other interested parties so that the route is designed into ongoing land use and planning decisions;
 - (b) To ensure that a publicly accessible route which is inspected, maintained and managed is in place for the bicentenary celebrations in 2025;
 - (c) To fund the work to provide the physical infrastructure so that the route is accessible to as many people as possible;
 - (d) To provide a recognisable route that can be promoted as part of the Tees Valley tourism strategy to walkers and cyclists as well as those interested in railways and history.
 - (e) To ensure third party interests can be acquired or compensated where appropriate to achieve the proposed route.

Ian Williams
Director of Economic Growth and Neighbourhood Services

Background Papers

Stockton & Darlington Railway Access Audit and Delivery Plan; February 2020; WSP

Sue Dobson : Extension 6207

S17 Crime and Disorder	The route will be designed so that people feel safe using it and illegal use by motor vehicles will be deterred through appropriate measures.
Health and Wellbeing	The creation of the 26 mile route and associated local links will provide opportunities for people to walk and cycle across Darlington. This will have positive impacts on physical health and mental wellbeing.
Carbon Impact and Climate Change	The creation of the route will seek to provide a zero carbon option for people to access heritage along its length, including the Rail Heritage Quarter site. It will also provide a transport route that people can use to travel across all or part of the borough on foot or by bike. The route will connect with many bus stops and all 4 rail stations in Darlington, as well as with stations in County Durham and Stockton-on-Tees boroughs making access to the route by public transport a realistic option. Construction materials and methods will be reviewed to minimise their carbon impact and recycled materials will be considered.
Diversity	Whilst the route is determined by the alignment of the railway, the path will be designed to enable as many people as possible to use it. The physical design specification will minimise the use of barriers so that people using wheelchairs, bikes and pushchairs are able to easily access the track. A separate interpretation and branding strategy will ensure that people are able to navigate the route. The Friends of Stockton and Darlington Railway and other partners will engage with the different communities along the route so that they can be involved in its development, use and conservation.
Wards Affected	Sadberge and Middleton St George Red Hall & Lingfield Stephenson Northgate North Road Brinkburn & Faverdale Harrowgate Hill Heighington & Coniscliffe
Groups Affected	There are no groups affected.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework
Key Decision	This report is not a Key Decision
Urgent Decision	This is not an Urgent Decision
One Darlington: Perfectly Placed	The creation of the route will contribute to meeting a number of the outcomes in the Sustainable Community Strategy: More people active and involved – provides an opportunity for people to walk and cycle across a large part of the borough; there will be community based activities focused

	<p>on the history of the S&DR line which people can be involved in at a local level; More people healthy and independent – provides an opportunity for people to be active with a positive impact on physical and mental health; More businesses and jobs – the route is part of a wider tourism strategy to attract more people to the area; there will be opportunities to develop ‘trackside’ businesses such as cafes, bike repairs/hire, retail outlets; A place designed to thrive – the route is part of a wider strategy to regenerate parts of the borough, particularly around the Rail Heritage Quarter and the wider Northgate area, as well as the town centre.</p>
Efficiency	<p>The project will be delivered over 5 years in time for the bicentenary in September 2025. There will be a requirement for officer time for engineering design, Public Rights Of Way and legal processes, Estates land owner negotiation, funding bid development and coordination with the wider project team in Tees Valley Combined Authority, Durham County Council and Stockton Borough Council.</p>
Impact on Looked After Children and Care Leavers	No impact

MAIN REPORT

Information and Analysis

Background

8. The Stockton and Darlington Railway Heritage Action Zone (S&DR HAZ) was established to help rejuvenate and restore the historic railway in the build up to its bicentenary in 2025, and realise its potential to become a major heritage attraction, international visitor destination and driver of long term economic growth and regeneration in the area.
9. The S&DR HAZ covers the 26 miles of the original railway alignment from Witton Park in County Durham, through Shildon, Darlington and Stockton. It spans three local authority boundaries and encompasses an extensive section of operational railway. A map is included at **Appendix 1**.
10. A Railway Heritage Board has been established to drive forward an ambitious programme and partners include: the A1 Steam Locomotive Trust; the Bishop Line Community Rail Partnership; Darlington Borough Council; Durham County Council; Friends of Stockton and Darlington Railway (FSDR); Historic England; Hitachi; LNER; Network Rail; Northern Rail; Science Museum Group (Locomotion); Stockton Borough Council; and Tees Valley Combined Authority.
11. The Board has identified four key aims for its Railway Heritage Programme:
 - (a) To improve the management and conservation of the heritage of the S&DR;

- (b) To encourage economic growth through the development of a world-class visitor attraction, including the physical regeneration of key sites and infrastructure along the 26-mile route;
 - (c) To deliver in 2025 a world-renowned festival, to celebrate the bicentenary of the first journey on the S&DR; and
 - (d) To increase knowledge and awareness of the S&DR and its significance, and provide opportunities for volunteering, skills development, employment and health improvements.
12. A key project within this programme is the development of a 26 mile walking and cycling route along the alignment of the S&DR from Witton Park in County Durham to Preston Park in Stockton. The project would ensure that more people will be able to enjoy this special landscape and become actively involved in its conservation and its future management. The project has several outcomes:-
- (a) Establishing a long distance walking and cycling route for local people and visitors that can be accessed at various points along its length for shorter walks and rides;
 - (b) Connecting settlements along the S&DR with key employment locations and therefore improving access by active travel modes for commuters;
 - (c) Utilising rail stations and bus stops as opportunities to access the route for sustainable tourism;
 - (d) Linking together the heritage assets so that more people can learn about the history of the S&DR by walking/cycling along its route; and
 - (e) Connecting the key tourism destinations of Locomotion, Railway Heritage Quarter (Head of Steam) and Preston Park.
13. The route would also have wider benefits as it would provide a local function within Darlington Borough itself, as a transport route to travel to work, school or college and as a leisure route for people to be active, access green spaces and countryside. It has the potential to reduce emissions and noise pollution by reducing vehicle traffic levels and so improve air quality. There may also be business opportunities as has been seen alongside other long distance walking and cycling routes such as cafes, farm shops, bike hire and bike repairs.

Audit and Feasibility

14. The first phase of work was an audit of the existing walking and cycling routes on or as near to the alignment as possible. In some locations the original alignment is still live railway line and therefore the walking and cycling route needs to be as near as possible. This major piece of work across the 3 local authority areas was undertaken by WSP consultants.
15. The next stage was to undertake feasibility work to identify what the preferred options would be to deliver the continuous route. This was split into short term options i.e. by September 2025 for the bicentenary and longer term, post 2025 on the basis that some of the sections need significant work and resources due to

challenges associated with deliverability - land ownership, legal processes to create Public Rights Of Way, planning permissions, technical issues, heritage constraints, ecological constraints and so on. These reports were completed in February 2020.

16. The feasibility report recognises that it is unlikely that the 'ideal' route can be completed by 2025 but alternative options have been identified to ensure that a continuous route can be provided by the bicentenary. In some locations this means that the route will need to detour away from the alignment until the delivery challenges can be overcome.
17. The reports also include a specification for the type of infrastructure that will be appropriate in different settings – urban or rural. TVCA are leading on two further pieces of work – an Interpretation Strategy that will create an identity for the S&DR line. This will include waymarking so that people will be able to join the route at many points along its length and not only find their way but also navigate the history of the line. An Economic Case is also being developed so that potential funders can better understand how the walking and cycling route can bring in economic value to the HAZ area through both local people and visitors using the route.

The Darlington Section of the route

18. The Darlington section of the route starts at the Durham Darlington boundary north of Coatham Lane and follows the Bishop Line, i.e. live railway line at this point. The route continues as the Bishop Line to North Road station immediately adjacent to the railway museum. At this point both the Bishop Line and S&DR routes continue over Skerne Bridge but then the Bishop Line heads southwards towards Darlington Station alongside the East Coast Main Line whilst the S&DR route continues eastwards crossing what is now the roundabout at the B6279 Haughton Road/Tornado Way/Barton Street. Tornado Way/B6279 (Darlington Eastern Transport Corridor) then follows the S&DR alignment. At the A66 the route continues over the walking/cycling bridge and the S&DR alignment curves south eastwards towards Middleton St George. To the south of the A67/Mill Lane roundabout the S&DR alignment merges with the live railway line again, this time the Tees Valley Line which connects Darlington, Dinsdale and Teesside Airport rail stations to Allens West, Eaglescliffe and stations to Middlesbrough, Redcar and Saltburn. From here the S&DR route crosses the Darlington/Stockton borough boundary approximately 250m east of the Teesside Airport Rail Station.
19. In order to explain the rationale for the route it is easier to split the Darlington route into smaller sections.
20. **Durham boundary to Coatham Lane**
As the S&DR route crosses the Durham/Darlington administrative borough boundary it is the operational rail line (Bishop Line) and therefore the aim is to create a continuous route as near to the rail line as possible.
There is an existing level crossing on Coatham Lane which could be incorporated into the route if required as a means of crossing from one side of the line to the other. The exact alignment will need to be agreed with land owners and Durham County Council and is dependent in part on major developments coming forward in Newton Aycliffe.

21. Coatham Lane to Burtree Lane

From Coatham Lane the route will continue southwards on the east side of the Bishop Line until it can cross to the west side utilising an existing under bridge. It will then continue southwards to Burtree Lane. The exact alignment has not yet been determined and will be subject to agreement with land owners.

22. Burtree Lane to Elmtree Street

A crossing point is required to enable walkers and cyclists to cross Burtree Lane safely. This will require a reduction in the speed limit and a road safety audit to determine an appropriate type and design of crossing facility. The route will then continue southwards to Elmtree Street on the west side of the Bishop Line and as near to the line as possible. The route goes across the area identified as Burtree Garden Village and the developer has been asked to include the alignment in their development proposals. The route also traverses the former St Modwens rolling mills site which is now in Council ownership and an alignment alongside the railway will be safe guarded as part of any future development proposals.

23. Elmtree Street to North Road Station/Head of Steam/Skerne Bridge (Rail Heritage Quarter)

The route will continue under the railway to the eastern side utilising the existing road (Elmtree Street). The next section is under development as part of the Rail Heritage Quarter masterplan which will incorporate the route through the site and onto the existing cycle route on the north side of Bonomi Way. This existing route continues across North Road onto Albert Road and then down to the River Skerne providing direct access for walkers and cyclists to travel under the historic Skerne Bridge. From here visitors can access the Rail Heritage Quarter or continue on the S&DR route.

24. Rail Heritage Quarter to Haughton Road

The original alignment went across what is now the East Coast Main Line and so the route will need to deviate from the alignment slightly and continue along John Street and then on to East Mount Road. This is a busy road and options will need to be explored to ensure that it is a safe and pleasant route. Once on Haughton Road the route can safely cross the railway using the existing footbridge/cycle bridge adjacent to Darlington College.

25. Haughton Road to A66

The next section of route already exists passing in front of Darlington College, around the new roundabout at Tornado Way/Haughton Road and along the northern side of Tornado Way to the A66. It forms part of Sustrans National Cycle Network (Route NCN14).

26. A66 to Mill Lane, Middleton St George

The route crosses over the A66 using the existing footbridge/cycle bridge and then continues all the way to Mill Lane in Middleton St George. Work has just been completed on this section, improving the drainage and providing a new whinstone dust surface, funded from the Rural Payments Agency. This section is already very well used by local people and forms part of NCN14.

27. Mill Lane, Middleton St George to Darlington/Stockton borough boundary

The final stretch of the route continues from Mill Lane to Yarm Road, to the south of the A67 and north of the Tees Valley Rail Line, passing through the Whinnies. The live rail line once again becomes the alignment of the S&DR. From Yarm Road

agreement needs to be reached with Stockton Council as to which side of the A67 the route should continue, which like the crossing of the borough boundary with Durham will depend on how the route can be delivered on each side of the boundary.

28. In addition a number of circular routes and local links have been identified providing opportunities for people to access the route at different locations and walk or cycle smaller sections of the route. For instance utilising the existing bridleway along Patches Lane.

Next steps

29. In order to have a route in place for the 2025 bicentenary celebrations work needs to continue to create the Public Rights Of Way in negotiation with land owners and other interested parties; to design sections of the route to the standards set out in the Feasibility Report; submit planning applications if required; and secure funding to improve or create the routes.
30. Initial work has started on developing the scheme in Middleton St George. There has been early engagement with Network Rail and Durham Wildlife Trust and once a scheme is designed this will be shared with local people as part of the planning process. Some funding has already been secured but further funding will be required to construct the route.
31. The section of route from Elmtree Street to the River Skerne and North Road Station is being designed into the plans for the Rail Heritage Quarter. The masterplan for the site will be submitted for planning shortly.
32. The other two key priorities are to develop a programme to create the Public Rights of Way and to develop a funding strategy.

Financial Implications

33. The sections of route that have been created or improved to date have been funded in a number of ways. For instance the Rural Payments Agency has provided £212,933 to fund the improvement works on the section between A66 and Mill Lane, Middleton St George; and the route under the Skerne Bridge was funded from the £310,500 from the Local Transport Plan and £219,645 from the Local Growth Fund, Sustainable Access to Employment funding (TVCA). Some sections have been built as part of development such as the route alongside Tornado Way.
34. A small amount of funding has been secured from Network Rail and Section 106 agreements to progress the route in Middleton St George.
35. In order to deliver the full route a funding strategy will need to be developed. This will include identifying opportunities to make potential funding bids, secure additional developer contributions and allocate local and regional transport funding where it is appropriate to do so. This work will be ongoing as the sections are designed and costed.

Legal Implications

36. A statutory process will be followed to create the required Public Rights of Way. In some cases this may involve a creation order or a diversion, and decisions will need to be taken on a section by section basis as to whether the route will be a footpath, cycle track or bridleway. However, the aim is to complete a 26 mile walking and cycling route.
37. In addition there may be a requirement to enter into a lease arrangement for instance with Network Rail. Advice will be taken from Estates and Legal teams as required.

Estates & Property Advice

38. The Estates Team are already actively engaged in the development of the S&DR route and will continue to be involved. This has included the development of the Rail Heritage Quarter project including land assembly and leases; the purchase of land between Elmtree Street and Centurion Way; and advice on existing leases along the route. Going forward there may be requirements for further land acquisitions or leases or compensatory events and these will be identified at an early stage on each section.
39. In addition further sections of the route may be secured as part of planning applications on land in the vicinity of the alignment. The route is already included as a constraint in the Planning Development Control process.

Procurement Advice

40. The route will be constructed as part of the transport capital programme and therefore the Transport Planning, Highways Design and Asset Management Teams will follow the Capital Project process, Contract Procedure Rules and financial procedure rules.
41. All procurement activity will be carried out in line with the Public Contracts Regulation's 2015, Contract Procedure Rules and added to the Annual Plan where the value is over £100k.

Consultation

42. The Rail Heritage Board is the overarching partnership group with a broad membership from public and private sector and has overseen the developments to date. They have approved the audit and feasibility report and a working group has been established to deliver the 26 mile S&DR route across the Heritage Action Zone area.
43. The next stage is to consult on a section by section basis as the design work is done. This may include local residents; land owners and developers; third parties including Durham Wildlife Trust, Environment Agency, Forestry England, Tees Valley Access Forum, Darlington Association on Disability and Sustrans; and highways related organisations such Durham Constabulary and Highways England.

44. As well as the formal process for the Public Rights of Way, some individual sections will require planning permission, providing another opportunity for people to be consulted.

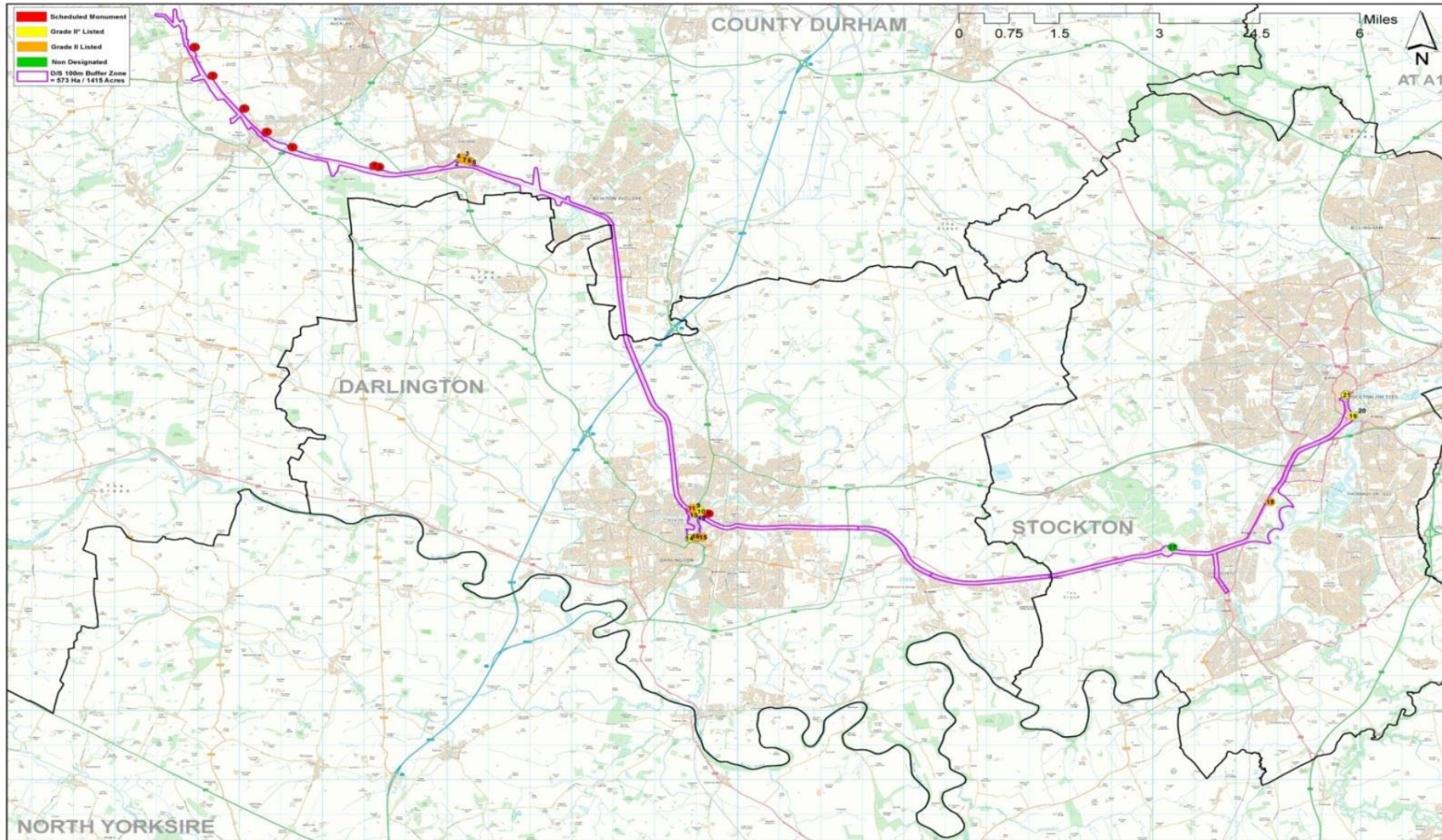
Outcome of Consultation

45. Throughout the development of the audit and feasibility the main feedback has been that it is important to keep to the alignment as closely as practically possible.

Equalities considerations

46. A key part of the Heritage Action Zone work is engagement with communities along the 26 mile S&DR route. The aim is to make history as accessible as possible to as many people as possible. This will include capturing the memories of older people who may remember what life was like along the line last century or engaging with younger people through schools. The Bishop Line Community Rail Partnership has already been active in encouraging specific groups to use the railway including the Women Who Wander project which engages women and girls to experience and influence rail use and industry. The Friends of Stockton and Darlington Railway also continue to engage with community groups along the line to increase understanding of and involvement with the history, conservation and use of the route. As the 26 mile route develops there will be more opportunities to encourage people to use the route for their physical and mental wellbeing as well as to access history.
47. A key consideration in the development of the route is to ensure that the design and construction enables as many people as possible to be able to physically access the route. This will be achieved through careful consideration of surface materials, lighting, gradients and minimising the use of barriers. Interpretation and waymarking need to be clear and accessible for everyone to understand. Many Public Rights of Way are across fields and are unmade paths and so some sections may remain inaccessible in the short term for those using pushchairs or wheelchairs or who struggle on uneven ground. Over time loose or sealed surfaces will be constructed along the majority of the route. Darlington Association on Disability will be consulted on each section of route in Darlington for advice.
48. An Equalities Matrix has been developed and will be reviewed throughout the delivery of the project.

Map of Stockton and Darlington Railway Heritage Action Zone



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**CABINET
10 NOVEMBER 2020**

COUNCIL TAX SUPPORT – SCHEME APPROVAL 2021-22

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

Responsible Director – Paul Wildsmith, Managing Director

SUMMARY REPORT

Purpose of the Report

1. To seek approval for the draft Council Tax Support (CTS) scheme for 2021-22.

Summary

2. On 5 December 2019, Council approved the local CTS scheme for 2020-21 and the scheme became operational on 1 April 2020.
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 2021-22. No changes are proposed to the existing scheme.

Recommendation

5. It is recommended that Cabinet approve the draft CTS scheme for 2021-22 at **Appendix 1** for submission to Council for consideration and adoption, including:-
 - (a) Continuing to provide up to 100% CTS for care leavers under the age of 25, and
 - (b) Continuing to provide up to 80% CTS for all other working age people.

Reasons

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

- (a) The Council is required to publish a local CTS scheme for 2021-22 by 11 March 2021.
- (b) The CTS schemes since 2013 have all been implemented successfully without any major challenges.
- (c) The continued application of a reduced entitlement for working aged people is still appropriate, given the current financial position of the Council.

**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
- (x) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2020

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 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

7. 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.
8. 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.
9. 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.
10. Each year's scheme then has to be approved by full Council.
11. 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.
12. No changes are recommended for the 2021-22 CTS scheme. Changes to the Prescribed Requirements regulations (due to be published in January 2021) will be incorporated into the scheme before publication.

Financial Implications

13. The recommendations in paragraph 5 will not have any significant financial implications and therefore it is not intended to amend the budget in the MTFP.

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Darlington Borough Council
Council Tax Support Scheme
2021 - 2022

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 5th December 2019, Darlington Borough Council approved the Council Tax Support scheme for 2020-2021, which became operational from 1st April 2020.
- 1.1.4 This document sets out Darlington Borough Council's scheme for 2021-2022 and should be read in conjunction with the following regulations.
- 1.1.5 The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.
- 1.1.6 The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012.
- 1.1.7 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013.
- 1.1.8 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2014.
- 1.1.9 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014.
- 1.1.10 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015.
- 1.1.11 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016.
- 1.1.12 The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017.
- 1.1.13 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018.
- 1.1.14 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2020.

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 1.1.5 to 1.1.14, 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 or who are civil partners of each other and are members of the same household; or
- A man and a woman who are not married to each other or who are not civil partners of each other but are living together as if they were a married couple or civil partners; or
- Two people of the same sex who are married to each other or who are civil partners of each other and are members of the same household; or
- Two people of the same sex who are not married to each other or who are not civil partners of each other but are living together as if they were a

married couple or 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 2016 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 2016,
 - 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 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 2016,
 - regulation 14 of the EEA regulations 2016, 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,
 - regulation 16 of the EEA regulations 2016, but only in a case where the right exists under that regulation because the claimant satisfies the criteria in paragraph (5) of that regulation,
 - a person having been granted limited leave to enter, or remain in the United Kingdom under the Immigration Act 1971 by virtue of;
 - article 3 (grant of leave to EEA and Swiss nationals) of the Immigration (European Economic Area Nationals) (EU Exit) Order 2019 made under section 3A of that Act;
 - Appendix EU to the immigration rules made under section 3(2) of that Act;
 - being a person with a 'Zambrano' right to reside as defined in Annex 1 and Appendix EU to the immigration rules made under

section 3(2) of that Act.

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 2020-2021 scheme and will be updated for 2021-2022. The updated amounts will be calculated with reference to the amended regulations and Social Security Benefits Up-rating Order.

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 2020-2021	Weekly amount 2021-2022
Single claimant aged 18 to 24	£58.90	
Working aged single claimant aged 25 or over	£74.35	
Single claimant entitled to main phase Employment and Support Allowance	£74.35	
Working aged lone parent	£74.35	
Working aged couple	£116.80	
Couple entitled to main phase Employment and Support Allowance	£116.80	
Single claimant or lone parent who has attained pensionable age	£187.75	
Couple where one or both members have attained pensionable age	£280.85	
A child or young person until the day before their twentieth birthday	£68.27	
Family premium	Weekly amount 2020-2021	Weekly amount 2021-2022
A household which includes at least one child or young person (but see 3.22.5 and 3.22.6)	£17.60	
Employment and Support Allowance premiums	Weekly amount 2020-2021	Weekly amount 2021-2022
The claimant or their partner are in receipt of the work related activity component of Employment and Support Allowance	£29.55	
The claimant or their partner are in receipt of the support component of Employment and Support Allowance	£39.20	
Special circumstances premiums (entitlement limited to only one of the premiums below)	Weekly amount 2020-2021	Weekly amount 2021-2022
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 	£34.95	

<ul style="list-style-type: none"> • Long term Incapacity Benefit • Severe Disablement Allowance • 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 	£49.80	
<p>Carers premium – the claimant or partner is entitled to Carers Allowance</p>	£37.50	
<p>Special circumstances premiums (entitlement can be applied on top of any other premiums awarded)</p>	<p>Weekly amount 2020-2021</p>	<p>Weekly amount 2021-2022</p>
<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. 	£66.95	

<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 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 both of them. 	<p>£133.90</p>	
<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. 	<p>£17.10</p>	
<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. 	<p>£24.50</p>	
<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. 	<p>£26.60</p>	

<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• Is registered blind.	<p>£65.52</p>	
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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 must not be treated as engaged in remunerative work if they are on maternity leave, paternity leave, adoption leave, shared parental leave, parental bereavement 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, shared parental pay, parental bereavement 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 £140.00 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 support payment from the Grenfell Tower Residents' Discretionary Fund or other charitable funds
- 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
 - Any support payment from the Grenfell Tower Residents' Discretionary Fund or other charitable funds
- 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 2020-2021 scheme (**Table 2**) and will be uprated for 2021-2022. The uprated amounts will be calculated with reference to the amended regulations.

Table 2: Non-dependant deductions 2020-2021

Non-dependant type	Weekly amount
A non-dependant aged 18 or over in remunerative work where their normal gross weekly income is:	
• Less than £217.00	£4.05
• Not less than £217.00 and less than £377.00	£8.25
• Not less than £377.00 and less than £469.00	£10.35
• Not less than £469.00	£12.40
A non-dependant aged 18 or over not in remunerative work	£4.05

- 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.

**CABINET
10 NOVEMBER 2020**

REVENUE BUDGET MONITORING 2020-21 – QUARTER 2

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

Responsible Director - Paul Wildsmith, Managing Director

SUMMARY REPORT

Purpose of the Report

1. To provide an early forecast of the 2020-21 revenue budget outturn as part of the Council's continuous financial management process.
2. To inform Cabinet of the budget rebasing exercise carried out following the 2019-20 outturn results.

Summary

3. This is the second revenue budget management report to Cabinet for 2020-21 and the impact of Covid-19 (CV19) on both expenditure and income levels is projected to be significant. To date the Government has provided a grant of £7.174m to assist with the pressures, they have also announced a further £1bn to be distributed between Local Authorities and Darlington's proportion will be £1.508m.
4. On the 2 July 2020 the Government announced a further package of support to Councils to help address the financial pressures due to CV19. A further £500m will be distributed to respond to spending pressures and a new scheme to help reimburse lost income during the pandemic where 75p of every £1 lost over and above the initial 5% of planned income from sales, fees and charges will be covered. This additional funding is anticipated to be £4.095m this financial year.
5. If all the funding comes to fruition it is estimated the CV19 pressure for 2020/21 will be £0.875m, significantly lower than initially anticipated in Quarter 1 given the additional government funding packages.
6. As in previous years, and following good financial management practice, a budget rebase exercise has been undertaken following the outturn position which has returned £0.897m into general fund reserves. The year-end projection, which takes into account the CV19 pressures and grants anticipated, rebasing, and the early indication of non Covid pressures and savings shows an overall improvement in the 2020/21 financial position of £1.143m.
7. Whilst this headline figure is good news for 2020/21 there is still a significant amount of uncertainty in regard to future pressures and the continued impact of

CV19. This early projection uses best estimates and assumptions based on the Governments recovery plans, however it is likely there will be unforeseen circumstances moving forward.

8. The projected CV19 pressure can be contained this financial year however the greater concern is future years and the longtail CV19 is likely to have on the Council and the Darlington economy. There is no indication if any Government funding will be received for 2021/22 and it is clear the impacts of the pandemic are likely to be prolonged and accumulated in forthcoming years. Any surpluses that may arise this year will be needed to assist with future MTFP pressures.

Recommendation

9. It is recommended that :-
 - (a) The financial position in the forecast revenue outturn for 2020-21 be noted.
 - (b) The CV19 pressures and government grant received to date be noted
 - (c) Further regular reports be made to monitor progress and take prompt action if necessary.
 - (d) The carry forward requested is agreed.
 - (e) The transfer of £0.143m to the ICT earmarked reserve be approved.

Reasons

10. 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	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 Council's 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

11. This is the second revenue budget management report to Cabinet for 2020-21 and provides a mid-year forecast of the revenue position as part of the Council's continuous financial management process.
12. 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.
13. The information in this report has been taken from the financial records to August and managers' projections for the remainder of the year, using their knowledge of events affecting the services they manage.
14. Overall the projected General Fund reserves position at 31st March 2021 is £20.506m, which is an improvement of £1.143m on the planned balances in the 2020-24 MTFP. Of this, £0.875m relates to the unmet CV19 pressure gap offset by the improvement in the Council's 2019-20 financial results of £0.274m; £0.897m being returned to reserves as a result of the rebasing exercise and £0.503m of Troubled Families Grant which was not anticipated at budget setting time and can therefore be returned to reserves along with other departmental improvements..

COVID - 19

15. The impact of CV19 has had a significant bearing on the Council's financial position and is reflected the year end projections. There is still a great deal of uncertainty about how, when and if all services will return to normal and what the impact will be on our communities and the wider economy; the latter points are already having an impact on increased demand for services and council tax and business rate income reductions.
16. The Government has supported Local Authorities with £3.7bn in CV19 funding and have announced a further £1bn which is yet to be distributed. Darlington has received £7.174m to date and is anticipating a further £1.508m which is helping to offset the majority of this years pressures.
17. On the 2 July 2020 the Government announced a further package of support to Councils to help address the financial pressures relating to income loss due to CV19. The Sales Fees and Charges (SFC) scheme will help reimburse lost income during the pandemic where 75p of every £1 lost over and above the initial 5% of planned income from sales, fees and charges will be covered. Darlington's allocation of this funding is estimated to be £4.095m for 2020/21.
18. Taking into account the funding of £7.174m, the potential additional £1.508m and estimated SFC income of £4.095m there is anticipated to be a gap in CV19 funding of £0.875m in 2020/21 with further impacts likely in future years. A summary of anticipated CV19 impact in 2020/21 is detailed in **Appendix 4**.
19. The Medium Term Financial Plan 2020/21 – 2023/24 was balanced utilising general fund reserves over the period. Whilst the projected CV19 gap can be accommodated this year there is significant uncertainty about future pressures and funding. There has been no indication to date that government support will continue into 2021/22 yet it is clear the ongoing impacts of the pandemic will continue into future years in particular relation to the council income streams and additional demand for support. Unless any government funding is received in future years reserves are likely to be utilised earlier than anticipated and a full review of the plan will need to take place during 2021/22.

Departmental Resources

20. Departmental Resource projections are summarised in **Appendix 2** and detailed in **Appendices 2(a) to 2(d)**. Even without the CV19 implications it is difficult to predict year end positions at this early stage and management projections indicate all budgets are online to be achieved with the exception of those stated in the following paragraphs.
21. The **Adults & Children's Services Group** budget is projected to be overspent by £1.879m at the end of the financial year. This is an increase of £0.825m on the position reported at quarter 1. £2.438m relates to CV19, so the overall the budget would ordinarily have been projected to be underspent. The main changes to the previously reported position are detailed below.
 - (a) **Children's Services** is forecasting an overspend of £0.768m at the end of the financial year, £0.514m relating to CV19 expenditure which is an increase of £0.389m on the position reported at quarter one. As the COVID crisis has

continued the demand for services has increased with a number of the previously projected costs rising, along with new pressures. At quarter 1 an assumption was made that the COVID demand would reduce after August with additional measures in place unwinding, however these costs have and are predicted to continue as the pandemic carries on into the winter. This has increased the projected expenditure on placements previously reported by £0.022m and required temporary additional staffing arrangements to be extended adding £0.079m to the previously projected costs. In addition, new pressures are arising as children are staying in the care of the Local Authority longer than planned pre COVID (£0.082m) and the continuing lack of suitable placement provision, meaning a number of children have had to be placed in residential rather than foster care placements (£0.206m).

- (b) Assessment and Care Planning is projected to be overspent by £0.634m at the end of the financial year. This overspend arises from projected net (i.e. after reducing for savings on vacant posts) agency staff costs of £0.270m covering vacant posts, staff on maternity leave and staff sickness absence. The cost of supporting children who are not looked after, is projecting a pressure of £0.300m which is in line with additional caseloads. Whilst this budget is overspending the pressure is significantly less than the cost of formally looking after the children, should they end up in the care of the Local Authority. This support cost pressure is largely overspending due to expensive independent living arrangements for two child who have left custody. The Leaving Care budget continues to be under pressure with a projected year end overspend of £0.057m. This pressure arises from the cost of supporting increased numbers of care leavers with increased costs for supporting up to the age of 25.
- (c) Adoption and placements budgets continue to have a projected underspend, which is now £0.300m. This is based upon current child in placements so is subject to change should placement numbers or type change over the remainder of the year. .
- (d) **Development & Commissioning** is forecasting to be underspent by £0.029m at the end of the financial year. Whilst there are ongoing pressures due to CV19 of £0.042m, savings are projected in a number of the demand led contracts which are offsetting this pressure
- (e) **Education** is forecasting to be overspent by £0.011m at the year end. CV 19 continues to impact on the budget with £0.187m of pressures. This is an increase of £0.151m on the projection at quarter 1 and has arisen from an increase in the number of support arrangements that were required for pupils over the summer holidays as CV19 continued to impact on services (£0.035m). During the school closure period a number of vulnerable pupils were provided with laptop computers by the DfE to enable those pupils to continue with their schooling. The laptops require ICT support, which was not provided as part of the DfE scheme. The Council has therefore let a contract for ICT support which increases costs by £0.069m per year.
- (f) As pupils have returned to school in the autumn term school transport has been provided within the constraints of social distancing. This has required additional transport arrangements and the Council has agreed to contribute towards the costs of running a number of non statutory services. Although savings were made on school transport contracts as a result of reduced

payments through supplier relief the estimated additional cost of CV19 is projected to be £0.046m.

- (g) The CV19 projected cost increases are mostly offset by savings within the education budgets. £0.036m of COVID costs is to be offset by education grants and savings of £0.097m are projected from vacant posts, staff turnover and reduced historic teachers pension liabilities.
 - (h) **Public Health** is forecasting an overspend of £0.105m at the year end. This pressure relates to the need to purchase personal protective equipment for staff due to the CV19 crisis.
 - (i) **Adult Social Care & Health** is forecasting an overspend of £1.029m, of which £1.590m is due to additional costs associated with the ongoing CV19 pandemic. The increased expenditure is to support providers of adult social care, support to day care providers to maintain provision in the future, provision of personal protective equipment (PPE) and additional staffing costs.
 - (j) Adults (excluding CV19 costs) is underspending against budget by £0.561m, a slight improvement of £0.040m from the Q1 position due to various factors with savings in staffing, running costs and supplies and services of £0.025m.
22. The **Economic Growth and Neighbourhood Services Group** is projecting an overspend of £8.261m after taking into account the anticipated impact of CV19, particularly on the business activities of the group. This is an improvement of £0.787m from the position reported at Q1. Operationally the group is projected to be £0.350m overspent when the impact of CV19 is excluded.
23. The majority of the £0.787m improvement comes from improved income projections for car parking income. At Q1 we were projecting 100% loss of income for 12 months, however this has now been revised to only 100% losses for the first 6 months and 30% losses for October to March (excluding the current parking offers). Staff in the construction and highways DLO groups were also furloughed as a result of the national lockdown which suspended or seriously curtailed operations in the early part of the pandemic and this brought in £0.163m of additional government support.
24. Lockdowns and current social distancing guidelines have had and will continue to have a significant impact on fees and charges within the Economic Growth & Neighbourhood Services Group. While recovery activities have begun it is widely believed income levels will be severely affected for the remainder of the year. Current estimates of net losses are based on how managers expected current guidelines to impact on services and are subject to change and may improve or worsen depending on how government advice evolves to combat the increase in local and national cases.
25. Based on current expectations and guidelines the following pressures are projected;
- (a) Planning, Economic Initiatives & Asset Management has seen a reduction in the overall submissions for planning fees, however, the position may see some improvement as there are number of one-off larger planning applications expected to be submitted during the year. Overall, the service area is reporting

an operational overspend of £0.215m which is due to the recent receipt of a backdated claim for rental and service charges, we are looking into this and have included for prudence but hope to reduce this claim. Savings in staffing have helped to reduce the overall pressure.

- (b) Capital Projects, Transport & Highways Planning is currently expected to have an operational underspend of £0.079m, mainly as a result of reduced electricity consumption on street lighting due to more efficient lanterns. Additional section 38 income received during the year is offsetting an expected fall in fees from the capital project and building design teams following the delay or deferment of a number of housing schemes.
 - (c) Community Services saw a number of its public buildings closed from late March 2020 due to the government lockdown. While these buildings have reopened, they continue to be severely affected by the current social distancing restrictions. Other services provided by the group have continued and it is from these that there is an expected operational underspend of £0.126m;
 - (d) Income from the Cemeteries and Crematorium services is expected to £0.090m greater than budgeted for the year.
 - (e) A saving in Waste Disposal of £0.050m has arisen due to lower than expected inflationary increases on the contract.
 - (f) Community Safety overall is expected to breakeven operationally at the end of the year. Parking income losses due to CV19 have improved following the decision to return to charging from October 2020.
 - (g) Building Services returned to operations from June 2020 and while it is not expected to recover the costs and profit lost during this suspension it is currently projected that the services will meet their profit targets for the remainder of the year where operations have returned.
 - (h) Housing general fund is showing an overspend of £0.515m. This includes £0.158m in Homelessness and Rough sleeping related CV19 costs as well as an increase of £0.052m due to increases in B&B costs and placing people for extended periods. ICT costs for customer services have increased by £0.020m and there is a shortfall in income of £0.270m due to CV19 from a reduction in court fee income .
26. The **Resources Department** is projecting a year end budget overspend of £0.195m (including carry/forwards & transfers), a decrease in projected overspend of £0.024m on the position reported at quarter 1. £0.040m is requested to be carried forward to fund the Equality and diversity training which has partially been on hold during the pandemic and will be required in 2021/22. Furthermore, given the pressure there will be on ICT equipment moving forward to continue to support the deployment of staff to home and agile working, it is requested the underspend in the AD Resources areas of £0.143m is transferred to the ICT Architecture fund for future utilisation.
27. The main changes in the Resources group from quarter 1 are summarised as follows:

- (a) Xentrall Partnership, is projected to be underspent by £0.040m which arises due to lower employer pension contributions for staff within the Stockton on Tees Borough Council pension scheme.
- (b) Democratic services are projected to be underspent by £0.071m however £0.059m of this underspend is allocated to cover the costs of additional ICT equipment for members required due to CV19.
- (c) Administration is projected to be underspent by £0.172m at the year end. £0.67m of which has arisen from vacant posts and reduced support required for the Town Hall during the pandemic. Savings of £0.060m are also projected in postage budgets as the amount of mail has reduced during the period.
- (d) Legal & Procurement is projected to be overspent by £0.047m at the yearend primarily due to staffing costs covering maternity leave and also a shortfall in the central budget for printing/photocopying machines where the fixed costs of the machines are not being covered through recharges to the service departments. This pressure will however offset by savings within the departments as the printing budgets will be experiencing savings.
- (e) ICT budgets are projected to be overspent by £0.204m due to additional ICT requirements as a result of the CV19 crisis. This is an increase of £0.062m on that reported at quarter 1 as additional ICT equipment has needed to be procured as staff continue to work remotely.

28. 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

29. The Council Wide and Corporately Managed Resources projections at this stage are projecting a £0.405m shortfall. Financing Costs are projected to be £0.109m underspent, and whilst the impact of CV19 has reduced the projected dividend receivable on the Council's property investment funds by £0.236m, this has been more than offset by lower than predicted interest rates that has reduced the cost of borrowing by £0.345m. There is also anticipated to be a reduction in the profits from our JV companies this year as the programme is pushed back, at this point we have estimated the reduction in dividends and profit to be £0.125m.
30. The 2020/21 MTFP assumed a pay award offer of 2%, however, the national employers and unions have since agreed on a pay award of 2.75%. This agreement has created an increased cost to the Council this year of £0.404m.

Housing Revenue Account

31. HRA projections are shown in **Appendix 3**. Income from rents is anticipated to be £0.373m lower than budget, slightly higher than the Q1 position and is due to additional void as we were not able to re-let or move people at the start of the pandemic until advised by government it was safe to do so. There were also further delays in sheltered complexes due restrictions in to communal areas and relets in these areas have just recommenced. Due to CV19 some areas of the Housing Capital Programme have been delayed in particular the new build

programme and will slip into the new financial year. Consequently, it is anticipated £9.748m of the Revenue contributions will not be required this financial year will remain in Housing balances until called upon next year. A further impact of this is a reduction in financing costs. These changes are being programmed into the revenue account going forward and do not fundamentally change the business plan position.

Collection Fund

32. 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.
33. Due to the ongoing Covid-19 crisis it is anticipated the council tax collection fund will show a projected deficit of £2.018m, primarily due to the increase in local council tax support claimants along with an anticipated house building slowdown and increased bad debt provision. This deficit will need to be funded from GF reserves and this has been included in the projections.
34. Due to the ongoing Covid-19 crisis a 5% reduction in the business rates collection from non-retail premises has been assumed and reflected in the projections for NNDR at the cost of £0.550m. There are other elements that will increase the deficit due to the granting of reliefs, exemptions and the small business rates relief all of which are funded by section 31 grant received from the Government.

Conclusion

35. The Council's projected revenue reserves at the end of 2020-21 are £20.506m, £1.143m higher than the initial 2020-24 MTFP position and include a brought forward amount of £0.274m from 2019-20 and the rebasing exercise of £0.897m.
36. Of the £20.506m projected reserves, we have a risk reserve balance of £4.350m and a commitment to use £11.330m to support years 2 – 4 of the current MTFP, which leaves a funding surplus of £4.826m. This of course is assuming no further pressures are identified and there is no impact of CV19 in future years. In reality there will be ongoing pressures and as noted in paragraph 19 a full review on the MTFP will be required during 2021/22.

Outcome of Consultation

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

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REVENUE BUDGET MANAGEMENT 2020/21**Projected General Fund Reserve at 31st March 2021**

	2020-24 MTFP (Feb 2020) £000
Medium Term Financial Plan (MTFP) :-	
MTFP Planned Opening Balance 01/04/2020	18,092
Approved net contribution from balances	1,271
Planned Closing Balance 31/03/2021	19,363
Increase in opening balance from 2019-20 results	274
Projected corporate underspends / (overspends) :-	
Adult Social Care re-based savings	525
Economic Growth re-based savings	372
Council Wide	(389)
Troubled Families grant not required	503
Financing Costs	345
Financing costs - Covid 19	(236)
Joint Venture - Investment Return - Covid 19	(125)
Projected Collection Fund deficit - Covid 19	(2,568)
Government Grant - Covid -19	7,174
Government Grant - Covid -19 estimate of £1bn	1,508
Government Grant - SFC	4,095
Projected General Fund Reserve (excluding Departmental) at 31st March 2021	30,841
Planned Balance at 31st March 2021	19,363
Improvement	11,478

Departmental projected year-end balances

	Improvement / (decline) compared with 2019-23 MTFP £000
Children & Adults Services	(1,879)
Economic Growth & Neighbourhood Services Resources	(8,261)
	(195)
TOTAL	(10,335)

Summary Comparison with :-

	2019-23 MTFP £000
Corporate Resources - increase in opening balance from 19/20 results	274
Corporate Resources - additional in-year Improvement/(Decline)	12,875
Projected Collection Fund deficit	(2,568)
Quarter 1 budget claw back	897
Departmental - Improvement / (Decline)	(10,335)
Improvement / (Decline) compared with MTFP	1,143
Projected General Fund Reserve at 31st March 2021	20,506

GENERAL FUND REVENUE BUDGET MANAGEMENT 2020/21

	Budget			Expenditure	Variance
	Original 2020/21	Approved Adjustments	Amended Approved Budget	Projected Outturn	
	£000	£000	£000	£000	
Departmental Resources					
Children & Adults Services	58,423	1,929	60,352	62,231	1,879
Economic Growth & Neighbourhood Services	20,867	899	21,766	30,027	8,261
Resources	10,229	321	10,550	10,745	195
Total Departmental Resources	89,519	3,149	92,668	103,003	10,335
Corporate Resources					
Council Wide	405	0	405	794	389
Financing Costs	895	0	895	786	(109)
Joint Venture - Investment Return	(1,028)	0	(1,028)	(903)	125
Contingencies Budget					
Apprentice Levy	199	0	199	199	0
Risk Contingencies	323	0	323	323	0
Mid-Year Savings					
Adult Social Care	0	525	525	0	(525)
Economic Growth - Concessionary Fares	0	372	372	0	(372)
Total Corporate Resources	794	897	1,691	1,199	(492)
Net Expenditure	90,313	4,046	94,359	104,202	9,843
Contributions To / (From) Reserves					
Planned Contribution to General Fund Reserves (MTFP)	271	(351)	(80)	(80)	0
Departmental Brought Forwards from 2019/20		(3,695)	(3,695)	(3,695)	0
General Fund Total	90,584	0	90,584	100,427	9,843

Note: Appendix 1 shows an increase in reserves of £0.274m brought forward from 2019/20.

REVENUE BUDGET MANAGEMENT UPDATE 2020/21

	<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	0	0	0	0	404	404	404
Airport	27	0	27	0	27	27	0
Procurement Savings	(22)	0	(22)	(92)	55	(37)	(15)
Council Tax	400	0	400	400	0	400	0
	405	0	405	308	486	794	389
In Year Over/(Under) Spend	405	0	405	308	486	794	389

REVENUE BUDGET MANAGEMENT UPDATE 2020/21

	<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>	160	(1)	159	43	116	159	0
<u>Children & Adult Services</u>							
Transformation & Performance	557	45	602	303	294	597	(5)
Business Support	1,327	(1)	1,326	547	779	1,326	0
	1,884	44	1,928	850	1,073	1,923	(5)
<u>Children's Services</u>							
COVID 19 costs	0	0	0	154	360	514	514
Children's Services Management & Other Services	537	(41)	496	219	288	507	11
Assessment Care Planning & LAC	3,487	177	3,664	1,779	2,519	4,298	634
First Response & Early Help	2,475	(180)	2,295	(1,410)	3,614	2,204	(91)
Youth Offending/ASB	249	14	263	219	44	263	0
Adoption & Placements	13,740	(2)	13,738	6,464	6,974	13,438	(300)
Quality Assurance & Practice Improvement	419	79	498	80	418	498	0
	20,907	47	20,954	7,505	14,217	21,722	768
<u>Development & Commissioning</u>							
COVID 19 costs	0	0	0	142	(100)	42	42
Commissioning	2,161	199	2,360	307	2,022	2,329	(31)
Voluntary Sector	281	0	281	47	194	241	(40)
Workforce Development	205	(38)	167	(299)	466	167	0
	2,647	161	2,808	197	2,582	2,779	(29)
<u>Education</u>							
COVID 19 costs	0	0	0	60	127	187	187
Education	1,057	(96)	961	(9,458)	10,250	792	(169)
Schools	0	0	0	(706)	706	0	0
Transport Unit	1,684	0	1,684	362	1,315	1,677	(7)
	2,741	(96)	2,645	(9,742)	12,398	2,656	11
<u>Public Health</u>							
COVID 19 costs	0	0	0	73	32	105	105
Public Health	9	0	9	435	(426)	9	0
Healthy New Towns	0	0	0	0	0	0	0
	9	0	9	508	(394)	114	105
<u>Adult Social Care & Health</u>							
COVID 19 costs	0	0	0	533	1,057	1,590	1,590
External Purchase of Care	23,848	1,777	25,625	6,025	19,057	25,082	(543)
Intake & Enablement	590	0	590	834	(246)	588	(2)
Older People Long Term Condition	1,385	0	1,385	602	787	1,389	4
Physical Disability Long Term Condition	5	0	5	23	(18)	5	0
Learning Disability Long Term Condition	1,687	0	1,687	638	996	1,634	(53)
Mental Health Long Term Condition	1,122	0	1,122	311	792	1,103	(19)
Disabled Children	473	0	473	210	322	532	59
Service Development & Integration	965	(3)	962	265	690	955	(7)
Total Adult Social Care & Health	30,075	1,774	31,849	9,441	23,437	32,878	1,029
In Year Over/(Under) Spend	58,423	1,929	60,352	8,802	53,429	62,231	1,879

REVENUE BUDGET MANAGEMENT UPDATE 2020/21

	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	167	0	167	69	98	167	0
<u>Planning, Economic Initiatives & Asset Management</u>							
COVID 19 costs	0	0	0	0	354	354	354
AD - Economic Growth	127	58	185	50	134	184	(1)
Building Control	138	0	138	66	72	138	0
Consolidated Budgets	146	(11)	135	0	135	135	0
Development Management	(73)	0	(73)	47	(113)	(66)	7
Economy	196	114	310	(269)	539	270	(40)
Environmental Health	292	0	292	(22)	298	276	(16)
Place Strategy	582	18	600	(127)	685	558	(42)
Property Management & Estates	(603)	25	(578)	(541)	270	(271)	307
	805	204	1,009	(796)	2,374	1,578	569
<u>Capital Projects, Transport & Highways</u>							
<u>Planning</u>							
COVID 19 costs	0	0	0	0	290	290	290
AD Transport & Capital Projects	124	1	125	51	74	125	0
Building Design Services	19	1	20	112	(14)	98	78
Capital Projects	299	28	327	143	243	386	59
Car Parking R&M	566	0	566	421	145	566	0
Concessionary Fares	3,794	(356)	3,438	1,362	2,048	3,410	(28)
Flood & Water Act	86	25	111	(65)	176	111	0
Highways	2,413	94	2,507	339	1,980	2,319	(188)
Highways - DLO	(498)	(16)	(514)	(26)	(488)	(514)	0
Investment & Funding	(9)	520	511	21	490	511	0
Regeneration Projects	3	1	4	2	2	4	0
Sustainable Transport	263	1	264	(214)	478	264	0
	7,060	299	7,359	2,146	5,424	7,570	211
<u>Community Services</u>							
COVID 19 costs	0	0	0	0	4,940	4,940	4,940
AD Community Services	124	1	125	(421)	546	125	0
Allotments	11	0	11	(2)	14	12	1
Building Cleaning - DLO	125	(20)	105	(241)	346	105	0
Cemeteries & Crematorium	(870)	2	(868)	(402)	(556)	(958)	(90)
Dolphin Centre	548	31	579	831	(252)	579	0
Eastbourne Complex	(16)	0	(16)	35	(51)	(16)	0
Emergency Planning	97	0	97	83	5	88	(9)
Head of Steam	249	0	249	100	149	249	0
Hippodrome	2	(7)	(5)	177	(182)	(5)	0
Indoor Bowling Centre	14	(2)	12	0	12	12	0
Libraries	790	0	790	289	501	790	0
Move More	29	0	29	(150)	179	29	0
Outdoor Events	392	11	403	172	231	403	0
School Meals - DLO	59	(2)	57	120	(63)	57	0
Strategic Arts	110	2	112	13	99	112	0
Street Scene	4,986	11	4,997	2,025	2,972	4,997	0
Transport Unit - Fleet Management	(16)	0	(16)	(1,098)	1,082	(16)	0
Waste Management	2,936	0	2,936	443	2,443	2,886	(50)
Winter Maintenance	428	(8)	420	367	75	442	22
	9,998	19	10,017	2,341	12,490	14,831	4,814

REVENUE BUDGET MANAGEMENT UPDATE 2020/21

	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>							
COVID 19 costs	0	0	0	0	1,446	1,446	1,446
CCTV	188	(1)	187	(76)	263	187	0
Community Safety	573	4	577	124	453	577	0
General Licensing	0	0	0	28	(28)	0	0
Parking	(2,081)	416	(1,665)	34	(1,699)	(1,665)	0
Parking Enforcement	69	(37)	32	64	(32)	32	0
Private Sector Housing	72	0	72	(112)	184	72	0
Stray Dogs	43	0	43	20	23	43	0
Taxi Licensing	0	0	0	(43)	43	0	0
Trading Standards	224	0	224	63	161	224	0
	(912)	382	(530)	102	814	916	1,446
<u>Building Services</u>							
COVID 19 costs	0	0	0	0	723	723	723
Construction - DLO	(467)	(101)	(568)	(3,588)	3,020	(568)	0
Maintenance - DLO	(458)	52	(406)	1,708	(2,114)	(406)	0
Other - DLO	0	14	14	1,111	(1,110)	1	(13)
Corporate Landlord	3,158	32	3,190	1,030	2,160	3,190	0
	2,233	(3)	2,230	261	2,679	2,940	710
<u>General Support Services</u>							
Works Property & Other	109	0	109	0	109	109	0
<u>Joint Levies & Boards</u>							
Environment Agency Levy	112	0	112	108	0	108	(4)
<u>Housing</u>							
COVID 19 costs	0	0	0	0	158	158	158
Local Taxation	459	(2)	457	356	353	709	252
Rent Rebates / Rent Allowances / Council Tax	(132)	0	(132)	5,908	(6,047)	(139)	(7)
Housing Benefits Administration	221	0	221	136	86	222	1
Customer Services	271	0	271	217	113	330	59
Homelessness	297	0	297	(206)	555	349	52
Service, Strategy & Regulation and General Services	179	0	179	(948)	1,127	179	0
	1,295	(2)	1,293	5,463	(3,655)	1,808	515
In Year Over/(Under) Spend	20,867	899	21,766	9,694	20,333	30,027	8,261

REVENUE BUDGET MANAGEMENT UPDATE 2020/21

	<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>Resources</u>							
Managing Director	164	(1)	163	112	51	163	0
Darlington Partnership	37	(1)	36	(38)	74	36	0
<u>AD Resources</u>							
Finance & Governance	1,406	102	1,508	762	623	1,385	(123)
Financial Assessments & Protection	261	(17)	244	120	114	234	(10)
Communications & Engagement	794	186	980	325	615	940	(40)
Systems	753	17	770	509	261	770	0
Xentrall (D&S Partnership)	1,693	0	1,693	673	980	1,653	(40)
Human Resources	582	0	582	318	294	612	30
Health & Safety	135	10	145	101	44	145	0
	5,624	298	5,922	2,808	2,931	5,739	(183)
<u>AD Law & Governance</u>							
COVID 19 costs	0	0	0	0	170	170	170
Complaints & FOI	186	0	186	110	93	203	17
Democratic Services	1,199	11	1,210	551	588	1,139	(71)
Registrars	(29)	16	(13)	(113)	100	(13)	0
Administration	698	(1)	697	290	235	525	(172)
Legal & Procurement	1,398	(1)	1,397	793	651	1,444	47
Coroners	215	0	215	215	0	215	0
	3,667	25	3,692	1,846	1,837	3,683	(9)
<u>AD ICT</u>							
ICT	737	0	737	(14)	751	737	0
COVID 19 costs	0	0	0	54	150	204	204
	737	0	737	40	901	941	204
In Year Over/(Under) Spend	10,229	321	10,550	4,768	5,794	10,562	12

BUDGET MANAGEMENT 2020/21

SCHOOLS PROJECTED BALANCES 2020/21					
School Name	Opening Balance at 1st April 2020	Formula Budget Allocation*	Total Available	Projected Closing Balance at 31st March 2021	Projected Closing Balance as proportion of Formula Budget Allocation
	£000	£000	£000	£000	%
<u>Primary</u>					
Federation of Darlington Nursery Schools	47	750	797	51	7%
Red Hall Primary	252	956	1,208	228	24%
Whinfield Primary	245	2,098	2,343	236	11%
Harrowgate Hill Primary	187	2,350	2,537	318	14%
Primary Total	731	6,154	6,885	833	

*Federation of Darlington Nursery Schools figure is indicative. Actual allocation is updated each term with attendance

HOUSING REVENUE ACCOUNT 2020/21

	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)	(20,555)	0	(20,555)	(20,182)	373
Sundry Rents (Including Garages & Shops)	(429)	0	(429)	(422)	7
Charges For Services & Facilities	(3,049)	0	(3,049)	(3,049)	0
Contribution towards expenditure	(265)	0	(265)	(265)	0
Interest Receivable	(6)	0	(6)	(6)	0
Total Income	(24,304)	0	(24,304)	(23,924)	380
<u>Expenditure</u>					
Management	5,814	0	5,814	5,761	(53)
Maintenance	4,075	0	4,075	4,275	200
Capital Financing Costs	3,211	0	3,211	3,057	(154)
Revenue Contribution to Capital Outlay	14,273	0	14,273	4,525	(9,748)
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	(3,419)	0	(3,419)	5,956	9,375
Total Expenditure	24,304	0	24,304	23,924	(380)
(Surplus)/Deficit	0	0	0	0	0

HRA Balances	£000
Opening balance 01/04/2020	19,828
Contribution to/(from) balances	5,956
Closing balance	25,784

<u>Projected Covid-19 costs for 20/21</u>		App 4
	Total Projection £000's	
Children's Services	514	
Development & Commissioning	42	
Education	187	
Public Health	105	
Adult Social Care & Health	1,590	
Planning, Economic Initiatives & Asset Management	354	
Capital Projects, Transport & Highways Planning	290	
Community Services	4,940	
Community Safety	1,446	
Building Services	723	
Housing	158	
Law & Governance	170	
ICT	204	
Financing costs	236	
Joint Venture - Investment Return	125	
Collection fund deficit	2,568	
Total Projected Covid-19 costs	13,652	
Less Government Grant received - Covid 19	(7,174)	
Less estimated additional Government grant	(1,508)	
Less Government Sales Fees and Charges grant claim estimate	(4,095)	
Projected shortfall of resources	875	

**CABINET
10 NOVEMBER 2020**

**PROJECT POSITION STATEMENT & CAPITAL PROGRAMME MONITORING
QUARTER TWO 2020/21**

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

**Responsible Directors - Paul Wildsmith, Managing 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 £254.530m against an approved programme of £254.545m. 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 2020/21 – 2023/24.
4. The Council has a substantial annual construction programme of work. The current project position statement (PPS) shows there are 39 live projects currently being managed by the Council with an overall projected outturn value of £126.126m. 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 22.

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 2020/21 – 2023/24
- (ii) Project Position Statement August 2020

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	There are no carbon 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

2020/21 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 2020-21 schemes previously released by Cabinet, is £159.486m.
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 2020, 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 £ / p	Projected Outturn £ / p	Variance %	Variance (Value) £ / p
Economic Growth & Neighbourhood Services	37	122,108,713	121,971,397	(0.1)	(137,316)
People	2	4,154,656	4,154,656	0.0	0
TOTAL	39	126,263,369	126,126,053	(0.1)	(137,316)




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	0	22	3	7	5	0	37
People	0	0	2	0	0	0	2
TOTAL	0	22	5	7	5	0	39

- (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	1	36	0
People	0	2	0
TOTAL	1	38	0

- (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.

18. Current projects with the triangle symbol are as follows:-

Project	Reason for Variance	Action
Ingenium Park	The drainage works for the scheme have had to be delayed due to the working restrictions we have around the Great Crested Newts. The window for undertaking the drainage works is only between November-February, and has therefore delayed the completion of the overall scheme	The drainage works will go out to tender in September for a November start on site

Reconciliation of Project Position Statement to Capital Programme

19. 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	126.126
Schemes closed or on hold within CP but awaiting PPS post project review.	27.441
Annualised Schemes excluded from PPS - Housing Repairs & Maintenance	0.360
Annualised Schemes excluded from PPS - Highways Maintenance	15.991
Annualised Schemes excluded from PPS - Children's Services School Maintenance	0.000
Non Construction excluded from PPS	12.295
Capital Investment Fund excluded from PPS	36.619
Projects under £75k are excluded from PPS reporting.	1.841
Schemes Included with PPS & CM Reporting	(1.443)
Capital schemes not yet integrated into PPS reporting.	12.912
Funding not yet allocated	22.389
Capital Programme	254.530

20. The table below shows the split of the approved capital programme of £254.545m, between the different service areas and also the various categories of spend. When compared to the table above it shows that there is a projected £0.100m underspend on the approved capital programme.

	Construction				Non construction	Capital investment fund	Housing New Build not yet allocated	Total
	Live Schemes 75k & Over	Annualised Schemes	Completed Schemes awaiting review	Live Schemes under 75k				
Area	£m	£m	£m	£m	£m	£m	£m	£m
Housing	20.069	0.360	12.324	0.151	0.392	0.000	21.692	54.988
Economic Growth	86.562	0.000	11.197	0.644	9.831	36.619	0.907	145.760
Highways/Transport	7.100	15.991	3.968	0.843	0.025	0.000	0.000	27.928
Leisure & Culture	19.107	0.000	0.000	0.134	0.360	0.000	0.000	19.602
Education	4.155	0.000	0.358	0.068	0.052	0.000	0.000	4.634
Adult Social Care	0.000	0.000	0.000	0.000	0.993	0.000	0.000	0.993
Other	0.000	0.000	0.000	0.000	0.641	0.000	0.000	0.641
Total	136.993	16.351	27.848	1.841	12.295	36.619	22.599	254.545

Capital Programme

21. Paragraph 22 shows the movements in the Capital Programme since the approval of the 2020/21 Capital MTFP, some of which have not yet been approved by Members.

22. Adjustment to resources requested by departments:

Adjustments needing approval release

Department	Scheme	Value £	Reason for adjustment	Resource type adjusted
Neighbourhood Services Economic Growth & Resources	Yarm Road Traffic Counters	£13,150	S106 Torrington Works Yarm Road Traffic Counters	S106
Neighbourhood Services Economic Growth & Resources	Woolsington Drive Link	£21,136	S106 Cycle & Footpath	S106
Neighbourhood Services Economic Growth & Resources	Railway Heritage Quarter	£50,000	RCCO 20/21 Train Signs Throughabout	RCCO
Neighbourhood Services Economic Growth & Resources	Railway Heritage Quarter	£5,000	RCCO 20/21 Royal George Engine Replica Project	RCCO
Neighbourhood Services Economic Growth & Resources	Town Centre Strategic Acquisition Fund	£7,250	RCCO 20/21 Skinnergate development	RCCO
Neighbourhood Services Economic Growth & Resources	Parkside Zebra Crossing	£49,816	RCCO 19/20 Contribution towards Crossing schemes (Parkside)	RCCO
TOTAL		£146,352		

Outcome of Consultation

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

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Capital Project Position Statement

Appendix 1

Aug-20

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. Activity plan elements are still being delivered up to March 2021, working to current approved budget.
25	West Cemetry Development	Economic Growth & Neighbourhood Services	£4,900,000	£4,900,000	31-Mar-22		The project is currently in the design stage with planning application to be submitted in December. Key project milestones, public consultation 07/11/19 Pre -planning application submission 19/11/19. A decision has been made to defer the project until April 2021 due to the current covid-19 situation.
26	Dolphin Centre Soft Play / Bowling Alley	Economic Growth & Neighbourhood Services	£1,784,687	£1,784,687	31-Mar-21		Project programme currently being reviewed
27	Railway Heritage Quarter	Economic Growth & Neighbourhood Services	£19,790,000	£19,790,000	30-Sep-24		Space Architects have been appointed via Willmott Dixon to undertake the design for the RHQ. Various workshops will commence in order to take the design forward.
28	Crown Street Library Refurbishment	Economic Growth & Neighbourhood Services	£2,910,436	£2,910,436	11-Nov-21		Discussion underway regarding when best to programme works. Likely that to avoid inclement weather and following delay for Natural England licence (Bats) that works would commence spring 21. Internal works may commence earlier but their could be a risk of water ingress when roof works ongoing. Main works to commence January 21.
174	RedHall SEND	People	£1,637,998	£1,637,998	01-May-21		<p>CP2 forms approved 29/07/19</p> <p>Planning consent approved with conditions on 04/03/20</p> <p>Building regs approved with conditions</p> <p>Tender cost (£1,181,135.80) for the SEND new build, carpark alterations, internal refurbishment of the ICT room and staff toilets agreed.</p> <p>3m social distancing prelims allowance has been added into the overall budget (£50k) as a contingency which has increased the overspend to £65k. Education approved the team to proceed while additional funds were being agreed. Cabinet approved the additional funds on 14/07/20.</p> <p>Construction programme June 2020 – February 2021 (3m provision has been added in for social distancing taking us until May 2021) ICT and toilet refurbishment works was completed over the summer holidays 2020.</p> <p>Construction phase H&S plan has been agreed on 04/06/20.</p> <p>Pre start meeting complete 19/05/20</p> <p>Monthly site progress meeting taking place every 4 weeks via team's Client in attendance and reports back to the end user and Education Project Board.</p> <p>CP3 V2 forms approved 23/07/20</p>

Capital Project Position Statement

Appendix 1

Aug-20

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
175	Rise Carr SEND	People	£2,516,658	£2,516,658	01-Sep-21		<p>CP2 forms approved 29/07/19</p> <p>Planning and Listed building consent approved with conditions on 27/01/20</p> <p>Building regs approved with conditions on 27/04/20</p> <p>Listed building consent received for the window replacement on 14/05/20</p> <p>Tender cost V6 for the SEND new build, internal refurbishment, full window replacement, emergency roofing replacement and structural sports hall repairs, has now been agreed and Cabinet approved the additional funds on the 14/07/20.</p> <p>Pre-commencement condition discharged on 13/08/20</p> <p>Construction phase H&S plan has been agreed on 10/08/20.</p> <p>Start on site Monday 17th August until 31st August 2021. (12w had been added to the construction programme to adhere to social distancing during construction) Window replacement, Sport Hall repairs and internal remodel and small extension programmed in for Summer 2021.</p> <p>Pre start meeting complete 30/07/20</p> <p>Monthly site progress meeting taking place every 4 weeks via team's Client in attendance and reports back to the end user and Education Project Board.</p> <p>CP3 forms approved 11/08/20</p>
226	Ingenium Parc Masterplan + Infrastructure	Economic Growth & Neighbourhood Services	£5,687,756	£5,687,756	30-Mar-21		<p>Complete – McMullen Road Roundabout, Salters Lane Cycle Route, Cummins Car Park, Phase 1 Ecological mitigation: Ponds & hibernacula. Spine Road. One of the final elements of the spine road work for will be to lay service ducts underneath the road crossings (entrances to Cummins and the hammerhead at the bottom of the spine road) so that utilities can be connected into site. The revised surface water route will involve a complex dig additionally constrained by very limited access, ditches, underground stats, overhead HV lines and a small working area between permanent bodies of water within a nature reserve. In order to plan and carry out these works safely within these constraints the decision was taken to re-programme the procurement until July 2020. This will ensure we can approach the market with a comprehensive brief and design and make a start on 1st November when the ecological window reopens. Currently reviewing budget against outturn cost as a result of additional works post contract commencement.</p>
228	Feethams House	Economic Growth & Neighbourhood Services	£8,500,000	£8,423,670	29-Apr-20	15-May-20	Project complete and handed over. Fit out design of top floor for Deep Ocean underway.
231	Faverdale Project Development	Economic Growth & Neighbourhood Services	£440,000	£440,000	30-Sep-20		This work is feasibility on development options. Stage 1 Feasibility is complete, discussions ongoing with developer and whether DBC progress with Stage 2 or transfers to Developer.
232	Darlington Station	Economic Growth & Neighbourhood Services	£25,000,000	£25,000,000	20-Dec-24		<p>Eastern Gateway: Willmott Dixon appointed to design through to end of RIBA4. Stage 3 will be fully underway once agreement over red line boundaries and MSCP/station scope, scale and location are agreed.</p> <p>CPO: Process begun,. Next stage subject to agreement of above design.</p> <p>Western Gateway: Initial highways design being consulted upon.</p>

Capital Project Position Statement

Appendix 1

Aug-20

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
233	Hybrid Innovation Centre	Economic Growth & Neighbourhood Services	£7,000,000	£7,000,000	31-Dec-21		Willmott Dixon presently appointed via SCAPE to undertake design up to Stage 3. SI works ongoing. Stage 3 submission received 22nd May 2020. Presently being reviewed.
234	Demolition at Union Street	Economic Growth & Neighbourhood Services	£200,000	£210,000	25-Aug-20		Delays in arranging the disconnection of utilities has halted commencement of the demolition until further notice. Due to the delays extra budget costs have been incurred for; 1. Hire of scaffolding and 2.Fencing 3.Extension to the required bat license 4.Parking for businesses
317	Dophin Centre Refurbishment	Economic Growth & Neighbourhood Services	£2,850,000	£2,850,000	05-May-16	30-Apr-16	Works complete CP5 to complete.
451	East Haven Housing	Economic Growth & Neighbourhood Services	£5,402,952	£5,402,952	31-Mar-22		Design progressing. Access arrangements confirmed.
454	Fenby Avenue Housing - Phase II	Economic Growth & Neighbourhood Services	£2,155,000	£2,097,684	23-Sep-20		Further delays beyond Covid19 pause.
459	Roof Replacement Programme Housing	Economic Growth & Neighbourhood Services	£700,000	£700,000	31-Mar-20	31-Mar-20	Works started on site 5/5/19, works planned to be completed on 31/03/2020
460	External Wall Repair Programme Housing	Economic Growth & Neighbourhood Services	£300,000	£300,000	31-Mar-20	31-Dec-20	Works started on site 5/5/19, works planned to be completed on 31/03/2020

Capital Project Position Statement

Appendix 1

Aug-20

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
461	Allington Way - Phase 3	Economic Growth & Neighbourhood Services	£8,638,250	£8,624,580	20-Dec-21		Works recommenced on site
462	Skinnergate Re-development Housing	Economic Growth & Neighbourhood Services	tbc	tbc	tbc		Proposed site layout developed. Preparing planning application, but delays arising due to the potential requirement of having to retain an annexed non-listed building and Historic England not engaging in site visits due to Covid19 for 6 months. Site visit with EH took place 22 Sept and the planning application is to follow shortly.
463	Hundens Lane area- structural repairs	Economic Growth & Neighbourhood Services	£400,000	£400,000	31-Mar-21		Structrual repairs Identified to properties in this area, works to start on Byron and Shelley road
465	Central Heating Programme 2020/21	Economic Growth & Neighbourhood Services	£950,000	£950,000	31-Mar-21		Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.
466	Roof Replacement Programme 2020/21	Economic Growth & Neighbourhood Services	£500,000	£500,000	31-Mar-21		Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.
467	External Wall Repair Programme 2020/21	Economic Growth & Neighbourhood Services	£216,000	£216,000	31-Mar-21		Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.
468	Replacement Door Programme 2020/21	Economic Growth & Neighbourhood Services	£350,000	£350,000	31-Mar-21		Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.

Capital Project Position Statement

Appendix 1

Aug-20

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
470	Hundens Lane area- structural repairs 2020/21	Economic Growth & Neighbourhood Services	£280,000	£280,000	31-Mar-21		Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.
471	Communal Flat entrance door and door entry replacement	Economic Growth & Neighbourhood Services	£170,000	£170,000	31-Mar-21		Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.
626	Feethams Crossing	Economic Growth & Neighbourhood Services	£266,167	£266,167	31-Mar-20	26-Jun-20	Scheme complete. Awaiting snagging
627	Redmire Close Cycle Route	Economic Growth & Neighbourhood Services	£150,000	£150,000	31-Mar-21		Design work underway. Deferred until September 2020
628	Houghton Road/Tornado Way	Economic Growth & Neighbourhood Services	£1,539,433	£1,539,433	31-Mar-20	07-Sep-20	Scheme to include VRS on Arnold bridge + extra surfacing on Houghton Road. Surfacing scheduled for week commencing 20/07/20 with the landscaping to follow. Completion estimated at 7 September, 2020.
631	Rotary Way cycleway	Economic Growth & Neighbourhood Services	£320,000	£320,000	31-Mar-20	31-Mar-20	Substantially complete, awaiting snagging
633	McMullen Road Roundabout	Economic Growth & Neighbourhood Services	£1,287,000	£1,287,000	31-Mar-20	31-Mar-20	Complete. Awaiting snagging on roundabout.

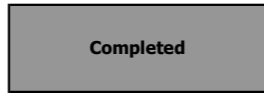
Capital Project Position Statement

Appendix 1

Aug-20

Ref No	Title	Client	Approved Budget	Outurn Forecast	Planned Completion	Actual Completion	Comment
634	Yarm Road/Lingfield Way junction	Economic Growth & Neighbourhood Services	£1,043,000	£1,043,000	31-Mar-20	25-Sep-20	Surfacing complete. Traffic signals installed 3 August, 2020
636	S & D Trackbed	Economic Growth & Neighbourhood Services	£237,033	£237,033	30-Jun-20		Planning approval was received on 20th August 2019. Brambledown Landscaping currently on site.
637	Allington Way Cycle Route	Economic Growth & Neighbourhood Services	£273,000	£273,000	31-Mar-20		Substantially complete. Landscaping and snagging required, weather permitting.
638	Abbots Yard Car Park	Economic Growth & Neighbourhood Services	£143,000	£143,000	31-Mar-21		Reopening 14 August 2020.
639	Victoria Road Access to Station	Economic Growth & Neighbourhood Services	£1,025,000	£1,025,000	31-Mar-20		Signed offer letter received from TVCA. Recommended on site 3 August 2020.
640	A68 Woodland Road	Economic Growth & Neighbourhood Services	£460,000	£460,000	31-Mar-22		Scheduled for 2021/22
641	Walking/Cycling Route Ingenium Parc	Economic Growth & Neighbourhood Services	£171,000	£171,000	31-Mar-20		Substantially complete. Awaiting snagging.
			126,263,369	126,126,053			

Capital Project Position Statement



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

Project Ref Number	Project Title	Stage				Status Symbol I = Triangle L = 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	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
		CP1 Start In	CP2 Initiate	CP3 Define	CP4 Complete																						CP5 Evaluate	Progress / Plan / Schedule	Budget				
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. Activity plan elements are still being delivered up to March 2021, working to current approved budget.			SCAPE	NEC3	Willmott Dixon	£12,885,288
25	West Cemetery Development					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Brian Robson	R0154	£4,500,000	£4,900,000		£4,900,000	£4,900,000	0	0	31-Mar-21	31-Mar-22	31-Mar-22	0	Yes	Yes	Todd Milburn	CP2 agreed on 03/04/20 Planning agreed on 09/03/20 with 17 conditions, additional items where agree within the planning meeting that are to be costed out as additional funding will be needed to fund these. The pre planning commencement drainage remedial works within the existing cemetery are underway and will be complete by August 2021, with a view to discharging the planning condition in September. The Chapel new build and existing Crematorium refurbishment start on site has been moved to April 2021. The new cremators will now be installed between July and December 2021. The extension of the existing cemetery wall and additional line of fencing are to be priced up and carried out during October 2020. These items needed to be Cabinet have agreed the £4.9m, the additional planning conditions works are to be costed out as these will be an addition to the scheme. The pre tender estimate was received on 31/07/20 from Align, using this figure we are currently £958,741 over budget. Given this and the extra time we now have as the works are not starting until April 2021, we agreed to go out to tender on the 5th October but to extend the return period to 8 weeks. This will allow the subcontractors time to supply a costs as per the tender drawings, and a cost for using alternative specs/providers to try and reduce the overall construction budget. Jet Aire have now finished their remedial works to the existing drainage system within West Cemetery. The report and CCTV evidence is being compiled and will be issued to the planners as soon as possible to have the pre-commencement condition discharged. We will also be submitting the detail in relation to the additional fencing and wall we have been asked to include for as part of our works, with a view to constructing these in during October.			Align - Architect Rose Project Management - Specialist Crematoria, Cemeteries and Consultancy Todd Milburn - Principal Designer Facultative Technologies - Cremator supplier Obitus - Audio and visual provider Treske - Specialist furniture provider	JCT	Building Services	
26	Delphin Centre Soft Play / Bowling Alley					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Richard Storey	D0174	£1,700,000	£1,600,000		£1,784,687	£1,784,687	0	0		27-Nov-20	30-Nov-20	3	YES	YES	Mike Brown	On Site	On revised budget	Covid working restrictions could hinder works progress.	In house delivery	spirit of JCT	In House - No Contract	£1,731,721
27	Railway Heritage Quarter					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Brian Robson	R0155	£210,000	£20,000,000		£19,790,000	£19,790,000	0	0	30-Sep-24		30-Sep-24	0	Yes	Yes	TBC	Scheme is working through to RIBA Stage 3		Covid working restrictions have slowed some design work in particular site investigations	Scape		Willmott Dixon	
28	Crown Street Library Refurbishment					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Richard Storey			£2,910,436		£2,910,436	£2,910,436	0	0	01-Dec-20	01-Jun-21	11-Nov-21	163	Yes	Yes	Mike Brown	Tender for roof works issued. Roof works to commence November. Main works tender to be issued 16th October. Main works to commence January 21 CP2 forms approved 29/07/19 Planning consent approved with conditions on 04/03/20 Building regs approved with conditions Tender cost (£1,181,135.80) for the SEND new build, carpark alterations, internal refurbishment of the ICT room and staff toilets agreed. 3m social distancing prelims allowance has been added into the overall budget (£50k) as a contingency which has increased the overspend to £65k. Education approved the team to proceed while additional funds were being agreed. Cabinet approved the additional funds on 14/07/20. Construction programme June 2020 - February 2021 (3m provision has been added in for social distancing taking us until May 2021) ICT and toilet refurbishment works was	Currently projected to be at 2.9m	Roof works must be completed between October and March in line with Bat mitigation licence.	Consultants - M&E Design.	Standard T&C.	DTA	
174	RedHall SEND					●	L	People	Peope	Tony Murphy	Rebecca Robson	E1888	£1,538,074	£1,572,289		£1,637,998	£1,637,998	0	0	01-Sep-20	01-May-21	01-May-21	0	Yes	Yes	Mike Brown	Overall Cabinet approved costs - £1,637,997.98 SEND Capital approved 10/9/20 - £350,000 Basic Need Capital approved 10/9/20 £1,222,298 Basic Need Capital approved 14/7/20 £65,708.98 Location of the additional car parking is needed to be submitted to the planners before we get up to DPC Level (late August). The proposed carpark layout is still to be finalised and will need prior approval with the Client and End User before being submitted to planning. This items has been highlighted on the ICA log since 02/03/20 and despite being chased regularly is still outstanding as of 17/8/20. Discussion/update needed from the Design Team regarding the potential delay and additional cost for the groundworks over the existing gas pipe. 5 day delay currently being reported in relation to the groundworks, drainage is in hand and BHG are looking at the levels, update to be provided at the next site meeting on 18/08/20.			DLO Delivery	DBC standard T&C	Internal - Building Services	£1,181,136

Page 161

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	Anticipated 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
		CP1 Start In	CP2 Initiate	CP3 Define	Consent Discharge																						Progress / Plan / Schedule	Budget	Issues				
175	Rise Carr SEND					●	L	People	Peope	Tony Murphy	Rebecca Robson	E1889	£1,559,665	£1,526,920		£2,516,658	£2,516,658	0	0	01-Sep-20	01-Sep-21	01-Sep-21	0	Yes	Yes	Mark McIntosh	CP2 forms approved 29/07/19 Planning and Listed building consent approved with conditions on 27/01/20 Building regs approved with conditions on 27/04/20 Listed building consent received for the window replacement on 14/05/20 Tender cost V6 for the SEND new build, internal refurbishment, full window replacement, emergency roofing replacement and structural sports hall repairs, has now been agreed and Cabinet approved the additional funds on the 14/07/20. Pre-commencement condition discharged on 13/08/20 Construction phase H&S plan has been agreed on 10/08/20. Start on site Monday 17th August until 31st August 2021. (12w had been added to the construction programme to adhere to social distancing during construction) Complete - McMullen Road Roundabout, Salters Lane Cycle Route, Cummins Car Park, Phase 1 Ecological mitigation: Ponds & hibernacula. Spine Road. One of the final elements of the spine road work for will be to lay service ducts underneath the road crossings (entrances to Cummins and the hammerhead at the bottom of the spine road) so that utilities can be connected into site. All works will be complete by end March 2020. Ecological Mitigation Phase 2 delayed due to bad weather (wet weather and water logging) completion date (May2020) unaffected as original programme included a 12 week site break ahead of optimum seeding time in May). Utilities, Routes and connection costs have now been agreed with all suppliers likely utility demand assessed by an M&E consultant and presented in CP2 to be developed with agreed option (Green Street - 150 spaces). Project plan to be put in place through close liaison with project team. Update CP satge, project completed within time and budget. CP5 Project Close out to be completed.	Overall Cabinet approved costs - £2,516,658.00 SEND Capital approved 10/9/20 - £350,000 Basic Need Capital approved 10/9/20 £1,176,920 SEND Capital approved 14/7/20 - £148,837 Basic Need Capital approved 14/7/20 £840,811	Currently on programme with no issues to report. Programme needs to be in more detail so we are able to extract the internal abreactons information for the End User. Cost report no. 1 is due. A Bat licence needs to be applied for in the New Year so we can undertake the works to the Sports Hall in Summer 2021. CLT frame protection to be investigated by the Design Team for over the Christmas period. The level of information on the contractors progress reports has been highlighted and are currently the process of being changed to rectify both H&S and the PM comments. Awaiting the additional cost from the	Perfect Circle for the Design Team DLO for the Contractor	JCT	Internal - Building Services	£1,965,044
226	Ingenium Parc Masterplan + Infrastructure					◆	L	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Joanne Wood	R0130	£2,403,100	£5,650,712		£5,687,756	£5,687,756	0	0	31-Aug-18	30-Mar-21	30-Mar-21	0	Yes	Yes	Noel Walecki/ Kevin Snaith	Nov 2019: Approved budget increased by £37,044.30 to £5.68m due to additional costs of McMullen Road Roundabout and Salters Lane Cycle route. Spend managed by Highways and additional funding sourced from underspends on overall NPf programme. Currently projecting to be on budget with all outstanding work provided for (including contingencies). Estimates have been requested from DBC Highways for an extension to the Spine Road to provide access to Phase 2 plot.	Spine Road. Value £961,551, DBC Highways, Term Contract Phase 2 Ecological mitigation: Planting & seeding - delayed due to bad weather and waterlogging. To restart 6th March 2020. Value £148,346 Brambledown Construction, Contract Type: NEC Short Contract	1. Spine Road 2. Phase 2 Ecological mitigation; Planting & seeding	Term Contract NEC Short	DBC highways Brambledown Construction	1. £961,551 2. £148,346	
227	NBMC Car Park					★	C	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Brian Robson	R0131	£611,500.00	£611,500		£611,500	£510,643	-16.5%	-£100,857	01-Dec-16	01-Aug-17	01-Aug-17	0	Yes	Yes	Noel Walecki	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. CPI 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 and Jane Sutcliffe Project/ Richard Storey PM-building	D0161	£246,000	£8,500,000		£8,500,000	£8,423,670	0	-£76,330	30-May-19	29-Apr-20	15-May-20		Yes	Yes	Tim Rainford (Nappers)	Project complete and handed over. Fit out design of top floor for Deep Ocean underway.	currently 76k underspend.	Lease contracts for Deep Ocean (whole of top floor) and Agri-Epi (ground or 1st floor smaller right hand suite) are almost finalised. Deep Ocean planning to sign lease and start fit-out works 10/08/2020 - Deep Ocean need to get Building Regs approval and internal approvals - fit out plans have been agreed.	Development agreement with Willmott Dixon for Design and Build	NEC3 ECC Option A	Willmott Dixon Construction	£8.065m
231	Faverdale Project Development					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Julia McCabe	R0137	£440,000	£440,000		£440,000	£440,000	0	0	01-Jun-18	30-Sep-20	30-Sep-20	0	Yes	Yes		This work is feasibility on development options. Stage 1 Feasibility is complete, discussions ongoing with developer and whether DBC progress with Stage 2 or transfers to Developer.	£372,000 remaining	Project delays associated with agreeing scope of stage 2: design appraisal and planning application scoping that reflect the works required to refine the masterplan, develop infrastructure designs and inform a pre-application planning enquiry and outline business case.	Stage 1: Feasibility, options appraisal and strategy	Framework agreement	Arup	£34,611
232	Darlington Station					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Ian Stewart	R0158	£25,000,000	£25,000,000	£25,000,000	£25,000,000	£25,000,000	0	0		20-Dec-24	20-Dec-24	0	Yes	Yes	Eastern Gateway - Tim Rainford (Napper)	Eastern Gateway: Willmott Dixon appointed to design through to end of RIBA4. Stage 3 will be fully underway once agreement over red line boundaries and MSCP/station scope, scale and location are agreed. CPO: Process begun. Next stage subject to agreement of above design. Western Gateway: Initial highways design being consulted	TVCA spend to date £1,00,000 Acquisitions £7,827,262 CPO Costs £250,000 Security & Site clearance £1,322,940 Multi Storey Car Park, Neasham Rd & Victoria Rd Interchanges £15,599,798	1. Challenge to work with network rail as their timetable is well behind DBC's, but regular working group and board meetings are allowing progress to be made, albeit at a slow pace. 2. CPO process dictates overall programme at this stage and is dependant on a clear footprint and design intent, which are yet to be confirmed. As a result Cabinet consideration of the CPO process has been delayed until an estimated time of Nov 2020	1. WDC - Contract for Stage 3 and 4 design of Eastern Gateway 2. TerraQuest - Land Referencing 3. Sanderson Weatherall - specialist property acquisitions	1. NEC EEC 2. and 3. Consultant contracts	1. Willmott Dixon 2. Terraquest 3. Sanderson Weatherall	1. £710,496 2. TBC 3. TBC
233	Hybrid Innovation Centre					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Williams	Joanne Wood	R0157	£500,000			£7,000,000	£7,000,000	0	0	31-Dec-21	31-Dec-21	31-Dec-21	0	Yes	Yes	Tim Rainford (Nappers)	Willmott Dixon presently appointed via SCAPE to undertake design up to Stage 3. SI works ongoing. Stage 3 submission received 22nd May 2020. Presently being reviewed.	Initial applications have been submitted for the following sums: TVCA - £2.4m & ERDF - £4.6m. Approval for development costs of £500k have been approved by TVCA. Additional application has to be submitted to ERDF by 31st May 2020. We have been requested by ERDF to withhold submitting the application due to staff being allocated to deal with COVID-19 until 31st July 2020. The costings submitted with the stage 3 information presently shows that the project can not be undertaken within the proposed budget although work is	Proposed site is heavily contaminated so remediation is required prior to any works starting. The land is also still owned by Homes England so approval has to be sought for any Site Investigations to take place. Discussion are ongoing between DBC & Homes England for all Central Park to come within the ownership of DBC.	SCAPE	PSDA	Willmott Dixon	£213,393

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	Anticipated 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	
		CP1 Start In	CP2 Initiate	CP3 Define	Contract Disposed																						Re-evaluate	Progress / Plan / Schedule	Budget					Issues
234	Demolition at Union Street					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Ian Williams	Brian Robson	R0160	£160,000	£160,000		£200,000	£210,000	5.0%	0	25-Aug-20	25-Aug-20	31-Dec-20	0	Yes	Yes	Steel River	Works delayed due to utility disconnections	Some additional asbestos removal work has been required	Additional asbestos found in basement area which was included in conveyancing pack	Demolition Framework	NEPO Demolition Framework	Thompsons of Prudoe	£115,500	
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 CP5 to 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	£1,965,044	
451	East Haven					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Ian Stewart	IPM	£5,402,952	£5,402,952		£5,402,952	£5,402,952	0	0	30-Jun-21	31-Mar-22	31-Mar-22	0	Yes	Yes	Mike Brown	Design progressing. Access arrangements confirmed.	CP3 budget estimate being produced		Internal	in spirit of JCT	Internal	TBC	
454	Fenby Avenue Housing - Phase II					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Richard Storey	H6135	£2,019,963	£2,019,963		£2,155,000	£2,097,684	-2.7%	£-57,316	31-Jan-20	06-Mar-20	23-Sep-20	201	Yes	Yes	Mike Brown	Further delays beyond Covid19 pause.	Costs associated with C19 to be quantified.	Further delays	Main contractor DBC	in spirit of JCT	Building Services	£1,921,233	
459	Roof Replacement Programme					●	I	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Matthew Plews	H6235	£700,000	£700,000		£700,000	£700,000	0	0	31-Mar-20	31-Mar-20	31-Dec-20	275		Yes	Matthew Plews	Works started on site 5/5/19, works planned to be completed on 31/03/2020	Works still planned to be completed on budget	Programme has been split into 2 phases to allow the second phase in Sadberge to be carried out in March to allow the whole village to be completed in one stage. The start date has been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.	Main contractor Engie	in spirit of JCT	Engie	£500,000	
460	External Wall Repair Programme					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Matthew Plews	H6237	£300,000	£300,000		£300,000	£300,000	0	0	31-Mar-20	31-Mar-20	31-Dec-20	275		Yes	Matthew Plews	Works started on site 5/5/19, works planned to be completed on 31/03/2020	Works still planned to be completed on budget	Programme has been split into 2 phases to allow the second phase in Sadberge to be carried out in March to allow the whole village to be completed in one stage. Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.	Main contractor Engie	in spirit of JCT	Engie	£300,000	
461	Allington Way - Phase 3					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Pauline Mitchell	Ian Stewart	H6743	£8,623,253	£8,623,253		£8,638,250	£8,624,580	-0.2%	£-13,670	26-Feb-21	20-Dec-21	20-Dec-21	0	Yes	Yes	Mike Brown	Works recommenced on site	On budget, but to be reassessed due to Covid19.	1. Homes England funding decision currently in abeyance. 2. Covid delayed works and now impacts on the amount of activity on site.	Main works	In spirit of JCT	Building Services	£8,105,434	
462	Skinnergate Re-development					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Mark Ladyman	Ian Stewart	H6743				TBC	TBC	#VALUE!	0	N/A				0	Yes	Yes	Mike Brown	Proposed site layout developed. Preparing planning application, but delays arising due to the potential requirement of having to retain an annexed non-listed building and Historic England not engaging in site visits due to Covid19 for 6 months. Site visit with EH took place 22 Sept and the planning application is to be submitted.	Budget still being developed.	1. Initial surveys undertaken, which reveal major loss of structure to heritage building and adjacent property. Conservation Engineer's Plan has been drafted to support application to planning for preferred design. 2. Historic England attended site on 22 Sept for preplanning assistance.	Main Contractor DBC	in spirit of JCT	Building Services	
463	Hundens Lane area-structural repairs					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Cheryl Simmons	Matthew Plews	H6232	£400,000	£400,000		£400,000	£400,000	0	0	01-Jan-20	31-Mar-20	31-Jan-21	0		Yes	Matthew Plews	Structural repairs Identified to properties in this area, works to start on Byron and Shelley road	On budget, but to be reassessed due to Covid19.	Works have been delayed due to Covid 19, works didn't start until September	Main contractor JTL Construction	In spirit of JCT	JTL Construction		
465	Central Heating Programme 2020/21					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Cheryl Simmons	Matthew Plews	H6242	£950,000	£950,000		£950,000	£950,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0		Yes	Matthew Plews	Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.	Reassessed due to Covid19, we will be unable to complete all properties this year due to restrictions.	Works have been delayed due to Covid 19, works didn't start until September	Main contractor DBC	Building Services in spirit of JCT contract.	Building Services	£950,000	
466	Roof Replacement Programme 2020/21					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Cheryl Simmons	Matthew Plews	H6235	£500,000	£500,000		£500,000	£500,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0		Yes	Matthew Plews	Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.	Reassessed due to Covid19, we will be unable to complete all properties anticipated.	Works have been delayed due to Covid 19, works didn't start until September	Main contractor Engie	In spirit of JCT	Engie	£500,000	
467	External Wall Repair Programme 2020/21					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Cheryl Simmons	Matthew Plews	H6237	£216,000	£216,000		£216,000	£216,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0		Yes	Matthew Plews	Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.	Reassessed due to Covid19, we will be unable to complete all properties anticipated.	Works have been delayed due to Covid 19, works didn't start until September	Main contractor Engie	In spirit of JCT	Engie	£216,000	
468	Replacement Door Programme 2020/21					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Cheryl Simmons	Matthew Plews	H6240	£350,000	£350,000		£350,000	£350,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0		Yes	Matthew Plews	Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.	Reassessed due to Covid19, we will be unable to complete all properties anticipated.	Currently with procurement, full project is anticipated to be completed		In spirit of JCT		£350,000	
470	Hundens Lane area-structural repairs 2020/21					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Cheryl Simmons	Matthew Plews	H6232	£280,000	£280,000		£280,000	£280,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0		Yes	Matthew Plews	Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.	Reassessed due to Covid19, we will be unable to complete all properties anticipated.	Works have been delayed due to Covid 19, works didn't start until September	Main contractor JTL Construction	In spirit of JCT		£400,000	
471	Communal Flat entrance door and door entry replacement					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Cheryl Simmons	Matthew Plews		£170,000	£170,000		£170,000	£170,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0			Matthew Plews	Works have been delayed due to Covid 19, the works will start as soon as the government restrictions are eased.	Reassessed due to Covid19, we will be unable to complete all properties anticipated.	Currently with procurement, full project is anticipated to be completed		In spirit of JCT		£200,000	

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	Anticipated 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
		CP1 Start In	CP2 Initiate	CP3 Define	Construct Design																						Evaluate	Progress / Plan / Schedule	Budget				
626	Feethams Crossing					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP802/TO605	£255,000	£255,000		£266,167	£266,167	0	0	31-Mar-19	31-Mar-20	26-Jun-20	YES	YES	YES	Noel Walecki	Scheme complete. Awaiting snagging	CP1 Budget made up of s106 £126,167 (£115,000 + indexation) and LTP £140,000	None	DBC	Agreed Contract Rates	DBC	
627	Redmire Close Cycle Route					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP817	£75,000	£150,000		£150,000	£150,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0	NO	YES	Noel Walecki	Design work underway, requires planning permission			DBC	Agreed Contract Rates	DBC	
628	Haughton Road/Tornado Way					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP722	£1,367,433	£1,539,433		£1,539,433	£1,539,433	0	0	31-Mar-20	31-Mar-20	07-Sep-20	0	NO	YES	Noel Walecki	Scheme to include VRS on Arnold bridge + extra surfacing on Haughton Road. Surfacing scheduled for week commencing 20/07/20 with the landscaping to follow. Completion estimated at 7 September 2020.	Budget comprises £1,367,433 NPIF + £172,000 LTP match funding	Vandalism to landscaping has required further works, awaiting final costs from DLO	DBC	Agreed Contract Rates	DBC	
631	Rotary Way cycleway					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Noel Walecki	TP801	£320,000	£320,000		£320,000	£320,000	0	0	31-Mar-19	31-Mar-20	31-Mar-20	0	YES	YES	Noel Walecki	Substantially complete, awaiting snagging	Budget comprises £218,000 Local Growth Fund + £100,000 LTP match funding	Additional tie in works at High Grange Estate, can be carried out within budget	DBC	Agreed Contract Rates	DBC	
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	£1,287,000	0	0	31-Mar-20	31-Mar-20	31-Mar-20	0	Yes	Yes	Noel Walecki	Complete. Awaiting snagging on roundabout.	Wholly funded by NPIF grant	Awaiting snagging on roundabout	DBC	Agreed Contract Rates	DBC	
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	£1,043,000	0	0	31-Mar-20	31-Mar-20	25-Sep-20	0	Yes	Yes	Noel Walecki	Surfacing complete. Traffic signals installed 3 August 2020, works complete, awaiting final costs from DLO	Budget comprises £1,003,000 NPIF grant + £40,000	None	DBC	Agreed Contract Rates	DBC	
636	S & D Trackbed					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Sue Dobson		TP922	£237,033	£237,033		£237,033	£237,033	0	0	30-Jun-20	30-Jun-20	30-Jun-20	0	YES	YES	Noel Walecki	Planning approval was received on 20th August 2019. Brambledown Landscaping currently on site. Works are 95% complete, no additional costs are anticipated	Grant awarded November 2019 Funding is £212,933.94 grant from the Rural Payments Agency + £24,099 LTP	None	Ecology, Tree Survey & Heritage Impact Assessment	Quote	Brambledown Landscapes	
637	Allington Way Cycle Route					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Sue Dobson	TP901	£273,000	£273,000		£273,000	£273,000	0	0	31-Mar-20	31-Mar-20	31-Mar-20	0	Yes	Yes	Noel Walecki	Works complete. Landscaping and snagging required, weather permitting.	Funding is £23,5000.00 LGF & £38,000.00 LTP		Main Contractor DBC	Agreed Contract Rates	DBC	
638	Abbots Yard Car Park					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Sue Dobson	TP719	£83,000	£83,000		£143,000	£143,000	0	0	31-Mar-21	31-Mar-21	31-Mar-21	0	Yes	Yes	Noel Walecki	Reopening 14 August 2020, works complete			Main Contractor DBC	Agreed Contract Rates	DBC	
639	Victoria Road Access to Station					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Sue Dobson	TP818	£1,025,000	£1,025,000		£1,025,000	£1,025,000	0	0	31-Mar-20	31-Mar-20	31-Mar-20	0	Yes	Yes	Noel Walecki	Signed offer letter received from TVCA. Recommended on site 3 August 2020. Phase 1 Back lanes is complete, Phase 2 commenced 18th September	Funding is £325,000 LGF + £300,000 LTP		Main Contractor DBC	Agreed Contract Rates	DBC	
640	A68 Woodland Road					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Sue Dobson	TP620	£460,000	£460,000		£460,000	£460,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0	Yes	Yes	Noel Walecki	Scheduled for 2021/22. EOI submitted for Pinch Point funding – no announcement from DFT, EATF Tranche 2 bid submitted – no announcement from DFT, new member of agency staff appointed (2/11/2020) to progress the design work, flood risk assessment initiated for drainage design, pre-app to be submitted for all 3 roundabouts	Funding is £360,000 LTP + £100,000 Section 106 developer contribution		Main Contractor DBC	Agreed Contract Rates	DBC	
641	Walking/Cycling Route Ingenium Parc					●	L	Economic Growth & Neighbourhood Services	Economic Growth	Andy Casey	Sue Dobson	TP726/TP714	£171,000	£171,000		£171,000	£171,000	0	0	31-Mar-20	31-Mar-20	31-Mar-20	0	Yes	Yes	Noel Walecki	Substantially complete. Awaiting snagging. Has been delivered under main Ingenium Parc project	Funding is £81,000 NPIF + £90,000 LTP		Main Contractor DBC	Agreed Contract Rates	DBC	

2020/21 Capital Resources Summary

Row Ref.		Approved Commitments £M	Virement of Resources £M	Variance £M	Total £M
1	Capital Commitments				
2	Brought forward from 2019/20	126.546			
3	Unused funds returned to corporate resources	(0.500)			
4	2019/20 Capital Programme (released by Cabinet)	32.795			158.841
5	Projected (Under)/Over Spend				
6	Total Commitments	158.841	0.000	0.000	158.841
	To Be Funded By:				
	External and Departmental Resources				
7	External Funding and Departmental Supported Borrowing	5.248	-	-	5.248
8	Departmental Unsupported Borrowing	0.000	-	-	(0.000)
9	Capital Grants	73.843	-	-	73.843
10	Capital Contributions	1.104	-	-	1.104
11	Revenue Contributions	21.562	-	-	21.562
12	Capital Receipts - HRA	0.303	-	-	0.303
	Total	102.060	0.000	0.000	102.060
	Corporate Resources				
13	Capital Receipts (General Fund)/ Prudential Borrowing	56.781	-	-	56.781
	Total	56.781	0.000	0.000	56.781
14	Total Resources	158.841	0.000	0.000	158.841

Corporate Resources Analysis

	£M
14 Required Resources to fund 2020/21 expenditure (see above)	56.781
15 Other approved Capital Expenditure not included above see (1) below	1.743
16 Total Planned Use of Corporate Resources	58.524
Less:	
17 Total Projected Capital Receipts (as per Appendix 4)	(4.354)
18 Corporate Resources required to fund capital programme	54.170

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

	<u>£M</u>
Economic Growth Investment Fund not yet allocated	1.743
Total	1.743

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Capital Receipts Utilisation - latest projection

	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m
Projected Opening Balance as at 1 April	1.978	0.267	8.994	14.369
Projected Capital Receipts	4.354	9.127	5.775	3.000
Total projected Capital Receipts	6.332	9.394	14.769	17.369
<u>Less (as per approved capital programme)</u>				
Capitalisation utilisation as per MTFP	(1.055)	0.000	0.000	0.000
Council funded schemes	(1.300)	(0.400)	(0.400)	(0.400)
Economic Growth Investment Fund	(1.743)	0.000	0.000	0.000
Slippage from previous years	(1.576)	0.000	0.000	0.000
Earmarked Receipts included in opening balance	(0.391)	0.000	0.000	0.000
Projected available Cap Receipts as at 31 March	0.267	8.994	14.369	16.969

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**CABINET
10 NOVEMBER 2020**

SCHEDULE OF TRANSACTIONS

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

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

SUMMARY REPORT

Purpose of the Report

1. To consider and to seek approval of the terms negotiated in respect of the Schedule of Transactions as set out below.

TRANSACTION	PURPOSE OF TRANSACTION	MINUTE REF
Acquisition of Former Lime Cells, Hopetown Lane, Darlington	To acquire a property of local historic importance	C94(6(d))/Jan/20

Summary

2. The former lime cells at Hopetown Lane are of a significant local historic importance linked to the Darlington and Stockton Railway. The acquisition will enable the facilitation of the building to be used as part of the Stockton and Darlington Railway 2025 Celebrations. It is necessary for Cabinet to approve terms negotiated by the Director of Economic Growth and Neighbourhood Services on behalf of the Council to enable contractually binding contracts to be completed. The Part III **Appendix 1** details the terms negotiated for consideration and approval.

Recommendation

3. It is recommended that the schedule be approved and the transactions completed on the terms and conditions detailed therein.

Reasons

4. Terms negotiated require approval by Cabinet before binding itself contractually to a transaction.

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

Background Papers

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

Guy Metcalfe : Extension 2735

S17 Crime and Disorder	This report has no implications for Crime & Disorder
Health and Wellbeing	There are no issues relating to Health & Wellbeing which this report needs to address
Carbon Impact and Climate Change	There is no impacts
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 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	This report does not adversely impact on the Strategy
Efficiency	The terms set out in the Schedule of Transactions appended to this report are considered to be in the Council's best interest and ensure the Council's business is conducted efficiently
Impact on Looked After Children and Care Leavers	There are no issues in relation to Looked After Children and Care Leavers

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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