



**DARLINGTON**

Borough Council

# Economy and Resources Scrutiny Committee Agenda

9.30 am

Thursday, 4 November 2021

Council Chamber, Town Hall, Darlington. DL1 5QT

**Members of the Public are welcome to attend this Meeting.**

1. Introductions/Attendance at Meeting
2. Declarations of Interest
3. Minutes (Pages 3 - 6)
4. Climate Change Cross Party Working Group - Update (Pages 7 - 60)
5. Council Tax Support - Scheme Approval 2022/23 (Pages 61 - 114)
6. Project Position Statement and Capital Programme Monitoring - Quarter 2 (Pages 115 - 138)
7. Revenue Budget Monitoring - Quarter 2 (Pages 139 - 162)
8. Work Programme (Pages 163 - 174)
9. SUPPLEMENTARY ITEMS (if any) which in the opinion of the Chair of this Committee are of an urgent nature and can be discussed at this meeting
10. Questions



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

**Wednesday, 27 October 2021**

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

**Membership**

Councillors Bartch, Boddy, Crudass, Harker, L Hughes, Mrs D Jones, McEwan, Paley, Renton, Wright and Vacancy

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

## **ECONOMY AND RESOURCES SCRUTINY COMMITTEE**

Thursday, 2 September 2021

**PRESENT** – Councillors Renton (Chair), Boddy, Crudass, Harker, McEwan and Wright

**APOLOGIES** – Councillors Bartch, L Hughes and Paley

**ABSENT** – Councillor Mrs D Jones

**ALSO IN ATTENDANCE** –

**OFFICERS IN ATTENDANCE** – Mark Ladyman (Assistant Director Economic Growth), Brett Nielsen (Assistant Director Resources), Lee Downey (Complaints and Information Governance Manager), Brian Robson (Head of Capital Projects) and Shirley Wright (Democratic Manager)

### **ER13 DECLARATIONS OF INTEREST**

There were no declarations of interest reported at the meeting.

### **ER14 MINUTES**

Submitted – The Minutes (previously circulated) of meetings of this Scrutiny Committee held on 22 June and 1 July, 2021.

**RESOLVED** – That the Minutes be approved as correct records.

### **ER15 PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING QUARTER ONE 2021/22**

The Group Director of Operations submitted a report (previously circulated) together with a report (also previously circulated) scheduled to be considered by Cabinet at its meeting to be held on 7 September 2021 giving a summary of the latest capital resource and commitment position to inform monitoring of the affordability and funding of the Council's capital programme, together with an update on the current status of all construction projects which were currently being managed by the Council.

It was reported that the Council had a substantial annual construction programme of work which was delivering a wide range of improvements to the Council's assets and more critically to Council services and that there were currently 45 live projects being managed with an overall projected outturn value of £134.570 million and that the majority of the Council's projects were running to time, cost and quality expectations.

Following questions by Members in relation to any additional costs to projects following delays due to the pandemic, it was reported that regular monitoring was being undertaken given the current pressures on resources and materials in the construction sector nationally to ensure that any cost increases had been forecasted and that the Council's new electronic capital project reporting system Project in a Box would enable information to be provided

showing any financial adjustments throughout the project against the original approved budget..

**RESOLVED** – That the report be noted and that Cabinet be advised that this Scrutiny Committee has no further comments to make on the submitted report.

#### **ER16 COMPLAINTS, COMPLIMENTS AND COMMENTS ANNUAL REPORTS 2020/21**

The Group Director of Operations submitted a report (previously circulated) together with a report (also previously circulated) which was scheduled to be considered by Cabinet at its meeting to be held on 7 September 2021 in relation to the 2020/21 Complaints, Compliments and Comments Annual Reports (also previously circulated)

It was reported that the Council constantly strived to ensure an organisational culture in which complaints were accepted, owned and resolved as quickly as possible and one in which learning from complaints was used to improve services. It was also a statutory requirement for the Council to produce annual reports in respect of representations received under the Adult Social Care, the Children’s Social Care and the Public Health Complaints, Compliments and Comments Procedures.

The submitted report set out the number of complaints, compliments and comments which had been received during 2020/21 and it was reported that 628 complaints had been received, a decrease from the previous year, 309 compliments had been received, again an increase from the previous year and that there had been an increase in the number of comments which had been received from 168 to 178. Information giving some examples of organisational learning resulting from complaints was also included in the submitted report.

Particular reference was made to the recommendation set out in the Adult Social Care and Corporate Complaints, Compliments and Comments Annual report that work should now be undertaken to clear the backlog of complaints that had arisen during the early part of the pandemic following the decision, by the Assistant Director Law and Governance, not to prioritise complaints during that time to enable staff focus to be targeted on protecting the most vulnerable and Officers reported that this work was now being undertaken with the focus being on those complaints which had gone beyond the six month timescale.

Discussion also ensued on the publicity and notification undertaken at the time to ensure that complainants were aware of that delay and the reasons for it; and the response of the public to that decision to delay consideration of their complaints and whether that had compounded the number of complaints which had been received.

**RESOLVED** – That the report be noted and that Cabinet be advised that this Scrutiny Committee has no further comments to make on the submitted report.

#### **ER17 REVIEW OF OUTCOME OF COMPLAINTS MADE TO OMBUDSMAN**

The Group Director of Operations submitted a report (previously circulated together with a report (also previously circulated) which was scheduled to be considered by Cabinet at its meeting on 7 September 2021 in relation to the outcome of complaints which had been determined by the Local Government and Social Care Ombudsman (LGSCO) and the Housing



Ombudsman (HO).

It was reported that during the period 1 April 2021 to 31 March 2021, eleven cases had been the subject of decision by the LGSCO and one case had been the subject of the HO.

Further details of the cases and outcomes were included in the submitted report and Members requested that future reports include the historic position in relation to the number of maladministration injustice decisions over the previous five years to enable comparative information to be considered.

The LGSCO's Annual Review Letter which contained information on the Council's performance in relation to complaints was also contained within the submitted report.

**RESOLVED** – That the report be noted and that cabinet be advised that this Scrutiny Committee has no further comments to make on the submitted report.

## **ER18 INVESTMENT FUND UPDATE**

The Group Director of Operations submitted a report (previously circulated) together with a report (also previously circulated) which was scheduled to be considered by Cabinet at its meeting on 7 September, 2021 outlining the progress against the agreed investments which were being funded through the Investment Fund.

It was reported that the Investment Fund had been established by the Council in November 2016 to use for innovative investment opportunities beyond the traditional Treasury Management Strategy in order to achieve greater returns given the returns on investments and that the total amount of the Fund had been increased in 2018 to £50 million.

The submitted report outlined the background to the establishment of the Fund and it was reported that the funding was being used as envisaged to include Joint Venture (JV) vehicles and economic regeneration initiatives, with returns on the JV's anticipated to be over £6 million.

Following questions by Members, it was reported that two of the JV schemes (Eastbourne and Heighington) had now been completed and that the investment fund fully repaid to the Council. Particular reference was also made to the funding given to Markets Asset Management and to the current position in relation to the repayment of that funding and the continuous and regular monitoring which was taking place to ensure that the funding was being utilised for the three separate refurbishment phases to undertake improvements to the indoor market.

The Assistant Director Resources reported that the agreed investment Fund had a commitment against it of £37.64 million, leaving a balance of £12.36 million uncommitted and that Officers were actively looking at schemes which could be agreed, subject to approval, to utilise the fund for wider economic benefits.

**RESOLVED** – That the report be noted and that Cabinet be advised that this Scrutiny has no further comments to make on the submitted report.

## **ER19 WORK PROGRAMME**

The Group Director of Operations submitted a report (previously circulated) requesting that further consideration be given to the work programme of this Scrutiny Committee for the Municipal Year 2021/22.

It was reported that a Task and Finish Review Group was to be established to look at the spend across the Strengthening Families Programme and that a joint piece of work was to be undertaken with the Children and Young People Scrutiny Committee into what services and funding were allocated to children's services by the Tees Valley.

It was also requested that further information be supplied to Members in relation to the footfall figures in the Town Centre and to whether this information could be obtained for the indoor market to enable its success to be monitored.

**RESOLVED** – (a) That the report be noted.

(b) That nominations be sought from Members of this Scrutiny Committee to participate in the Strengthening Families Programme Task and Finish Review and that Councillor Crudass be requested to prepare a draft Terms of Reference for consideration.

(c) That the Chair and Councillor Crudass be requested to prepare a draft Terms of Reference for the joint piece of work with Children and Young People Scrutiny Committee into the funding allocation to Children's Services from the Tees Valley.

(d) That further information be forwarded to Members of this Scrutiny Committee on the Town Centre footfall figures following the relocation of the counters and that the Assistant Director Economic Growth be requested to contact Market Asset Management to ascertain if footfall counters are available at the entrances to the Indoor Market to monitor footfall.

**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
4 NOVEMBER 2021**

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**CLIMATE CHANGE ACTION PLAN**

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**SUMMARY REPORT**

**Purpose of the Report**

The purpose of this report is to present the Climate Change Action Plan that went to Cabinet on 5 October 2021.

**Summary**

1. Cabinet approved the Climate Change Strategy in July 2020, following Council's Climate Emergency Declaration in 2019.
2. The Action Plan is the supporting document that details the actions that we will take to meet the Council's Climate Change Declaration.

**Recommendations**

4. It is recommended that the Economy & Resources Scrutiny Committee note the Climate Change Action Plan.

**Reasons**

5. The recommendation is supported by the following reasons:
  - (a) Council's Climate Change Declaration committed the Council to becoming carbon neutral by 2050.
  - (b) The action plan has been produced by officers across the Council to help us achieve our commitment.

**Ian Williams  
Chief Executive**

**Background Papers**

Climate Change Action Plan  
Cabinet Report

Margaret Enstone : Ext 6229

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S17 Crime and Disorder	There is no expected impact on Crime and Disorder in Darlington.
Health and Well Being	According to the WHO, climate change is the greatest threat to global health in the 21st century. This strategy sets out how we will approach reducing carbon and adapting our services, to ensure that the Council can continue to support and provide services to Darlington's residents.
Carbon Impact	The Council has recognised the need to consider the carbon impact of the decisions it makes. This action plan sets out the actions we will take to reduce our carbon emissions and adapt our services to the unavoidable effects of climate change.
Diversity	Climate change affects everyone, but it has a disproportionate impact on areas of deprivation. This action plan covers how the Council will address its own carbon emissions and resilience, giving us the ability to demonstrate through good practice what other people can do themselves.
Wards Affected	This action plan covers how the Council will address its own carbon emissions and resilience. It will not affect any particular ward.
Groups Affected	This action plan covers how the Council will address its own carbon emissions and resilience. It will not affect any particular groups.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	Yes
Urgent Decision	This is not an urgent decision
Council Plan	<p><b>Growing Darlington's Economy:</b> through the strategy we will be supporting skills development and encouraging innovation in dealing with the impact of climate change. We will include consideration of climate change impacts in our decision making, our capital programme and all policies and programmes.</p> <p><b>Maximise the potential of our young people:</b> activity under this action plan will include supporting schools in their climate change education.</p> <p><b>Supporting the most vulnerable in the borough:</b> climate change has been shown to be a threat to health. The action plan is one way of supporting the Council's work on improving public health. Adapting to the impacts of climate change and becoming more resilient will allow us to continue to deliver vital services to our residents.</p> <p><b>Working with communities to maximise their potential:</b> we will be suggesting actions for residents and businesses which will support communities to be safer and more resilient. We will also be using our influence to inspire people to reduce their own carbon footprint and increase</p>

	their resilience. One of the ways we can do this will be to encourage people to travel actively.
Efficiency	N/A
Impact on Looked After Children and Care Leavers	This report does not directly impact on Looked After Children or Care Leavers

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**CABINET  
5 OCTOBER 2021**

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**DRAFT CLIMATE CHANGE ACTION PLAN**

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**Responsible Cabinet Member - Councillor Alan Marshall, Economy Portfolio**

**Responsible Officer - Ian Williams, Chief Executive**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To seek Cabinet approval of the Climate Change Action Plan and approach to a carbon budget.

**Summary**

2. The Climate Change Action Plan is the supporting document to the Climate Change Strategy, approved by Cabinet in July 2020.
3. Lead officers have produced plans for their own departments. This plan is the result of their combined efforts.
4. The actions in the plan have been arranged according to which of the Strategy Principles they most align to. Within each section, actions have been divided into ongoing, short-term (1-3 years), medium-term (3-5 years) and long-term (5+ years).
5. Each action also has an indication of its current status and whether funding is currently available and under which portfolio each action sits.
6. The Action Plan is designed to be a rolling, organic plan. It will be continually reviewed to allow us to respond to new technologies, new understanding and government initiatives as they arise. Milestones will be developed year by year to enable robust reporting to Full Council every six months. An annual report will also be produced.
7. Three potential trajectories have been calculated, based on 20%, 25% and 30% reductions in emissions over successive 5-year periods. The 30% trajectory would give us an approximate 76% reduction in emissions by 2035 compared to our baseline of 2010.
8. Residual emissions will need to be offset; an action to develop an offset plan is included in the action plan.

## **Recommendations**

9. It is recommended that: -
- (a) Cabinet approves the adoption of the attached Climate Change Action Plan (**Appendix 1**);
  - (b) Cabinet approves the adoption of the 30% emissions reduction every 5 years trajectory;
  - (c) Cabinet notes the annual report 2020/21 (**Appendix 2**).

## **Reasons**

10. The recommendations are supported by the following reason: with increasing public pressure to act on climate change, we run the risk of significant damage to our reputation if we do not deliver on our stated commitment to dealing with the Council's contribution to climate change.

**Ian Williams**  
**Chief Executive**

## **Background Papers**

- (i) The Climate Change Action Plan is attached at Appendix 1.
- (ii) The annual report 2020/21 is attached at Appendix 2 for information.

Margaret Enstone : Ext: 6229  
EC



S17 Crime and Disorder	There is no expected impact on Crime and Disorder in Darlington.
Health and Well Being	According to the WHO, climate change is the greatest threat to global health in the 21st century. This strategy sets out how we will approach reducing carbon and adapting our services, to ensure that the Council can continue to support and provide services to Darlington's residents.
Carbon Impact and Climate Change	The Council has recognised the need to consider the carbon impact of the decisions it makes. This action plan sets out the actions we will take to reduce our carbon emissions and adapt our services to the unavoidable effects of climate change.
Diversity	Climate change affects everyone, but it has a disproportionate impact on areas of deprivation. This action plan covers how the Council will address its own carbon emissions and resilience, giving us the ability to demonstrate through good practice what other people can do themselves.
Wards Affected	This action plan covers how the Council will address its own carbon emissions and resilience. It will not affect any particular ward.
Groups Affected	This action plan covers how the Council will address its own carbon emissions and resilience. It will not affect any particular groups.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	Yes.
Urgent Decision	This is not an Urgent Decision.
Council Plan	<p><b>Growing Darlington's Economy:</b> through the strategy we will be supporting skills development and encouraging innovation in dealing with the impact of climate change. We will include consideration of climate change impacts in our decision making, our capital programme and all policies and programmes.</p> <p><b>Maximise the potential of our young people:</b> activity under this action plan will include supporting schools in their climate change education.</p> <p><b>Supporting the most vulnerable in the borough:</b> climate change has been shown to be a threat to health. The action plan is one way of supporting the Council's work on improving public health. Adapting to the impacts of climate change and becoming more resilient will allow us to continue to deliver vital services to our residents.</p> <p><b>Working with communities to maximise their potential:</b> we will be suggesting actions for residents and businesses which will support communities to be safer and more resilient. We will also be using our influence to inspire people to reduce their own carbon footprint and increase their resilience. One</p>

	of the ways we can do this will be to encourage people to travel actively.
Efficiency	<p>The action plan sets out a different way of doing things. This does not necessarily mean more. Once actions have been examined and costed, there may ultimately be budgetary implications in the short term as we invest to save. However, we are expecting that continued actions to improve efficiency will save money.</p> <p>Some actions might require employing staff to manage particular projects</p>
Impact on Looked After Children and Care Leavers	This report does not directly impact on Looked After Children or Care Leavers

## MAIN REPORT

### Information and Analysis

11. In July 2019, Members passed a motion committing the Council to reach net zero carbon emissions by 2050. The following July 2020, Cabinet adopted the Climate Change Strategy. The strategy set out the baseline of the Council’s carbon emissions and identified four principles, which underpin the key actions and intervention measures required to meet this commitment.
12. Lead officers were tasked with producing plans for their own departments. Brought together, these form an action plan for the whole Council. The actions in the plan have been arranged according to which of the Strategy Principles they most align to. Within each section, actions have been divided into ongoing, short-term (1-3 years), medium-term (3-5 years) and long-term (5+ years). Each action also has an indication of its current status and whether funding is currently available and under which portfolio each action sits.
13. The Action Plan is designed to be a rolling, organic plan. It will be continually reviewed to allow us to respond to new technologies, new understanding, and government initiatives as they arise. Milestones will be developed year by year to enable robust reporting to Full Council every six months. An annual report will also be produced.
14. Activity has been continuing during the development of the Action Plan and the relevant actions have been marked as completed or underway, for example:
  - (a) A salary sacrifice scheme for staff to lease electric vehicles has been set up.
  - (b) Guidance notes for councillors have been produced and distributed.
  - (c) High efficacy LED lighting and variable light levels continues to be applied.
  - (d) Upgrades to controls to improve space heating.

- (e) A compulsory training module has been developed for all staff, completion statistics are as follows:

Module	Completion rate on Academy 10	Completion Rate Hard Copy	Total
Climate Change	71%	2%	52%

We are reporting our emissions using both location-based and market-based data.

- (f) location-based – this reflects the average emissions intensity of our actual energy consumption.
- (g) market-based – this reflects emissions from the zero-carbon electricity tariff that we have purposefully chosen.
15. Three potential trajectories have been calculated, based on 20%, 25% and 30% reductions in emissions over successive 5-year periods.
  16. The Government recently published its target of 78% reduction in emissions by 2035 compared to 1990 levels.
  17. The 30% trajectory would give us an approximate 76% reduction in emissions by 2035 compared to our baseline of 2010. The residual emissions will need to be offset; an action to develop an offset plan is included in the action plan.
  18. As we obtain better data for some of the areas we are not currently reporting (waste, supply chain) we will revisit the trajectory to determine if it needs to be adjusted.
  19. We are considering the establishment of a medium-term non-financial carbon budget for departments to help us meet our carbon reduction target. More work is needed to be done to establish a mechanism for fair distribution of the carbon budget across directorates.

### **Financial Implications**

20. The action plan sets out our planned approach to meeting our climate change commitment. However, some of these actions will need feasibility studies to determine which are our best options and what the anticipated costs are likely to be.
21. £100,000 has already been agreed in the MTFP for 2020/21, for projects that will help us meet our net zero target.
22. Where we need to invest in technology or staff, we will take advantage of grant funding as it becomes available and will utilise spend to save initiatives. If additional funding is necessary we will seek further Cabinet approval.
23. We expect to see financial savings through better ways of working and efficiencies in our building management.

### **Legal Implications**

24. There are no legal implications, but with increasing public pressure to take action on the threat of climate change, a strategy demonstrates how we will deliver on the motion commitments and may protect the Council from future legal challenge.

### **HR Implications**

25. The action plan does not affect the terms and conditions of any staff or change their duties.

### **Estates & Property Advice**

26. The action plan does not affect the Council's land holdings or involve a lease, or license or any transfer or purchase of land.

### **Procurement Advice**

27. The action plan does not involve any purchase over £100k.

### **Consultation**

28. This action plan relates to reducing the Council's carbon emissions and increasing its resilience to the impacts of climate change. No public consultation has been carried out.

### **Equalities considerations**

29. Climate change affects everyone, but it has a disproportionate impact on areas of deprivation. By ensuring that the Council is resilient to the effects of climate change, we ensure that we will be able to continue providing services to all residents.

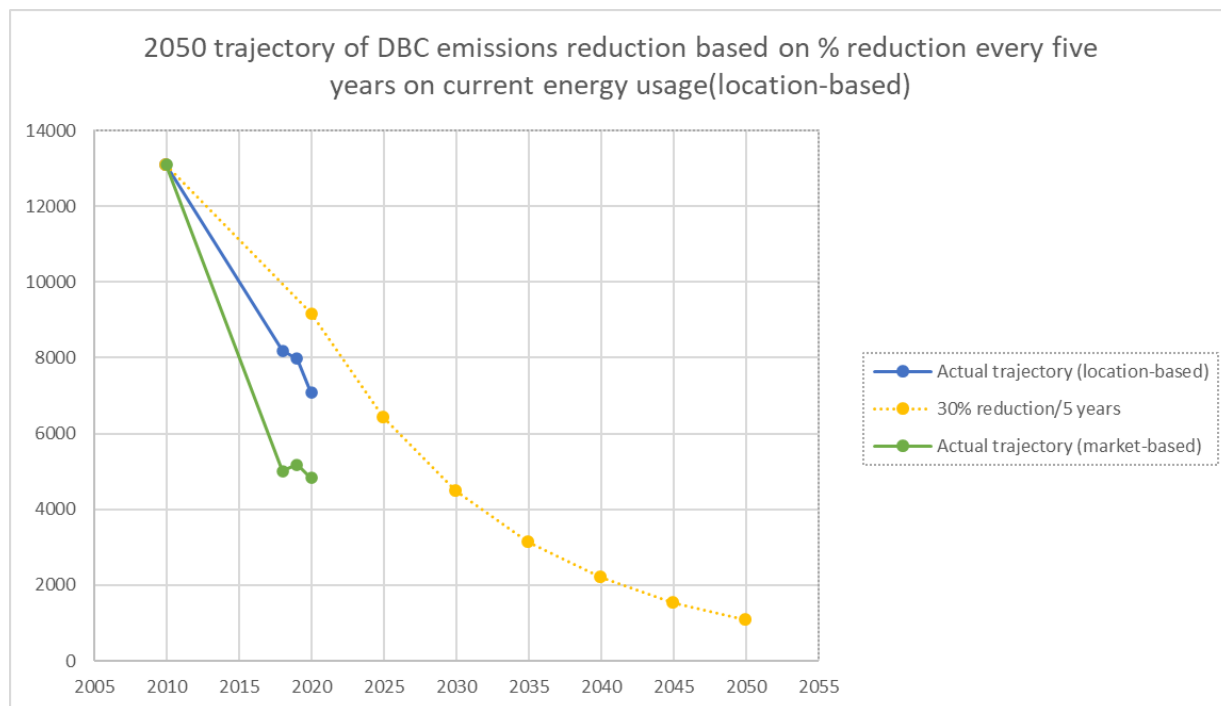
## Climate Change Action Plan

In July 2019 Darlington Borough Council declared a climate emergency, recognising that urgent action is needed to ensure a safe and prosperous future for us all.

A high level strategy was produced and published in July 2020, setting out the challenge facing us and the principles by which we will approach our response. This document is the supporting action plan. It sets out actions over and above our “business as usual” activities that are already delivering savings. The action plan also touches on actions that appear in other plans such as the Tree and Woodland Strategy but the intention is not to duplicate those strategies and plans here.

Our climate emergency declaration commits the Council to reducing its carbon emissions to net zero by 2050. That is our end date and we will be making every effort to reach net zero at the earliest possible date. We will be examining how we might develop a medium-term carbon plan, allocating a carbon budget to each directorate. More work is needed to determine how we can do that fairly, given that the bulk of our emissions (as currently reported) is from heating.

On 5<sup>th</sup> October 2020, Cabinet approved a trajectory to deliver a 30% reduction in emissions every 5 years. This trajectory would give us an approximate 76% reduction in emissions by 2035 compared to our baseline of 2010, similar to the Government’s recently published target of 78% reduction in emissions by 2035 compared to 1990 levels.



At present our emissions are below this trajectory, however, the Climate Change Strategy sets out the current scope of our ambition and explains that there are a number of areas where we currently do not have sufficient data to include emissions in our target, although we aim to include them. As the data becomes more comprehensive, our reported emissions will inevitably rise.

We are reporting our emissions in two ways:

- (a) location-based – this reflects the average emissions intensity of our actual energy consumption
- (b) market-based - this reflects emissions from the zero-carbon electricity tariff that we have purposefully chosen.

The difference between the end point at 2050 and zero is where we will need to offset our emissions. We will make every effort to reduce this gap, but there will inevitably be some residual emissions that we will not be able to remove completely. The plan below includes an action to develop our offsetting strategy.

The Climate Change Strategy and this Plan build on achievements already realised by our teams, including upgrades to streetlights and lighting in council buildings. However, there is still much to do if we are to reach our targets and every new project will need to understand the capital and revenue implications of achieving net carbon zero. This includes understanding that carbon savings may occur over time and the future cost of not taking action now.

We are including adaptation actions to ensure that we are resilient to the climate change that we are already seeing and will continue to see from historic emissions. Mitigation and adaptation are two sides of the same coin and we must take action on both.

The action plan needs to be flexible to adapt and respond to new technologies, new understanding and government initiatives and so this will be an organic document. We will take advantage of all funding opportunities open to us and have successfully bid for funds from the first round of the Public Sector Decarbonisation Scheme, the Green Homes Grant Local Authority Delivery scheme and Heat Network Delivery Unit.

Actions have been divided into ongoing, short-term (1-3 years), medium-term (3-5 years) and long-term (5+ years). We have also indicated the current status of each action and whether or not funding is already in place. For the majority of actions, it is unlikely that using savings from energy efficiency measures will be enough to fund future activity and investment will be needed.

Milestones will be developed year by year to enable robust reporting to Full Council every six months and an annual report will be produced.

This action plan is designed to help the Council reach its own carbon emissions target. The Council is directly responsible for around 2-5% of the Borough's emissions. We recognise our role as leaders and the importance of engaging with residents and businesses in Darlington. However, we also believe we have a responsibility to put our own house in order. We will be using our own experiences to feed into wider engagement work and will ensure that everyone has the tools they need to take their own actions.

**PRINCIPLE 1: REDUCE ENERGY CONSUMPTION**

Our work to improve the energy efficiency of our estate is not new but we will continue to take advantage of new technologies and proactively seek innovative solutions to improve this area of work further. We will explore new ways of heating and cooling our buildings, to reduce the need for fossil fuels and we will continue to make improvements to our council housing to help our tenants lower their bills and enjoy their homes.

An energy efficiency programme will be developed and rolled out across our estate with low cost technologies such as LED lighting across the corporate estate, including external lighting to parks, as well as included in new developments, to reduce energy use. We will also explore methods of capturing waste heat from energy use in our buildings.

Changes to national planning regulations will impose energy efficiency targets on developers and require homes from 2025 to produce at least 75% fewer carbon emissions as well as be zero carbon ready, so no further retrofit is required for future technologies. At the end of 2021, interim legislation will be introduced which will require all new homes to produce 31% fewer emissions. We can show leadership in this area when we build new council houses. We continue to work with vulnerable residents through the Warm Homes Fund and our partners, CAB, to provide energy advice.

Any new measures we install must be maintained at the recommended schedules to ensure they deliver the savings predicted over their lifetime. Additional budget may be needed to ensure any additional maintenance cycles and upgrades are manageable, but this can be offset by expected long-term operational savings.

There is likely to be a national shortage of skills and resources available to deliver a programme of this scale, particularly when seen alongside similar ambition and demand from other local authorities and business and we will work with the universities and the local enterprise partnership to help address this.

The choices we make impact on our carbon footprint. By working with our utility providers we can benefit from low and zero carbon solutions to our energy and water needs. We will also be ensuring that staff understand the impact it will have on them, on the job they do and the council as a whole. And we also must ensure that staff are supported to take action.

**Overall Objective: Darlington Borough Council uses less energy resulting in fewer emissions**

*ONGOING ACTIONS*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
	<b>Streetlighting and signs</b>					
E1	Continue to specify high efficacy LED luminaires for highways and Section 38/278 lighting schemes	Streetlighting	Reduced consumption	Underway	Yes	Local Services

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/ Resources available</b>	<b>Portfolio</b>
E2	Continue to apply variable light levels to street lighting luminaires throughout the late evening/night time where appropriate	Streetlighting	Reduced consumption	Underway	Yes	Local Services
E3	Replace less efficient/unswitched sign lanterns with new LED/switched sign lanterns.	Streetlighting	figures available via the street lighting asset register	Already achievable/confirmed can proceed	Yes	Local Services
<b>Corporate buildings</b>						
E4	Undertake a rationalisation of the office portfolio to reflect the reduced occupancy levels following the COVID-19 pandemic and the numbers of staff working from home	Corporate Landlord	Reduced consumption	Some knowledge of opportunity, has potential to deliver	Yes	Resources
E5	Discourage use of supplementary electric heaters and fans	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
<b>Staff skills and support</b>						
E6	Develop an online training programme to develop the knowledge and skills of our staff	Sustainability & Climate Change Officer	Training programme is developed and on the training system	Completed	Yes	Resources
E7	Ensure staff training is part of the essential skills training for all staff through Academy 10.	Sustainability & Climate Change Officer	Number of staff who have completed the training	Completed	Yes	Resources
E8	Develop a Toolbox Talk for staff not able to access Academy 10	Sustainability & Climate Change Officer	Toolbox Talk developed	Completed	Yes	Resources
E9	Develop climate champions network.	Sustainability & Climate Change Officer	Network is developed and there are representatives across all services	Underway	Yes	Resources
E10	Add training to induction pack	Sustainability & Climate Change Officer	Induction pack updated	Already achievable/confirmed	Yes	Resources



	Actions	Owner	Measure of success	Status	Funding/Resources available	Portfolio
				irmed can proceed		
E11	Regular hints & tips are disseminated to all staff	Sustainability & Climate Change Officer	Internal communications plan is developed	Already achievable/confirmed can proceed	Yes	Resources
E12	Explore feasibility of the JUMP programme to encourage sustainable behaviours.	Sustainability & Climate Change Officer	Feasibility study complete	Minimal knowledge, needs feasibility	Yes	Resources
E13	Regular open invitation briefing sessions held	Sustainability & Climate Change Lead Officer	Quarterly open sessions delivered	Already achievable/confirmed can proceed	Yes	Resources
<b>Planning</b>						
E14	Include a request in planning applications for expected carbon impact of developments.	Development Management	Preapplication checklist amended to incorporate.	Already achievable/confirmed can proceed	Yes	Economy
E15	Provide pre-application advice as part of the planning application process	Development Management	Preapplication checklist amended to incorporate	Already achievable/confirmed can proceed	Yes	Economy
			Sustainability & Climate Change Lead Officer added to consultee list	Completed		
E16	Ensure new build developments achieve Building Research Establishment Environmental Assessment Method (BREEAM) Very Good/Outstanding or equivalent	Development Management	Preapplication checklist amended to incorporate	Already achievable/confirmed can proceed	Yes	Economy
			Secondary check of full application to ensure addressed	Already achievable/confirmed can proceed	Yes	

School buildings						
E17	Consider materials and technologies used in upgrades to school premises to assist move towards carbon net zero	Skills and Employability	Assessment of impacts taken for works and decisions taken accordingly	Some knowledge of opportunity, has potential to deliver	Some – identified works greater than available budget	Children & Young People

*SHORT TERM ACTIONS (1-3 YEARS)*

	Actions	Owner	Measure of success	Status	2021/22	2022/23	2023/24	Funding/ Resources available	Portfolio
Global initiatives									
E18	Develop a mechanism for allocating a carbon budget to each portfolio area	Sustainability & Climate Change Lead Officer	Reduced consumption	Minimal knowledge, needs feasibility	March 2022			Yes	Economy
E19	Commitment to saving energy from building's users with support from an appointed energy champion	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	March 2022			Yes	Resources
E20	Enable power saving settings for computers and associated equipment	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	March 2022			Yes	Resources
E21	Review and minimise simultaneous operation of heating and cooling systems	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Resources
E22	Review how building fabric air tightness could be improved through sealing, draught stripping and closing off unused ventilation openings	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Resources

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Funding/ Resources available</b>	<b>Portfolio</b>
E23	Consider introducing and improving loft insulation	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Resources
E24	Review hot water wastage	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Resources
E25	Review temperature setpoints (1° C reduction could save 8-10% gas consumption)	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	March 2022			No	Resources
<b>Central House</b>									
E26	Boiler renewal for more efficient demand management including controls for optimisation of building occupancy. Capital released and scheme progressing	Corporate Landlord	Reduced consumption	Underway	March 2022			Yes	Resources
E27	Review 24/7 daytime controls onto electric HWS Cylinders	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		Yes	Resources
E28	Replace any remaining T8 and T12 luminaires with LED	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Resources

<b>Central House Annexe</b>									
E29	Consider fitting secondary glazing and under glaze sky lights where appropriate	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Resources
E30	Replace any remaining T8 and T12 luminaires with LED	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Resources
<b>Crown St Library</b>									
E31	Review 24/7 daytime controls onto electric HWS Cylinders	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2023	No	Local Services
E32	Clean windows and roof lights to maximise daylight entering the building and reduce the need for artificial lighting	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	March 2022			No	Local Services
E33	Consider fitting secondary glazing and under glaze sky lights where appropriate	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Local Services
E34	Consider introducing or improving wall insulation (internal lining) to solid single skin structures	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Local Services

Dolphin Centre									
E35	Review overall air conditioning strategy and utilisation	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Health & Housing
E36	Consider variable speed drives for fans, pumps and compressors	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Health & Housing
E37	Review BMS installation and submetering monitoring	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Health & Housing
E38	Consider with chefs and kitchen managers implementing a training programme and monitoring system	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Health & Housing
E39	Focused efficiency plan for kitchens including review of catering equipment capacities and downsize opportunities	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Health & Housing
E40	Assess the correct heat up times for kitchen equipment and implement. It might not be necessary to switch on all equipment at the start of the day	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Health & Housing

E41	Consider fitting secondary glazing and under glaze sky lights where appropriate	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Health & Housing
E42	Consider how the pool complex air tightness can be improved and sealed better	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Health & Housing
E43	Review condition or fabric for measures to improve energy performance ie building pressure tests for air tightness and thermography tests for insulation continuity	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Health & Housing
E44	Consider installing humidity control to pool hall ventilation	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Health & Housing
E45	Review pool air and water temperatures	Corporate Landlord	Reduced consumption	Underway	March 2022			No	Health & Housing
E46	Review use of pool covers	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility		March 2023		No	Health & Housing

E47	Consider replacing any legacy sodium based lighting with LED	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Health & Housing
<b>Hippodrome</b>									
E48	Focused efficiency plan for kitchens including review of catering equipment capacities and downsize opportunities	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2023	No	Local Services
E49	Introduce expandable entrance collars to connect the rear of the delivery vehicles to loading areas to reduce heat losses	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Local Services
E50	Introduce interlocks between heating system and loading bay	Corporate Landlord	Reduced consumption	Tender stage	Sept 2021			Yes	Local Services
E51	Switch off all drinks chiller cabinets when theatre closed	Corporate Landlord	Reduced consumption	Tender stage	Sept 2021			Yes	Local Services
E52	Air source heat pumps to hot water system	Corporate Landlord	Reduced consumption	Tender stage	Sept 2021			Yes	Local Services

E53	Manage lighting in auditorium and discourage its use as a through route to access other areas	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	March 2022			No	Local Services
<b>Town Hall</b>									
E54	Upgrade to heating zone controls to reduce over and under heating where structure, orientation, and occupation have different characteristics and need.	Corporate Landlord	Reduced consumption	Underway	March 2022			Yes	Resources
E55	Consider introducing or improving wall insulation (internal lining) to solid single skin structures	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility			March 2024	No	Resources
E56	Air Source Heat Pumps to Hot Water System	Corporate Landlord	Reduced consumption	Tender Stage	Sept 2021			Yes	Resources
E57	Replace any remaining T8 and T12 luminaires with LED	Corporate Landlord	Reduced consumption	Tender Stage	Sept 2021			Yes	Resources
E58	Provision of additional PV	Corporate Landlord	Reduced consumption	Tender Stage	Sept 2021			Yes	Resources



<b>School buildings</b>									
E59	Lobby Government to set the standard for schools' design at net carbon zero and provide adequate funding to meet this requirement.	Skills and Employability	Opportunities to lobby government taken	Already achievable/confirmed can proceed	March 2022			Yes	Children & Young People
E60	Use energy efficiency and waste management training for PFI schools as a case study to disseminate to all schools	Skills and Employability	Case study complete	Already achievable/confirmed can proceed	March 2022			Yes	Children & Young People
<b>New build</b>									
E61	Ensure that the prioritisation of carbon reduction is maintained throughout the design and build process.	Capital Projects		Some knowledge of opportunity, has potential to deliver	March 2022			No	Economy
E62	Ensure new corporate buildings reflect and deliver the processes within the climate change strategy.	Capital Projects		Some knowledge of opportunity, has potential to deliver	March 2022			No	Economy
E63	Reduce use of brick and blockwork in designs for our house building and increase the use of more sustainable processes and materials	Capital Projects	Increased % of sustainable materials used	Some knowledge of opportunity, has potential to deliver			March 2024	No	Economy
E64	Require and analyse whole life costing during the building design process.	Capital Projects	Whole life costing produced	Minimal knowledge, needs feasibility			March 2024	No	Economy
E65	Investigate the implementation of a set carbon intensity parameters for construction of new council buildings (e.g. KgCO <sub>2</sub> e/m <sup>2</sup> )	Capital Projects	Provides reliable data to measure and set targets against	Minimal knowledge, needs feasibility		Dec 2022		No	Economy
E66	Join UK Green Building Council and Submit scheme details during the design phase for audit by 3rd party	Capital Projects	No. schemes audited	Already achievable/confirmed can proceed	March 2022			Yes	Economy



*MEDIUM TERM ACTIONS (3-5 YEARS)*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
<b>Global initiatives</b>						
E67	Insulate all pipework, valves and fittings throughout	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
E68	Review opportunities for solar panels	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
E69	Review combined heat and power opportunity	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
E70	Review solar water heating	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
E71	Upgrade to heating zone controls to reduce over and under heating where structure, orientation, and occupation have different characteristics and need.	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
<b>Head of Steam</b>						
E72	Major refurbishment scheme to be undertaken	Capital Projects	Improved building efficiency	Already achievable/confirmed can proceed	Yes	Local Services
<b>Housing</b>						
E73	Improve heat efficiency of existing Council houses, looking at renewable energy sources	Housing	Reduced bills for tenants	Minimal knowledge, needs feasibility	Yes	Health & Housing

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
E74	Work with tenants to ensure their energy usage is efficient	Housing	Reduced bills for tenants	Some knowledge of opportunity, has potential to deliver	Yes	Health & Housing
E75	We design and build net carbon zero buildings.	Housing	Carbon assessments carried out early during the design stage to highlight areas which can be improved	Some knowledge of opportunity, has potential to deliver	Yes	Health & Housing
E76	Enforce private rented and non-domestic Minimum Energy Efficiency Standards regulations	Private Sector Housing	EPC register profile	Some knowledge of opportunity, has potential to deliver	Capacity issues	Health & Housing
E77	Houses that are currently designed but pre-construction are reviewed to ensure the principles in this strategy are applied.	Capital Projects	Reviews complete	Some knowledge of opportunity, has potential to deliver	No, potential capacity issues	Health & Housing

**LONG TERM ACTIONS (5+ YEARS)**

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
	<b>Global initiatives</b>					
E78	Introduce draught lobbies to reduce unwanted air infiltration	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
E79	Review building lighting strategies with particular focus to luminaires, control systems and daylighting provision. Install occupancy sensor controls to lighting in all rooms, wc's and corridors. Setting time delays to minimum practical levels	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
<b>Central House</b>						
E80	Consider fitting secondary glazing and under glaze sky lights where appropriate	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
<b>Central House Annexe</b>						
E81	Consider replacing or improving glazing	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
<b>Town Hall</b>						
E82	Consider replacing or improving glazing (single glazed integral windows)	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
E83	Consider introducing or improving insulation of flat roofs	Corporate Landlord	Reduced consumption	Minimal knowledge, needs feasibility	No	Resources
<b>Housing</b>						
E84	Review the energy efficiency of Council Housing Stock to identify technologies to improve the EPC rating of existing	Housing	Reduced bills for tenants via reduced consumption Reduction in energy use	Known government target but systems to deliver not yet established	No	Health & Housing

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
	housing stock to Band C or above.					
E85	EPC rating of 'B' to be achieved for all new build housing delivered directly by DBC or its partners	Housing	Reduced bills for tenants via reduced consumption Reduction in energy use	Known government target but systems to deliver not yet established	No	Health & Housing
E86	Consider the technologies used in New Builds to achieve carbon net zero and adapt same technologies into planned programmes.	Housing	Renewal programme in line with New build specifications for Energy efficiency	Some knowledge of opportunity, has potential to deliver	No	Health & Housing
E87	Whole dwelling assessment for every property in Darlington	Housing	Number of assessments completed	Blue sky	No	Health & Housing

**PRINCIPLE 2: REDUCE DEMAND FOR FOSSIL FUELS**

Finding alternative sources of energy is vital to achieving our target. As the electricity grid becomes cleaner, we will need to be looking to switch from gas to electricity, where we can. We have already chosen a zero carbon tariff for our electricity supply, but as prices continue to rise, we should reduce our reliance on grid electricity.

Staff transport does not form the greatest portion of the Council's carbon footprint, although transport is a significant portion of the Borough's emissions. It is still, therefore, an important area to address. Through actions in this sphere, we can influence behaviours beyond the organisational boundary.

The Council's fleet needs to deliver a wide range of services, such as refuse collection to street cleaning, from buildings services to highway maintenance. Low emission version of some of these vehicles are still extremely expensive so we need to ensure that our transition plan is robust and forward looking.

**Overall objective: Reduce reliance on fossil fuels to meet the Council's climate change ambitions**

*ONGOING ACTIONS*

	Actions	Owner	Measure of success	Status	Funding/Resources available	Portfolio
<b>Council fleet</b>						
F1	Review of fleet by Energy Savings Trust	Waste & Transport Services	Report received	Already achievable/confirmed can proceed	Yes	Local Services
F2	Identify infrastructure needs for fleet transition	Waste & Transport Services	Infrastructure plan developed	Some knowledge of opportunity, has potential to deliver	No	Local Services
F3	Identify sources of funding for fleet transition	Waste & Transport Services	Funding plan produced	Some knowledge of opportunity, has potential to deliver	No	Local Services
F4	Develop a fleet transition plan	Waste & Transport Services	Plan produced	Some knowledge of opportunity, has potential to deliver	No	Local Services
<b>Utilities</b>						
F5	Proactively manage utility purchasing	Corporate Landlord	Portfolio reviewed to ensure we are on the most appropriate tariff.	Already achievable/confirmed can proceed	Yes	Resources

	Actions	Owner	Measure of success	Status	Funding/Resources available	Portfolio
<b>New build</b>						
F6	Incorporate district heating schemes into developments.	Development Management	Preapplication checklist amended to incorporate	Completed		Economy
			Secondary check of full application to ensure addressed	Minimal knowledge, needs feasibility	yes	
<b>Influencing transport providers</b>						
F7	Use our influence to encourage taxi drivers to switch off engines when stationary and move to electric vehicles	Licensing	Information is disseminated to all taxi drivers	Underway	Capacity issues	Stronger Communities
F8	Use our influence to encourage bus companies to switch off engines and upgrade their fleets where appropriate	Transport Planning	Information is disseminated to drivers Bus companies have produced fleet transition plans	Some knowledge of opportunity, has potential to deliver	Capacity issues	Local Services

*SHORT-TERM ACTIONS (1-3 YEARS)*

	Actions	Owner	Measure of success	Status	Funding/Resources available	2021/22	2022/23	2023/24	Portfolio
<b>Town Hall</b>									
F9	Renew the boilers at the Town Hall	Corporate Landlord	New boilers will be more efficient and use less energy	Completed					Resources
<b>Staff travel</b>									



	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/ Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
F10	Review the corporate business travel policy for agile working	HR	Policy is reviewed and recommendations produced	Underway. Potential to reduce staff commutes and carbon. Electric car Mileage rate has been introduced	Yes	March 2022			Resources
F11	Ensure appropriate mechanisms are in place to gather data and to oversee and if necessary, enforce the travel policy	HR/Audit	Current mechanisms reviewed and recommendations made	Some knowledge of opportunity, has potential to deliver. Managers responsible for monitoring and audits undertaken accordingly	Yes		March 2023		Resources
F12	Introduce salary sacrifice scheme for purchase of low emission cars	HR	Scheme established	Complete					Resources
F13	Have a pool of low emission/hybrid/electric cars for staff to use for work related travel to try and encourage staff members to travel to and from work more sustainably	Transport Planning	Feasibility study of scheme completed	Some knowledge of opportunity, has potential to deliver	No			March 2024	Local Services
F14	Include questions in staff survey to establish travel habits pre, during and post lockdown	Transport Planning	x% staff completed survey	Already achievable/confirmed can proceed	Yes	March 2022			Local Services
F15	Review staff survey and make recommendations	HR/Transport Planning	Recommendations put forward	Already achievable/confirmed can proceed	Yes	March 2022			Resources/Local Services
F16	Promotion of current cycling and walking incentives including staff offers at Halford of discount towards cost of bicycle	HR	Promotion complete	Already achievable/confirmed can proceed	Yes	March 2022			Resources
F17	Include questions in staff survey regarding current and potential cycling incentives schemes	Transport Planning	x% staff completed survey	Already achievable/confirmed can proceed	Yes	March 2022			Local Services

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/ Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
F18	Following survey, review cycling incentives currently in place and assess viability of recommendations	Transport Planning	Cycling survey reviewed Viable recommendations accepted	Already achievable/confirmed can proceed	Yes	March 2022			Local Services
F19	Further promotion of cycling and walking incentives	HR/Transport Planning	Promotion complete	Already achievable/confirmed can proceed	Yes	March 2022			Resources/Local Services
F20	Investigate setting up a car club for travel to, from and during work	Transport Planning	Current provision reviewed Recommendations produced	Already achievable/confirmed can proceed	Yes	March 2022			Local Services
F21	Review current arrangement for Arriva travel club	HR	Review complete Recommendations produced	Some knowledge of opportunity, has potential to deliver	Yes		March 2023		Resources
F22	Review Arriva travel ticket offers	HR	Review complete Recommendations produced	Some knowledge of opportunity, has potential to deliver	Yes		March 2023		Resources

*LONG TERM ACTIONS (5+ YEARS)*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
F23	Support social housing tenants with assistance for charging electric vehicles at home.	Housing	Requests approved	Some knowledge of opportunity, has potential to deliver	No	Health & Housing

F24	Set up a local energy switching scheme	Housing	Number of residents switching	Some knowledge of opportunity, has potential to deliver	No, would need increased capacity	Health & Housing
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**PRINCIPLE 3: CONTRIBUTE TO A GREENER GRID**

To reach net zero carbon we will need to increase the amount of energy generated from renewable sources. We will need to explore all forms of renewable energy to maximise the benefits for the Council and the Borough's residents and businesses.

**Overall objective: An increase in renewable energy generation**

	Actions	Owner	Measure of success	Status	Funding/Resources available	2021/22	2022/23	2023/24	3-5 years	5 + years	Portfolio
G1	We adopt a presumption in favour of renewables and batteries across our whole estate, integrating these technologies as standard in all capital projects.	Capital Projects	All new projects adopt renewables & batteries	Some knowledge of opportunity, has potential to deliver	No			March 2024	x		Economy
G2	Our building design process takes a whole system approach to low carbon technologies, exploring all options for energy standards, such as Passivhaus standards.	Capital Projects	Feasibility study complete	Minimal knowledge, needs feasibility	No			March 2024	x		Economy

**PRINCIPLE 4: SEQUESTER CARBON**

A strong and healthy natural environment with a variety of habitats, will support our ability to be resilient to climate change and will act as to collect and store carbon from the atmosphere.

Where we can measure the carbon captured by environmental projects we may be able to use them as a carbon offset. A carbon offset is a way to compensate for your emissions by funding an equivalent carbon dioxide saving elsewhere. We aim to reduce our emissions as far as possible so that any offsetting is only required for a very small proportion of our emissions. When considering offsetting projects, we want to secure the widest benefit for Darlington, so we will invest in local projects that also deliver wider social and environmental benefits.

**Overall objective: A strong and healthy natural environment**

*ONGOING ACTIONS*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
S1	Explore opportunities for enhancing roadside verges and open space	Countryside Services	Increase in areas enhanced for biodiversity	Already achievable/confirmed can proceed	Some	Local Services
S2	Support Tees Valley Nature Partnership to protect and enhance natural capital	Sustainability and Climate Change Lead Officer	Meetings attended	Underway	Yes	Economy

*SHORT-TERM ACTIONS (1-3 YEARS)*

	<b>Owner</b>	<b>Actions</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
S3	Countryside Services	Plant 20,000 new trees	Number of trees planted	Already achievable/confirmed can proceed	Some/in partnership	March 2022	March 2023	March 2024	Local Services
S4	Sustainability & Climate Change Lead Officer	Develop plan for offsetting emissions, including how it would be funded	Plan produced	Some knowledge of opportunity, has potential to deliver	Yes			March 2024	Economy

**GOVERNANCE**

Governance measures exist to ensure that we deliver our objectives. We will ensure that governance procedures are updated to account for the changing policy landscape.

**Overall objective: The Council's policies and procedures support its climate change ambitions**

*ONGOING ACTIONS*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
Go1	Strategy and action plan formally reviewed every three years, with an ongoing watching brief	Sustainability and Climate Change Lead Officer	Formal review carried out	Already achievable/confirmed can proceed	Yes	Economy

*SHORT-TERM ACTIONS (1-3 YEARS)*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
Go2	All cabinet reports, scrutiny reports, plans and policies will include a climate change impact assessment.	Democratic Services	Guidance notes for completion of cabinet papers updated	Completed					Resources
Go3	Ensure that sustainability appraisals include robust questions on climate change	Democratic Services	Sustainability appraisal is updated	Some knowledge of opportunity, has potential to deliver	Yes				Resources

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
Go4	Ensure that existing governance arrangements ask for and provide an opportunity to scrutinise both net carbon zero ambitions and adaptation plans	Democratic Services	Guidance notes for Scrutiny Committees members produced and disseminated	Completed					Resources
Go5	Review key policies and provide recommendations for alignment	Democratic Services	Policies reviewed	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2023	Resources
Go6		Democratic Services	Ensure climate change recommendations are incorporated on renewal	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2023	Resources

**PROCUREMENT**

Each year, we spend approximately £120 million in the private and voluntary sector. This spend presents a significant opportunity and responsibility to influence our supply chain. Through our procurement process, we can motivate beyond our corporate boundary.

**Overall objective: We use our purchasing power and influence to deliver climate change benefits**

*SHORT-TERM ACTIONS (1-3 YEARS)*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
P1	Conduct a climate change risk assessment on existing contracts	Procurement	Risk assessment completed	Minimal knowledge, needs feasibility	Capacity issues		March 2023		Resources
P2	Review the current criteria for carbon in the procurement process, including reviewing of the weighting assigned to carbon	Procurement	Review completed Recommendations produced	Minimal knowledge, needs feasibility	Capacity issues		March 2023		Resources
P3	Review the current criteria and encourage school transport drivers to switch off engines when stationary and move to electric vehicles	Procurement	Review completed Recommendations produced	Minimal knowledge, needs feasibility	Capacity issues			March 2024	Resources
P4	Review contract management processes to ensure that we to scrutinise suppliers' carbon performance	All Services	Review completed Recommendations produced	Minimal knowledge, needs feasibility	Capacity issues				Resources

**FINANCING**

We are working in a time of increasingly constrained budgets but we must make sure that the resources to invest in the actions we need to take are available to us. We will need to investigate, and be prepared to invest in, all potential solutions and accept that the payback period may be longer than we are used to.

**Overall objective: Resources are available to support the Council's climate change ambitions**

*ONGOING ACTIONS*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
Fi1	Lobby government for funding to be available, for example, the long-awaited UK Shared Prosperity Fund, and allocated on a fair basis.	Finance	All lobbying opportunities taken	Minimal knowledge, needs feasibility	Potential capacity issues	Resources

*SHORT-TERM ACTIONS (1-3 YEARS)*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
Fi2	Develop a funding solution to support the Council's climate initiatives to be included as part of the annual MTFP.	Finance	Baseline funding solution methodology agreed	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Resources
Fi3	Investigate the practicality of issuing bonds	Finance	Feasibility study complete	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Resources
Fi4	Explore risk/scrutiny of using financing from specialist climate/carbon reduction schemes offering interest free loans (i.e. Salix Finance, etc.)	Finance	Feasibility study complete	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Resources



	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
Fi5	Investigate a system to ring-fence (all or proportion of) savings achieved as a direct result of council climate change policies which can be used to support further investment	Finance	Feasibility study complete	Minimal knowledge, needs feasibility	Potential capacity issues	March 2022			Resources
Fi6	Explore legal and practicality of building in environmental goals into relevant procurement and if not achieved supplier to pay a climate rebate which can be retained to fund future climate change actions	Procurement	Feasibility study complete	Minimal knowledge, needs feasibility	Potential capacity issues	March 2022			Resources
Fi7	Explore legal/statutory powers to add a climate levy to schemes/projects	Legal	Feasibility study complete	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Resources
Fi8	Use of CIL to fund transport & infrastructure linked to climate change objectives	Finance	Feasibility study complete	Minimal knowledge, needs feasibility	Potential capacity issues			March 2024	Resources
Fi9	Explore opportunity to use existing resources & funding allocated for projects but with bolt-ons for meeting climate change objectives	Finance	Feasibility study complete	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Resources
Fi10	Ensure council's investments consider DBC green objectives	Finance	Treasury Management function updated to consider green objectives as criteria for making investments	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Resources

## ADAPTATION

The world’s climate is changing. Even if all emissions ceased today, our climate would continue to change as a result of historic emissions and we need to be prepared. The 2015 Paris Agreement of the UN Framework Convention on Climate Change, is a globally binding commitment to reduce emissions and keep the world’s temperature rises below two degrees, and ideally below one and a half degrees. Even so, the world will experience significant impacts; increases in extreme weather, droughts, floods, sea level rise and biodiversity loss, and risks to vulnerable people and populations. As temperature rises continue these impacts will increase. Cutting carbon emissions remains the most cost-effective step that local authorities can take, but adaptation needs to be considered alongside mitigation to ensure that our systems and our services are resilient. We also need to ensure that residents and businesses understand the risks and what they can do about them.

In 2019 Association of Directors of Environment, Economy Planning and Transport (ADEPT) with the Local Adaptation Advisory Panel (LAAP) published [guidance for local authorities](#) on improving resilience to climate change. The actions listed here will ensure that the Council has achieved the guidance's 'initial adaptation level' across the entire organisation.

**Overall objective: The Council, residents and businesses understand the risks of climate change and are working to improve their resilience**

### ONGOING ACTIONS

	Actions	Owner	Measure of success	Status	Funding/Resources available	Portfolio
A1	Identify key contacts in other organisations and to understand shared priorities for climate resilience in key statutory areas	Sustainability & Climate Change Lead Officer	All opportunities to make contact taken	Already achievable/confirmed can proceed	Potential capacity issues	Economy
A2	Collaborative working through local government networks and other key partners to increase efforts to embed adaptation	Sustainability & Climate Change Lead Officer	All opportunities to make contact taken	Underway	Potential capacity issues	Economy
A3	Include adaptation policies in local plans, growth plans and spatial frameworks	Sustainability & Climate Change Lead Officer	Adaptation policies embedded into all plans	Some knowledge of opportunity, has potential to deliver	Potential capacity issues	Economy

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
A4	Provide basic information on climate change adaptation to businesses online, including local flood risk	Sustainability & Climate Change Lead Officer	Business resilience manual is available on the Council's website and is disseminated through our networks	Completed		Economy
A5	Promote sign up to the Environment Agency's flood warning service	Sustainability & Climate Change Lead Officer	Information is available and is disseminated as indicated in the communications plan	Already achievable/confirmed can proceed	Potential capacity issues	Economy
A6	Raise awareness of relevant climate risks with local businesses through local business groups	Sustainability & Climate Change Lead Officer	Information is available and is disseminated as indicated in the communications plan	Already achievable/confirmed can proceed	Potential capacity issues	Economy
A7	Communicate key benefits to businesses from climate change	Sustainability & Climate Change Lead Officer	Information is available and is disseminated as indicated in the communications plan	Already achievable/confirmed can proceed	Potential capacity issues	Economy
A8	Produce information for residents	Sustainability & Climate Change Lead Officer	Information is available and is disseminated as indicated in the communications plan	Already achievable/confirmed can proceed	Potential capacity issues	Economy

**SHORT-TERM ACTIONS (1-3 YEARS)**

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
A9	Appoint a political leader/councillor with responsibility for adaptation	Sustainability & Climate Change Lead Officer	Adaptation champions is appointed	Already achievable/confirmed can proceed	Yes	March 2022			Economy

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
A10	Identify officers responsible for adaptation in services and provide support for risk assessing their areas	Sustainability & Climate Change Lead Officer	Robust risk assessment is completed Actions are developed	Already achievable/confirmed can proceed	Potential capacity issues	March 2022			Economy
A11	Conduct a gap analysis of current activity to identify further actions which could be undertaken	Sustainability & Climate Change Lead Officer	Gap analysis complete	Some knowledge of opportunity, has potential to deliver	Potential capacity issues	March 2022			Economy
A12	Integrate adaptation measures in statutory plans, strategies and functions	Sustainability & Climate Change Lead Officer	All plans and strategies include adaptation measures	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2024	Economy
A13	Include weather risks and associated impacts in strategic risk register	Sustainability & Climate Change Lead Officer	Strategic risk register is updated	Already achievable/confirmed can proceed	Potential capacity issues		March 2023		Economy
A14	Include weather risks and associated impacts in corporate risk register	Sustainability & Climate Change Lead Officer	Corporate risk register is updated	Already achievable/confirmed can proceed	Potential capacity issues	March 2022			Economy
A15	Include weather risks and associated impacts in community risk register	Sustainability & Climate Change Lead Officer	Community risk register is updated	Already achievable/confirmed can proceed	Potential capacity issues	March 2022			Economy
A16	Undertake a local climate change risk assessment for most vulnerable services (eg education and social care)	Sustainability & Climate Change Lead Officer	Risk assessment complete	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Economy

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
A17	Map longer-term decisions and investments across service areas to determine opportunities to build in resilience	Sustainability & Climate Change Lead Officer	Mapping complete	Minimal knowledge, needs feasibility	Potential capacity issues			March 2024	Economy
A18	Embed contractual requirements for climate resilience or adaptation into key contracts and services	Sustainability & Climate Change Lead Officer	Adaptation embedded into all future contracts	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2024	Economy
A19	Identify and understand critical and local infrastructure	Sustainability & Climate Change Lead Officer	Study of local infrastructure complete	Minimal knowledge, needs feasibility	Potential capacity issues	March 2022			Economy
A20	Review the extent to which service delivery depends on critical infrastructure	Sustainability & Climate Change Lead Officer	Study of local infrastructure complete	Minimal knowledge, needs feasibility	Potential capacity issues	March 2022			Economy
A21	Review materials and approaches to highway maintenance	Sustainability & Climate Change Lead Officer	Review complete	Some knowledge of opportunity, has potential to deliver	Potential capacity issues		March 2023		Local Services
A22	Engage with infrastructure providers to understand impact on local authority infrastructure assets and develop plans to reduce risks	Sustainability & Climate Change Lead Officer	All opportunities to make contact taken	Minimal knowledge, needs feasibility	Potential capacity issues			March 2024	Economy
A23	Work across infrastructure providers and agencies to understand interdependent risks	Sustainability & Climate Change Lead Officer	All opportunities to make contact taken	Minimal knowledge, needs feasibility	Potential capacity issues			March 2024	Economy

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
A24	Provide an evidence base for developers, to support development of adaptation policies	Sustainability & Climate Change Lead Officer	Evidence for developers produced	Some knowledge of opportunity, has potential to deliver	Potential capacity issues	March 2022			Economy
A25	Ensure new development is located and designed in accordance with sequential and exception tests set out in National Planning Policy Framework	Sustainability & Climate Change Lead Officer	Tests applied	Minimal knowledge, needs feasibility	Potential capacity issues	March 2022			Economy
A26	Prepare local policies on delivery of NPPF Sustainable Drainage Systems policies	Sustainability & Climate Change Lead Officer	Policies prepared	Minimal knowledge, needs feasibility	Potential capacity issues	March 2022			Economy
A27	Require energy, water efficiency and flood resistance and resilience measures in any local authority-enabled development	Sustainability & Climate Change Lead Officer	All local authority developments include resilience measures	Minimal knowledge, needs feasibility	Potential capacity issues	March 2022			Economy
A28	Develop a programme of water, energy retrofit and flood resistance and resilience measures	Sustainability & Climate Change Lead Officer	Programme developed	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Economy
A29	Specify requirement of the BREEAM adaptation credit in new build and refurbishments	Sustainability & Climate Change Lead Officer	Feasibility completed	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Economy
A30	Specify use of Civil Engineering Environmental Quality Assessment and Award Scheme (CEEQUAL)	Sustainability & Climate Change Lead Officer	Feasibility completed	Minimal knowledge, needs feasibility	Potential capacity issues			March 2024	Economy

	Actions	Owner	Measure of success	Status	Funding/Resources available	2021/22	2022/23	2023/24	Portfolio
	in Public Realm/ Infrastructure projects								
A31	Review current and future flood risk to council buildings and assets	Sustainability & Climate Change Lead Officer	Review complete	Some knowledge of opportunity, has potential to deliver	Potential capacity issues	March 2022			Economy
A32	Embed climate change in local flood risk management strategies	Sustainability & Climate Change Lead Officer	Strategies include climate change	Some knowledge of opportunity, has potential to deliver	Potential capacity issues	March 2022			Economy
A33	Work with local resilience forums to collect and share data on resource impacts of severe weather events	Sustainability & Climate Change Lead Officer	Data shared	Already achievable/confirmed can proceed	Potential capacity issues		March 2023		Economy
A34	Include possible health impacts from weather events and future climate risks in the Joint Strategic Needs Assessment	Sustainability & Climate Change Lead Officer	JSNA updated	Some knowledge of opportunity, has potential to deliver	Potential capacity issues		March 2023		Economy
A35	Use local data on population and health to consider social vulnerability to climate change impacts	Sustainability & Climate Change Lead Officer	Report on social vulnerability produced	Some knowledge of opportunity, has potential to deliver	Potential capacity issues		March 2023		Economy
A36	Include adaptation in health and wellbeing plans	Sustainability & Climate Change Lead Officer	Health and wellbeing plans updated	Some knowledge of opportunity, has potential to deliver	Potential capacity issues		March 2023		Economy
A37	Assess the range of social care assets and key routes used by staff at risk of flooding	Sustainability & Climate Change Lead Officer	Assets and routes mapped against flood risk	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Economy
A38	Support commissioners to embed consideration of future climate change into the commissioning processes of care providers	Sustainability & Climate Change Lead Officer	Guidance produced	Some knowledge of opportunity, has potential to deliver	Potential capacity issues		March 2023		Economy

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
A39	Assess flood risk of residents (particularly vulnerable adults and children) who have care provided at home	Sustainability & Climate Change Lead Officer	Flood risk mapped	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Economy
A40	Develop flexible working arrangements for staff unable to travel to sites due to extreme weather	Sustainability & Climate Change Lead Officer	Flexible working arrangements in place	Already achievable/confirmed can proceed	Potential capacity issues		March 2023		Resources
A41	Implement local responses to the Heatwave Plan for England	Sustainability & Climate Change Lead Officer	Local response implemented	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2024	Economy
A42	Target development of flood risk management schemes into areas of significant flood disadvantage	Sustainability & Climate Change Lead Officer	Flood risk areas mapped	Minimal knowledge, needs feasibility	Potential capacity issues			March 2024	Economy
A43	Identify the most vulnerable groups to climate change risks	Sustainability & Climate Change Lead Officer	Vulnerable groups identified and mapped	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2024	Economy
A44	Ensure processes for development of plans to address climate risk involve those most likely to be affected	Sustainability & Climate Change Lead Officer	Stakeholder mapping completed	Already achievable/confirmed can proceed	Potential capacity issues			March 2024	Economy
A45	Identify critical at-risk businesses and infrastructure	Sustainability & Climate Change Lead Officer	Register produced	Minimal knowledge, needs feasibility	Potential capacity issues			March 2024	Economy
A46	Review Adaptation Reporting Power reports of local organisations to understand key infrastructure issues	Sustainability & Climate Change Lead Officer	Summary report produced	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2024	Economy



	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
A47	Identify where natural capital assets are within the local area	Sustainability & Climate Change Lead Officer	Natural capital assets mapped	Already achievable/confirmed can proceed	Potential capacity issues		March 2023		Economy
A48	Review local biodiversity action plans and species action plans to develop actions for particular species' vulnerable to future climate	Sustainability & Climate Change Lead Officer	Plans reviewed	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2024	Economy
A49	Use natural capital accounting approaches to monetise benefits of assets and build a shared picture of local value	Sustainability & Climate Change Lead Officer	Mapped assets valued	Minimal knowledge, needs feasibility	Potential capacity issues			March 2024	Economy
A50	Engage key partners such as the Environment Agency, Natural England, neighbouring authorities and Tees Valley Nature Partnership to develop adaptation actions for natural capital	Sustainability & Climate Change Lead Officer	Adaptation actions developed	Already achievable/confirmed can proceed	Potential capacity issues			March 2024	Economy
A51	Ensure biodiversity net-gain proposals in new development are screened to ensure they are suitable under future climate scenarios	Sustainability & Climate Change Lead Officer	Screening protocols with ecologist developed	Minimal knowledge, needs feasibility	Potential capacity issues		March 2023		Economy
A52	Fund and implement a tree planting policy	Sustainability & Climate Change Lead Officer	Tree & woodland strategy published	Completed		March 2022	March 2023		Local Services
A53	Use green infrastructure to providing shading and cooling for buildings or to protect walking and cycling routes	Sustainability & Climate Change Lead Officer	GI included in development plans	Some knowledge of opportunity, has potential to deliver	Potential capacity issues		March 2023		Economy

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Portfolio</b>
A54	Use green infrastructure and other nature-based solutions to provide resilience	Sustainability & Climate Change Lead Officer	GI included in development plans	Some knowledge of opportunity, has potential to deliver	Potential capacity issues			March 2024	Economy
A55	Promote water, energy efficiency and flood resistance and resilience measures	Sustainability & Climate Change Lead Officer	Information is available and is disseminated as indicated in the communications plan	Some knowledge of opportunity, has potential to deliver	Potential capacity issues				Economy
A56	Raise awareness of relevant climate risks with local community groups	Sustainability & Climate Change Lead Officer	Information is available and is disseminated as indicated in the communications plan		Potential capacity issues	March 2022			Economy

*MEDIUM-TERM ACTIONS (3-5 YEARS)*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
A57	Use the ADEPT guidance to determine next steps needed to reach 'maturing adaptation' level	Sustainability & Climate Change Lead Officer	Plan for next steps produced	Some knowledge of opportunity, has potential to deliver	Potential capacity issues	Economy

**COMMUNICATIONS**

**Overall objective: Information on actions planned and progress made is disseminated**

*ONGOING ACTIONS*

	<b>Actions</b>	<b>Owner</b>	<b>Measure of success</b>	<b>Status</b>	<b>Funding/Resources available</b>	<b>Portfolio</b>
C1	Internal communications plan developed	Communications Team	Plan developed	Underway	Yes. Capacity issues if ongoing need to communicate Covid messages	Resources
			Staff are encouraged to submit ideas	Already achievable/confirmed can proceed		
			Regular tips are shared	Already achievable/confirmed can proceed		
C2	External communications plan developed	Communications Team	Plan developed	Underway	Yes. Capacity issues if ongoing need to communicate Covid messages	Resources
			Examples of good practice are shared	Already achievable/confirmed can proceed		
			Hints and tips on what to do are shared	Already achievable/confirmed can proceed		

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## Climate Change Report 2020/21

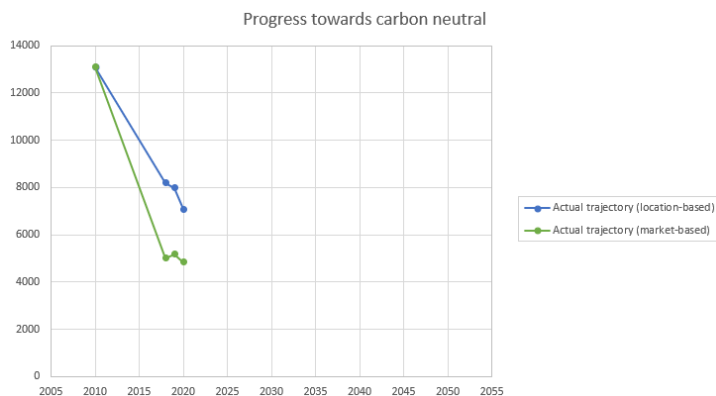
### Introduction

In July 2019 DBC declared a climate emergency and committed to becoming a carbon neutral council by 2050. A dedicated lead officer was appointed in January 2020 and a climate change strategy was approved by Cabinet in July 2020. Regular reporting to Cabinet and Full Council via Cabinet Members is ongoing, but a report will be produced each year to highlight progress towards our target.

### Emissions for 2020/21

	2010/11	2018/19	2019/20	2020/21
	t/CO <sub>2</sub>	t/CO <sub>2</sub>	t/CO <sub>2</sub>	t/CO <sub>2</sub>
Streetlighting	3,487	759	596	515
Corporate Estate	7564	5,928	5,907	5,014
Business Travel	2,050	1,509	1,482	1,426
Water	0	0		-
<b>Total</b>	<b>13,101</b>	<b>8,196</b>	<b>7,985</b>	<b>6,955</b>
Total estimated working from home emissions/tCO <sub>2</sub> e				125

Emissions from water supply and waste water are not included because there have been some issues with transferring data onto the system. However, we estimate CO<sub>2</sub> emissions at around 60 tonnes.



By the end of 2020/21 our carbon footprint is 7,080 tonnes CO<sub>2</sub>e using location-based reporting.

Using market-based reporting, which takes account of our zero-carbon electricity tariff, our carbon footprint is 4,835 tonnes CO<sub>2</sub>e

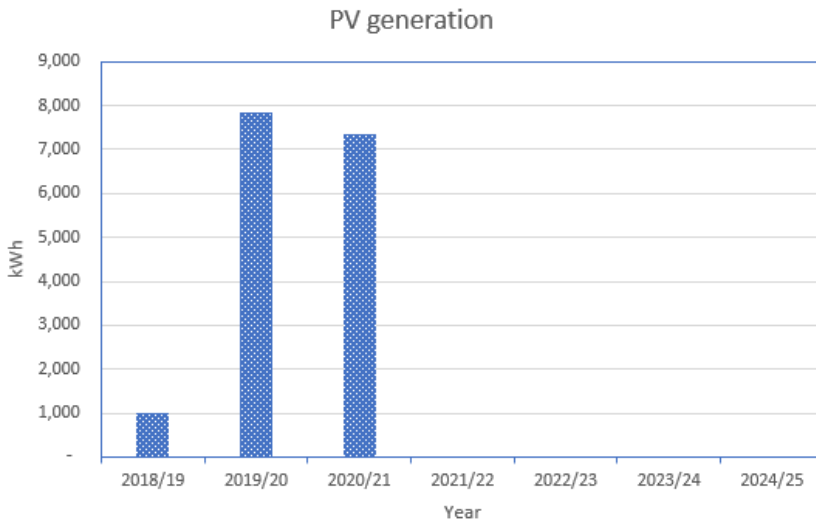
### Homeworking emissions

The first lockdown in March 2020 saw most staff working from home. For some staff that was not feasible and there are some services that need to work from the office. Some staff were also diverted from their substantive jobs to dealing with the emergency needs of a pandemic situation.

The majority of meetings moved online, which has resulted in a drop in travel using staff's own cars. However, our Council fleet continued working as usual, so the difference in emissions from travel is not as great as might have been expected.

Emissions from our buildings are lower, as would be expected from a lockdown situation, but not all buildings were closed. This means that heating was still required over the winter months. For the staff working from home, any emissions directly

related to their use of IT equipment have not been removed but simply displaced. To account for this, we have used a calculation developed by EcoAct.<sup>1</sup> Using this method, the total estimated working from home carbon emissions are 125 tonnes.



In 2020/21, 7,362 kWh of electricity was generated by our solar panels. This is slightly down on the previous year. Generation can never be guaranteed as it is so weather dependent.

## Highlights

A significant piece of work over the year has been to develop a climate change action plan. Lead officers across the authority were tasked with producing plans for their own departments. These plans have been brought together to form an action plan for the whole Council. The action plan will be presented to Cabinet for approval at the end of summer. Actions have been divided into ongoing, short-term (1-3 years), medium-term (3-5 years) and long-term (5+ years).

The action plan is designed to be a rolling, organic plan. It will be continually reviewed to allow us to respond to new technologies, new understanding and government initiatives as they arise.

Successful grant applications have been made to the Public Sector Decarbonisation Fund, Green Homes Grant Local Authority Delivery (LAD) scheme 1b and 2. The grants will enable work on the corporate estate and will fund energy efficiency measures to almost 900 properties across Darlington. We were also able, with additional support from the Tees Valley Combined Authority, to successfully apply for funding from BEIS Heat Network Delivery Unit. This grant is funding a feasibility study into a district heat network. Taken together, these grants total more than £2m.

A training module on climate change for staff has been developed and rolled out. Cabinet approved the addition of this training to the compulsory staff training modules. At time of writing, 907 staff with access to the on-line training portal had completed the training (65%).

<sup>1</sup>Ecoact [Homeworking Emissions Whitepaper 2020](#)

A revised tree and woodland strategy was published, including a commitment to plant at least 20,000 trees over three years. Almost 10,000 have already been planted or are planned. Unfortunately, around 300 whips were subsequently removed by vandals.

A network of climate champions is in place across the Council and we are taking forward their ideas for improving sustainability.

### **Engagement**

Several social media posts, news items and One Darlington articles were published. Feedback received was generally positive.

We have continued to work with local, regional and national partners including our neighbouring authorities, the Tees Valley Combined Authority, the Tees Valley Nature Partnership, Tees University, Association for Public Service Excellence (APSE) and the Department for Environment Food and Rural Affairs (Defra).

### **What comes next?**

With the action plan in place and to aid delivery, we will be developing an annual set of milestones. These will help us to improve how we report on our path to net zero. We will be looking at how we can demonstrate our progress in a clear way suitable for all audiences.

We will explore how we can improve our data gathering, particularly around waste disposal and our supply chain. We know that these are vital areas to include if we are truly to be a net zero Council.

We will continue to work collaboratively with partners, looking for all opportunities for exciting and innovative ways of meeting the challenges facing us.

We will step up our engagement with residents, businesses and schools to ensure that we are all equipped to play our part in tackling climate change.

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
4 NOVEMBER 2021**

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**COUNCIL TAX SUPPORT SCHEME 2022-23**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To consider the draft Council Tax Support (CTS) scheme for 2022-23 before recommendation by Cabinet on 9 November 2021 and approval by Council on 25 November 2021.

**Summary**

2. On 26 November 2020, Council approved the local CTS scheme for 2021-22 and the scheme became operational on 1 April 2021.
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 2022-23. No significant changes are proposed to the existing scheme.

**Recommendation**

5. It is recommended that Members consider the draft CTS scheme for 2022-23 at **Appendix 1** and agree its onward submission to Cabinet, 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.

**Elizabeth Davison  
Group Director of Operations**

**Background Papers**

- (i) Local Government Finance Bill 2012
- (ii) Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012

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

6. Since 2013, the previous national Council Tax Benefit scheme was replaced with local CTS schemes, designed and administered by local authorities. Grants are paid to local authorities to fund CTS, but the overall amount does not fully meet actual expenditure levels.
7. The Council is required to design and publish a new CTS scheme each year, in time to implement for annual Council Tax billing. A full public consultation exercise and an equality impact assessment were undertaken on the initial scheme in 2013.
8. Each year, the Council has to consider whether any changes should be made to the existing scheme and, where changes are made, consider what transitional protection, if any, should apply to anyone affected by those changes.
9. Each year's scheme then has to be approved by full Council.

10. The key feature of Darlington's CTS scheme is that most working aged people can only receive a maximum of 80% support towards their Council Tax. Young care leavers can receive up to 100% support (introduced in April 2018) and pensioners are also protected under a national set of regulations.
11. No significant changes are recommended for the 2022-23 CTS scheme however, Members should note the following:
  - (a) The applicable amounts in Table 1 and non-dependant deductions in Table 2 are those amounts currently applied to the 2021-22 CTS scheme and will be updated for 2022-23. The updated amounts will be calculated with reference to the amended Prescribed Requirement regulations and Social Security Benefits Up-rating Order. These regulations will be published in January 2022 and the CTS scheme for 2022-23 will therefore be amended before publication.
  - (b) Any other changes to the Prescribed Requirements regulations 2022 will also be incorporated into the CTS scheme 2022-23 before publication. These changes are for reference only and do not represent a change to the local CTS scheme.
  - (c) A minor amendment to the date on which entitlement to CTS begins is recommended. Paragraph 136 of appendix 1 states that in most cases, entitlement to CTS will begin on the date of claim. Previously, entitlement to CTS began on the Monday following the date of claim, which is similar to the way Housing Benefit has been paid. However, this change aligns CTS entitlement to the way Universal Credit is paid and is slightly advantageous to claimants. The financial implication of this change is negligible.

### **Financial Implications**

12. 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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**CABINET  
9 NOVEMBER 2021**

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**COUNCIL TAX SUPPORT SCHEME 2022-23**

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**Responsible Cabinet Member - Councillor Scott Durham,  
Resources Portfolio**

**Responsible Director – Elizabeth Davison, Group Director of Operations**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To consider the draft Council Tax Support (CTS) scheme for 2022-23 before presentation to Council for approval on 25 November 2021.

**Summary**

2. On 26 November 2020, Council approved the local CTS scheme for 2021-22 and the scheme became operational on 1 April 2021.
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 2022-23. No significant changes are proposed to the existing scheme.
5. This report was considered by the Economy and Resources Scrutiny Committee on 4 November 2021.

**Recommendation**

6. It is recommended that Cabinet consider the draft CTS scheme for 2022-23 at **Appendix 1** and recommend its onward submission for approval to Council, 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

7. The recommendations are supported by the following reasons:-
- (a) The Council is required to publish a local CTS scheme for 2022-23 by 11 March 2022.
  - (b) The continued application of a reduced entitlement for working aged people is still appropriate, given the current financial position of the Council.

**Elizabeth Davison**  
**Group Director of Operations**

## Background Papers

- (i) Local Government Finance Bill 2012
- (ii) Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012

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
Council Plan	This report contributes to the Council Plan by involving Members in the scrutiny of the Council Tax Support scheme
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

8. 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.
9. 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.
10. 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.
11. Each year's scheme then has to be approved by full Council.
12. 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.
13. No significant changes are recommended for the 2022-23 CTS scheme however, Members should note the following:
  - (a) The applicable amounts in Table 1 and non-dependant deductions in Table 2 are those amounts currently applied to the 2021-22 CTS scheme and will be updated for 2022-23. The updated amounts will be calculated with reference to the amended Prescribed Requirement regulations and Social Security Benefits Up-rating Order. These regulations will be published in January 2022 and the CTS scheme for 2022-23 will therefore be amended before publication.
  - (b) Any other changes to the Prescribed Requirements regulations 2022 will also be incorporated into the CTS scheme 2022-23 before publication. These changes are for reference only and do not represent a change to the local CTS scheme.
  - (c) A minor amendment to the date on which entitlement to CTS begins is recommended. Paragraph 136 of appendix 1 states that in most cases, entitlement to CTS will begin on the date of claim. Previously, entitlement to CTS began on the Monday following the date of claim, which is similar to the way Housing Benefit has been paid. However, this change aligns CTS entitlement to the way Universal Credit is paid and is slightly advantageous to claimants. The financial implication of this change is negligible.

### **Financial Implications**

14. The recommendations in paragraph 6 will not have any significant financial implications and therefore it is not intended to amend the budget in the MTFP.





# **Council Tax Support Scheme**

**2022 - 2023**

## Introduction

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.
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.
3. On 26 November 2020, Darlington Borough Council approved the Council Tax Support scheme for 2021-2022, which became operational from 1 April 2021.
4. This document sets out Darlington Borough Council's scheme for 2022-2023 and should be read in conjunction with the following regulations.
  - (a) The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.
  - (b) The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) (Amendment) Regulations 2012.
  - (c) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013.
  - (d) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2014.
  - (e) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No. 2) Regulations 2014.
  - (f) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015.
  - (g) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016.
  - (h) The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017.
  - (i) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018.
  - (j) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2020.
  - (k) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2021.

## Executive Summary

### Prescribed requirements

5. 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 paragraphs 4(a) to 4(k), copies of which can be found at: [www.legislation.gov.uk](http://www.legislation.gov.uk)
6. 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:
  - (a) 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.
  - (b) There are restrictions excluding foreign nationals with limited immigration status and non-economically active European Union individuals.
  - (c) 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.
  - (d) 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.
  - (e) Formal rights of appeal are set out in the regulations and appeals are heard by Valuation Tribunals.
  - (f) 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.

### Key features of Darlington's Council Tax Support scheme

7. The requirements for Council Tax Support schemes are set out in an amendment to the Local Government Finance Act 1992, under schedule 1A.
8. Council Tax Support for working aged people will be based on 80% of their Council Tax liability (as opposed to pensioners and care leavers under 25, where entitlement is based on 100%).
9. Entitlement to Council Tax Support will be means tested. The amount of Council Tax Support awarded will depend on:

- (a) The circumstances of the claimant and their family, such as their income and savings.
- (b) The number of children who live in the household and their circumstances.
- (c) The number of other adults who live in the household and their circumstances.
- (d) The amount of Council Tax, less any other discounts or reliefs.

#### Temporary absence from home

10. 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.

#### Students

11. 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.

#### Extended payments

12. 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.

#### Backdating

13. 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.

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

#### Discretionary discounts

15. 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.

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

## People who can claim Council Tax Support

### Who can claim

17. 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:

- (a) 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.
- (b) 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.

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

### People in receipt of a qualifying benefit

19. People in receipt of a qualifying benefit are classed as:

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

20. 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.

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

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

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

22. 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.

People with income more than their applicable amount

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

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

24. 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.

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

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

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

26. 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.

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

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

- (a) Working aged;
- (b) Liable to pay Council Tax on a dwelling they occupy as their sole or main residence;
- (c) Capital is less than £16,000;

- (d) In receipt of Universal Credit;
- (e) Assessment of income provided by Universal Credit plus the award of Universal Credit is more than their Universal Credit maximum award.

28. 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.

Young care leavers in receipt of a qualifying benefit

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

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

30. 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.

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

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

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

32. 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.

Young care leavers with income more than their applicable amount

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

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

34. 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.

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

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

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

36. 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.

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

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

- (a) Aged 18 to 24;
- (b) A care leaver, as defined by the Children (Leaving Care) Act 2000;
- (c) Liable to pay Council Tax on a dwelling they occupy as their sole or main residence;



- (d) Capital is less than £16,000;
- (e) In receipt of Universal Credit;
- (f) Assessment of income provided by Universal Credit plus the award of Universal Credit is more than their Universal Credit maximum award.

38. 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.

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

Pensioners with income equal to or less than their applicable amount

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

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

41. 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.

Pensioners with income more than their applicable amount

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

- (a) Pension aged;
- (b) Liable to pay Council Tax on a dwelling they occupy as their sole or main residence;
- (c) Not absent from the dwelling, as defined in schedule 1, part 1, paragraph 5 of the regulations;
- (d) Capital is less than £16,000;

(e) Income is more than their applicable amount.

43. 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.

#### Alternative maximum Council Tax Support

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

- (a) Pension aged;
- (b) Liable to pay Council Tax on a dwelling they occupy as their sole or main residence;
- (c) Not absent from the dwelling, as defined in schedule 1, part 1, paragraph 5 of the regulations;
- (d) One or more people reside with the claimant who are not a member of their family;
- (e) No other resident in the dwelling is liable to pay rent to the claimant in respect of that dwelling.

45. 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.

#### Pensioners with war pensions

46. Pensioners with war pensions are classed as:

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

47. 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.

#### Pensioners

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

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

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

#### Membership of a family

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

- (a) 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
- (b) 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;
- (c) 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
- (d) 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.

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

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

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

- (a) A couple;

- (b) 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;
- (c) 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;
- (d) 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;
- (e) 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.

53. 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) A person is to be treated as responsible for a child or young person who is normally living with them;
- (b) 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;
  - i. the person who receives Child Benefit in respect of that child or young person, or
  - ii. if there is no such person, the person who has claimed Child Benefit, or the person who has the primary responsibility for them.

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

- (a) 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
- (b) A child or young person is not treated as a member of the claimant's household where they are;
  - i. 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
  - ii. placed with the claimant or their partner prior to adoption, or
  - iii. placed with the claimant or their partner in accordance with the Adoption and Children Act 2002.

- (c) 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;
- i. 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
  - ii. placed with a person other than the claimant prior to adoption, or
  - iii. placed for adoption in accordance with the Adoption and Children Act 2002.

#### Non-dependants

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

- (a) Any person who normally resides with the claimant or with whom the claimant normally resides;
- (b) This excludes;
  - i. any member of the claimant's family;
  - ii. a child or young person who is living with the claimant but is not classed as a member of their household;
  - iii. any person who is jointly and severally liable to pay Council Tax in respect of the dwelling;
  - iv. 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;
  - v. 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.

#### Persons from Abroad

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

- (a) 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;
- (b) 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;
  - i. 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;
  - ii. 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;
  - iii. a family member of a relevant person of Northern Ireland, with a right to reside, provided that the relevant person of Northern Ireland is a qualified person, or would do so but for the fact they are not an EEA national;
  - iv. a frontier worker within the meaning of regulation 3 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020;
  - v. a family member of a frontier worker, who has been granted limited leave to enter, or remain in, the United Kingdom by virtue of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971;
  - vi. 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;
  - vii. 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;
  - viii. a person who has humanitarian protection granted under those rules;
  - ix. 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;
  - x. a person in receipt of Income Support or income related Employment and Support Allowance;
  - xi. 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;

- xii. 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.
- (c) 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;
- (d) A right to reside does not include a right which exists by virtue of, or in accordance with;
- i. regulation 13 of the EEA regulations 2016;
  - ii. 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;
  - iii. 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;
  - iv. a person having been granted limited leave to enter, or remain in the United Kingdom under the Immigration Act 1971 by virtue of;
    - 1. Appendix EU to the immigration rules made under section 3(2) of that Act (except a person who has a right to reside granted by virtue of being a family member of a relevant person of Northern Ireland and would have a right to reside under EEA Regulations 2016 if the relevant person of Northern Ireland were an EEA national);
    - 2. 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. having arrived in the United Kingdom with an entry clearance that was granted under Appendix EU (Family Permit) to the immigration rules made under section 3(2) of that Act.

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

- (a) 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;

- i. 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
- (b) 'Persons subject to immigration control' has the same meaning as in section 115(9) of the Immigration and Asylum Act 1999.

#### Applicable amounts

58. The applicable amount will be made up of a number of elements. These may include, depending upon individual circumstances:
- (a) A personal allowance for the claimant and their partner;
  - (b) An amount for every child or young person who is a member of the family;
  - (c) A family premium where at least one child or young person is part of the household;
  - (d) Premiums for people in receipt of Employment and Support Allowance;
  - (e) Premiums which may apply in special circumstances.
59. 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.
60. The amounts detailed below in Table 1 are those stated within the 2021-2022 scheme and will be updated for 2022-2023. The updated amounts will be calculated with reference to the amended regulations and Social Security Benefits Up-rating Order.
61. People in receipt of Universal Credit will have their Council Tax Support calculated based on their Universal Credit maximum award.
62. The Family Premium does not apply from 1 May 2016, unless the conditions in paragraph 63 apply.
63. Claims for Council Tax Support where the Family Premium applied at 30 April 2016 will continue to be entitled to the Family Premium from 1 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**

<b>Personal allowances</b>	<b>Weekly amount 2021-2022</b>	<b>Weekly amount 2022-2023</b>
Single claimant aged 18 to 24	£59.20	
Working aged single claimant aged 25 or over	£74.70	
Single claimant entitled to main phase Employment and Support Allowance	£74.70	
Working aged lone parent	£74.70	
Working aged couple	£117.40	
Couple entitled to main phase Employment and Support Allowance	£117.40	
Single claimant or lone parent who has attained pensionable age before 1 April 2021	£191.15	
Couple where one or both members have attained pensionable age before 1 April 2021	£286.05	
Single claimant or lone parent who has attained pensionable age on or after 1 April 2021	£177.10	
Couple where one or both members have attained pensionable age on or after 1 April 2021	£270.30	
A child or young person until the day before their twentieth birthday	£59.20	
<b>Family premium</b>	<b>Weekly amount 2021-2022</b>	<b>Weekly amount 2022-2023</b>
A household which includes at least one child or young person (but see paragraphs 62 and 63)	£17.65	
<b>Employment and Support Allowance premiums</b>	<b>Weekly amount 2021-2022</b>	<b>Weekly amount 2022-2023</b>
The claimant or their partner are in receipt of the work related activity component of Employment and Support Allowance	£29.70	
The claimant or their partner are in receipt of the support component of Employment and Support Allowance	£39.40	
Special circumstances premiums (entitlement limited to only one of the premiums below)	<b>Weekly amount 2021-2022</b>	<b>Weekly amount 2022-2023</b>

<p>Disability premium (single) – the claimant is registered blind, or in receipt of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Attendance Allowance</li> <li>• Disability Living Allowance</li> <li>• Mobility Supplement</li> <li>• Long term Incapacity Benefit</li> <li>• Severe Disablement Allowance</li> <li>• The disability or severe disability element of Working Tax Credit</li> <li>• Personal Independence Payment</li> <li>• Armed Forces Independence Payment</li> </ul>	£35.10	
<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"> <li>• Attendance Allowance</li> <li>• Disability Living Allowance</li> <li>• Mobility Supplement</li> <li>• Long term Incapacity Benefit</li> <li>• Severe Disablement Allowance</li> <li>• The disability or severe disability element of Working Tax Credit</li> <li>• Personal Independence Payment</li> <li>• Armed Forces Independence Payment</li> </ul>	£50.05	
<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>	<b>Weekly amount 2021-2022</b>	<b>Weekly amount 2022-2023</b>
<p>Severe disability premium (single rate) - for a single claimant, lone parent or couple where:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• No non-dependants aged 18 or over reside with them, and</li> <li>• No one is in receipt of a Carers Allowance or the carer element of Universal Credit for looking after them.</li> </ul>	£67.30	

<p>Severe disability premium (double rate) - for a couple where:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• No non-dependants aged 18 or over reside with them, and</li> <li>• No one is in receipt of a Carers Allowance or the carer element of Universal Credit for looking after both of them.</li> </ul>	<p>£134.60</p>	
<p>Enhanced disability premium (single) – where:</p> <ul style="list-style-type: none"> <li>• The claimant has limited capability for work related activity, or</li> <li>• The highest rate care component of Disability Living Allowance is payable for the claimant or any member of the claimant’s family, or</li> <li>• The daily living component of Personal Independence Payment is payable for the claimant or any member of the claimant’s family.</li> </ul>	<p>£17.20</p>	
<p>Enhanced disability premium (couple) – where:</p> <ul style="list-style-type: none"> <li>• The claimant or partner has limited capability for work related activity, or</li> <li>• The highest rate care component of Disability Living Allowance is payable for the claimant or any member of the claimant’s family.</li> </ul>	<p>£24.60</p>	
<p>Enhanced disability premium (disabled child) – where:</p> <ul style="list-style-type: none"> <li>• The highest rate care component of Disability Living Allowance is payable for a child or young person, or</li> <li>• The daily living component of Personal Independence Payment is payable for a child or young person.</li> </ul>	<p>£26.67</p>	
<p>Disabled child premium – where a child or young person:</p>	<p>£65.94</p>	

<ul style="list-style-type: none"><li>• Receives Disability Living Allowance, or</li><li>• Receives Personal Independence Payment, or</li><li>• Is registered blind.</li></ul>		
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## **Making a claim**

64. 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:
- (a) The claim may be made in writing, by electronic communication means or by telephone;
  - (b) A claim made in writing must be made to the Council on a properly completed form;
  - (c) 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;
  - (d) 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;
  - (e) 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;
  - (f) 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.

### Time and manner of making a claim

65. 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.
66. 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.
67. 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.
68. 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.
69. The Council will offer assistance to the claimant to make their claim for Council Tax Support, where this is required.

### Information and evidence

70. 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:

- (a) 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;
- (b) 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;
- (c) 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;
- (d) 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;
- (e) The claimant is not required to provide evidence of any income or capital which are disregarded under the Council Tax Support scheme.

71. 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.

### Amendment and withdrawal of claim

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

## **Income and capital**

### Treatment of income

73. 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.
74. 'Income' includes any of the following:
- (a) Earnings;
  - (b) Social Security Benefits;
  - (c) Tax credits;
  - (d) Pensions;
  - (e) Maintenance;
  - (f) Income from rent / board and lodgings;
  - (g) Royalties;
  - (h) Student grants;
  - (i) Compensation payments.
75. 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.
76. 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.
77. 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.
78. 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.
79. The treatment of income for pensioners is set out in schedule 1 of the regulations.

## Earnings

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

- (a) 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;
- (b) 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;
- (c) 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;
- (d) 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;
- (e) Any periods of absence from work, such as holiday, will be disregarded for establishing the average hours for which the person is working;
- (f) 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.

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

- (a) Bonuses or commission;
- (b) Payments in lieu of remuneration;
- (c) Payments in lieu of notice;
- (d) Holiday pay;
- (e) Payments by way of a retainer;
- (f) Payments for expenses not wholly, exclusively and necessarily incurred in the performance of the employment;
- (g) Statutory sick pay, maternity pay, paternity pay, shared parental pay, parental bereavement pay, or adoption pay.

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



- (a) Income Tax;
- (b) National Insurance contributions;
- (c) Half of any sum paid by the employee towards an occupational or personal pension scheme.

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

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

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

- (a) Temporary care provision payments in the calculation of earnings;
- (b) Payments relating to former employment paid after retirement;
- (c) Compensation payments for loss of employment;
- (d) Guarantee payments on medical or maternity grounds;
- (e) Payments for expenses wholly, exclusively and necessarily incurred in the performance of the employment;
- (f) For a single person, the first £5.00 per week of any earnings;
- (g) For a couple, the first £10.00 per week of any earnings;
- (h) For a lone parent, the first £25.00 per week of any earnings;
- (i) 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 £143.00 per week of any earnings;
- (j) 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;
- (k) For people entitled to the carers premium, the first £20.00 per week of any earnings;
- (l) For people in certain special occupations, the first £20.00 per week of any earnings. These are:
  - i. Part-time fire-fighters;

- ii. Auxiliary coastguards;
  - iii. Part-time life-boat workers;
  - iv. Members of the Territorial Army or similar reserve force.
- (m) 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;
- (n) Disguised remuneration lump sum payments;
- (o) Child care charges (see below).

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

#### Child care charges

87. 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) A lone parent works 16 hours per week or more, or
- (b) Both members of a couple work 16 hours per week or more, or
- (c) 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
- (d) 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
- (e) One member of a couple works 16 hours per week or more and the other member of the couple is in hospital or prison.

88. 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) A registered child minder;
- (b) A registered nursery or play scheme;
- (c) An out of hours scheme run by an approved provider;

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

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

#### Self-employed earnings

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

- (a) The most recent year's trading accounts, if the claimant or partner have been self-employed for one year or more, or
- (b) 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.

91. 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:

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

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

93. 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.

94. 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.

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

#### Student grants

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

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

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

#### Student covenant income

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

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

100. 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:

- (a) 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 grants'.

- (b) 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.

#### Student loans

101. 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 grants'. 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.
102. A person will be treated as having a student loan in respect of an academic year where:
- (a) A student loan has been made to them for that year, or
  - (b) 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.
103. A loan for fees, known as a fee loan or a fee contribution loan will be fully disregarded.

#### Payments from access funds

100. A payment from access funds will be disregarded as income, with the exception of any payments intended for:
- (a) Food;
  - (b) Ordinary clothing or footwear;
  - (c) Household fuel;
  - (d) Water charges;
  - (e) Rent;
  - (f) Council Tax.
101. In these circumstances, the whole amount will be taken into account and an amount of £20.00 per week will be disregarded.
102. Where a payment from access funds is made to bridge the period until a student loan is received, the whole amount will be disregarded.

#### Student income treated as capital

103. The following amounts paid to students will be treated as capital:
- (a) A refund of tax deducted from a student's covenant income;

- (b) An amount paid from access funds as a single lump sum, whatever the purpose of the payment.

#### Notional income

- 104. 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.
- 105. The treatment of notional income for pensioners is set out in schedule 1 of the regulations.

#### Tariff income from capital

- 106. 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.
- 107. The calculation of tariff income from capital for pensioners is set out in schedule 1 of the regulations.

#### Other income

- 108. Any other income of the claimant or partner will be taken fully into account, with the exception of 'income disregarded' below.
- 109. 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.

#### Income disregarded

- 110. The following income paid to the claimant or partner will be disregarded in full, unless otherwise stated:
  - (a) Any payment of expenses for participation in 'work for your benefit' schemes;
  - (b) Any payment of expenses for attending mandatory work activity, employment, skills or enterprise schemes;
  - (c) Any payment of expenses for a person who is a volunteer for a charitable or voluntary organisation;
  - (d) Any payment of expenses for a person who participates as a service user;
  - (e) Certain state benefits and pensions:
    - i. Attendance Allowance;

- ii. Child Benefit;
  - iii. Disability Living Allowance;
  - iv. Discretionary Housing Payments;
  - v. Education Maintenance Allowance;
  - vi. Guardian's Allowance;
  - vii. Housing Benefit;
  - viii. Income Support;
  - ix. Income based Jobseekers Allowance;
  - x. Income related Employment and Support Allowance;
  - xi. Mobility supplements;
  - xii. Personal Independence Payments;
  - xiii. Armed Forces Independence Payments;
  - xiv. War Disablement Pensions;
  - xv. War Widow's Pensions;
  - xvi. War Widower's Pensions;
  - xvii. Widowed Mother's Allowance;
  - xviii. Widowed Parent's Allowance.
- (f) The income of a person in receipt of Income Support, income based Jobseekers Allowance or income related Employment and Support Allowance;
- (g) Universal Credit payments (for pension-aged claims only);
- (h) Any payment made to a person as a holder of the Victoria Cross or George Cross;
- (i) Charitable or voluntary payments;
- (j) Any income from capital;
- (k) Any payments received from dependants or non-dependants;
- (l) The first £20.00 per week of any rental payments from a person, other than a non-dependant, who occupies the claimant's home;

- (m) 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;
- (n) Any payment in kind made by a charity;
- (o) Any income payable outside the United Kingdom where there is a prohibition against the transfer to the United Kingdom of that income;
- (p) Any payment made for adoption, fostering, guardianship support or supported lodgings;
- (q) Any payment made for a person who is not normally a member of the claimant's household, but is temporarily in their care;
- (r) Any payment made by a Local Authority under section 17 of the Children's Act 1989;
- (s) Any payment ordered by a court for a personal injury, accident or disease in respect of the claimant or their family;
- (t) Any payment made under an agreement to settle a claim for personal injury;
- (u) Any payment received under an insurance policy taken out to insure against the risk of being unable to maintain repayments of a loan;
- (v) Any income treated as capital;
- (w) Any social fund payment, Local Welfare Assistance award or any equivalent scheme;
- (x) Any payment for banking charges or commission, to convert a payment of income to sterling;
- (y) Any payment made under the following:
  - i. The Macfarlane Trust;
  - ii. The Eileen Trust;
  - iii. The Independent Living Fund;
  - iv. The Skipton Fund;
  - v. The Caxton Foundation;
  - vi. The London Bombing Relief Charitable Fund;
  - vii. The London Emergencies Trust;



- viii. The We Love Manchester Emergency Fund;
- ix. The Variant Creutzfeldt-Jacob Disease Trust;
- x. An approved infected blood support scheme;
- xi. The Thalidomide Health Grant or other Thalidomide Trust;
- xii. The Windrush Compensation and Exceptional Payments Scheme;
- xiii. The National Emergencies Trust;
- xiv. The Child Migrants Trust.

- (z) Any payment of expenses for jurors, witnesses or prison visitors;
- (aa) Any refund of Council Tax;
- (bb) Any payment of child maintenance;
- (cc) The first £15.00 per week of any maintenance, other than child maintenance;
- (dd) Sports awards;
- (ee) Any victims' payments under the Victims' Payments Regulations 2020.

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

#### Capital

- 112. The capital of the claimant and their partner will be added together, for the purpose of calculating entitlement to Council Tax Support.
- 113. Where the person is receiving Universal Credit, the capital will be the assessment of capital provided by Universal Credit.
- 114. All capital of the claimant or partner will be taken fully into account, with the exception of 'capital disregarded' below.
- 115. 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.
- 116. 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:
  - (a) The current market or surrender value of the capital item;

- (b) Less any costs for selling the capital item;
- (c) Less any debt or charge secured against the capital item.

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

#### Income treated as capital

118. The following payments will be treated as capital:

- (a) Holiday pay, paid 4 weeks or more after termination of employment;
- (b) Tax refunds;
- (c) Lump sum charitable or subsistence payments;
- (d) Arrears of Tax Credits.

#### Notional capital

119. 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.

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

#### Capital disregarded

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

- (a) The dwelling normally occupied by the claimant as their home;
- (b) Any property which is actively being sold;
- (c) Any property acquired by the claimant which they intend to occupy as their home, whilst they are preparing for occupation;
- (d) Any property acquired by the claimant, which they intend to occupy as their home, which is undergoing essential repairs or alterations;
- (e) 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;
- (f) 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;

- (g) 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;
- (h) The capital of a person in receipt of Income Support, income based Jobseekers Allowance or income related Employment and Support Allowance;
- (i) Any future interest in property, other than land or premises where the claimant has granted a lease or tenancy;
- (j) The assets of any business owned by the claimant for the purpose of their self-employment;
- (k) Any arrears of state pensions, benefits or tax credits;
- (l) 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;
- (m) Any amount deposited with a Registered Provider, which is to be used for the purchase of another property intended for occupation;
- (n) Any personal possessions;
- (o) The value of the right to receive any income under an annuity or the surrender value of an annuity;
- (p) 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;
- (q) The value of the right to receive any income under a life interest or from a life rent;
- (r) 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;
- (s) The surrender value of any life insurance policy;
- (t) Where payments of capital are made by instalments, the value of the right to receive any outstanding instalments;
- (u) Any payment made by a local authority under section 17 of the Children Act 1989;
- (v) Any payment made for adoption, fostering, guardianship support or supported lodgings;
- (w) Any social fund payment, Local Welfare Assistance award or any equivalent scheme;

- (x) 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;
- (y) 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;
- (z) Any payment made under the following:
  - i. The Macfarlane Trust;
  - ii. The Eileen Trust;
  - iii. The Independent Living Fund;
  - iv. The Skipton Fund;
  - v. The Caxton Foundation;
  - vi. The London Bombing Relief Charitable Fund;
  - vii. The London Emergencies Trust;
  - viii. The We Love Manchester Emergency Fund;
  - ix. The Variant Creutzfeldt-Jacob Disease Trust;
  - x. An approved infected blood support scheme;
  - xi. The Thalidomide Health Grant or other Thalidomide Trust;
  - xii. The Windrush Compensation and Exceptional Payments Scheme;
  - xiii. The National Emergencies Trust;
  - xiv. The Child Migrants Trust.
- (aa) The value of the right to receive any rent;
- (bb) Any payment in kind made by a charity;
- (cc) Any refund of Council Tax;
- (dd) 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;
- (ee) Any payments for:

- i. travel expenses for hospital visits;;
  - ii. medical supplies and vouchers
  - iii. health in pregnancy grants.
- (ff) Home Office payments for prison visits.
- (gg) Any payment made to assist a disabled person to obtain or retain their employment;
- (hh) Any payment made by a local authority under the Blind Homeworkers' Scheme;
- (ii) Any capital administered on behalf of a person by the High Court, County Court, or the Court of Protection;
- (jj) Any payment to the claimant as a holder of the Victoria Cross or George Cross;
- (kk) Any payment made to assist a person under the self-employment route;
- (ll) Any payment of a sports award;
- (mm) Any payment of an education maintenance allowance;
- (nn) Any payment made by a contractor for a person participating in an employment zone programme;
- (oo) Any arrears of subsistence allowance;
- (pp) 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;
- (qq) Any victims' payments under the Victims' Payments Regulations 2020.
122. The capital disregarded for pensioners is set out in schedule 6 of the regulations.

## Calculation of entitlement

### Maximum Council Tax Support

123. 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).
124. 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) 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) B is the number of days in that financial year;
  - (c) Less any non-dependant deductions.
125. 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.
126. The maximum Council Tax Support for pensioners is set out in schedule 1 of the regulations.

### Council Tax Support taper

127. 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%.

### Non-dependant deductions

128. 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 2021-2022 scheme (**Table 2**) and will be updated for 2022-2023. The updated amounts will be calculated with reference to the amended regulations.

**Table 2: Non-dependant deductions 2021-2022**

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	£8.30
Not less than £377.00 and less than £469.00	£10.40
Not less than £469.00	£12.45
A non-dependant aged 18 or over not in remunerative work	£4.05

129. 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.
130. 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.
131. 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.
132. Non-dependant deductions will not be made in the following circumstances:
  - (a) Where the claimant or their partner is blind;
  - (b) 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;
  - (c) Where the non-dependant normally resides elsewhere;
  - (d) Where the non-dependant receives a training allowance;
  - (e) Where the non-dependant is a full-time student;
  - (f) 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);
  - (g) Where the non-dependant receives Income Support, income based Jobseekers Allowance, income related Employment and Support Allowance, or Pension Credit;
  - (h) Where the non-dependant receives Universal Credit, where the award has been calculated on the basis that they do not have any earned income;
  - (i) Where the non-dependant is aged under 18;
  - (j) 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.
133. 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.
134. The rules for non-dependant deductions for pensioners are set out in schedule 1 of the regulations.

Date on which a claim is made and entitlement begins

135. 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:
- (a) 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;
  - (b) 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;
  - (c) 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;
  - (d) 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;
  - (e) In all other cases, the date of claim for Council Tax Support will be the date the claim form is received by the Council.
136. Council Tax Support will begin on the date of claim unless:
- (a) The claimant requests the claim is paid for an earlier period, or
  - (b) The Council identifies entitlement to Council Tax Support for an earlier period.
137. 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.
138. The rules for the backdating of claims for pensioners are set out in schedule 8, part 2, paragraph 6 of the regulations.

Duration of award and reviews

139. Council Tax Support will be awarded for an indefinite period, until:
- (a) Council Tax liability ends;



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

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

Extended reductions

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

- (a) The claimant or their partner were entitled to a qualifying benefit or any combination of those benefits of either;
  - i. Income Support, or;
  - ii. Jobseekers Allowance (income based or contributory), or;
  - iii. Employment and Support Allowance (income related or contributory), or;
  - iv. Universal Credit, or;
  - v. Incapacity Benefit, or;
  - vi. Severe Disablement Allowance.
- (b) Entitlement to a qualifying benefit ceased because the claimant or their partner;
  - i. Commenced employment as an employed or self-employed earner, or;
  - ii. Increased their earnings from their employment, or;
  - iii. Increased the number of hours in their employment.
- (c) Providing that the claimant remains liable for Council Tax at the dwelling in which they reside during the extended reduction period.

142. 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.

143. The amount of the extended reduction will be the higher of:

- (a) The amount of Council Tax Support which the claimant was entitled to before the qualifying benefit ceased, or;

- (b) The amount of Council Tax Support which the claimant is entitled to after the qualifying benefit ceased.

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

Extended reductions – movers into Darlington

145. 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:

- (a) 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.

## **Decision making and notifications**

### Decisions and notification

146. 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:
- (a) 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;
  - (b) 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;
  - (c) 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;
  - (d) Where the decision is to award Council Tax Support, the notice must include a statement as to how it will be paid;
  - (e) The decision notice must include the procedure by which an appeal may be made;
  - (f) 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;
  - (g) 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.

### Payment of Council Tax Support

147. The rules for the payment of Council Tax Support are set out in Schedule 8, Part 4 of the regulations. These state:
- (a) Payment of Council Tax Support will be made to the person entitled to the reduction of their Council Tax liability;
  - (b) 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.
148. Payment of Council Tax Support will be made by reducing the Council Tax liability of the person entitled to the reduction.

### Electronic communications

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

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

## **Changes in decisions**

### Duty to notify changes of circumstances

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

- (a) 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;
- (b) 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.

151. 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.

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

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

- (a) Where entitlement to Council Tax Support continues after the change, Council Tax Support will change on the Monday following the date the change occurred;
- (b) 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;
- (c) Where Council Tax liability changes or ends, Council Tax Support will be changed or ended on the same day.

### Ending Council Tax Support

153. Council Tax Support will end in the following circumstances:

- (a) Council Tax liability ends;
- (b) A Council Tax exemption applies;
- (c) A change of circumstances occurs, which ends entitlement to Council Tax Support;
- (d) A change of circumstances occurs, but there is insufficient information or evidence to decide if entitlement to Council Tax Support will continue;
- (e) 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.

### Revisions

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

### Appeals

155. 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) A person who disagrees with a decision in relation to their Council Tax Support claim may appeal in writing, stating their grounds for appeal;
- (b) 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;
- (c) 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.

### Downward adjustments of Council Tax Support

156. 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.

### Discretionary reductions

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

- (a) 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;
- (b) 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.

**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
4 November 2021**

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**PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING – QUARTER 2  
2021/22**

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**SUMMARY REPORT**

**Purpose of the Report**

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

**Summary**

2. Attached at **Annex 1** is the Project Position Statement and Capital Programme Monitoring – Quarter 2 report. which is due to be considered by Cabinet at its meeting on 9<sup>th</sup> November, 2021.

**Recommendation**

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

**Dave Winstanley  
Group Director of Services**

**Background Papers**

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

S17 Crime and Disorder	This report has no implications for crime and disorder.
Health and Wellbeing	There are no issues relating to health and wellbeing which this report needs to address.
Carbon Impact and Climate Change	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.
Council Plan	The Capital Programme referred to in the report supports delivery of the Council Plan 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



**CABINET**  
**9 NOVEMBER 2021**

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**PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING - QUARTER 2**

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**Responsible Cabinet Member -  
Councillor Scott Durham, Resources Portfolio**

**Responsible Director -  
Elizabeth Davison, Group Director of Operations  
Dave Winstanley, Group Director of Services**

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**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 £268.563m against an approved programme of £268.815m. 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 2021/22 – 2024/25.
4. The Council has a substantial annual construction programme of work. The current project position statement (PPS) shows there are 46 live projects currently being managed by the Council with an overall projected outturn value of £138.692m. The majority of projects are running to time, cost and quality expectations but are being monitored given the current pressures on resources in the construction sector nationally.
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.

## **Recommendation**

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 23.

## **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.

**Elizabeth Davison**  
**Group Director of Operations**

**Dave Winstanley**  
**Group Director of Services**

## **Background Papers**

- (i) Capital Medium Term Financial Plan 2021/22 – 2024/25
- (ii) Project Position Statement August 2021

Brian Robson : Extension 6608  
Claire Hayes : Extension 5404

S17 Crime and Disorder	This report has no implications for crime and disorder.
Health and Wellbeing	There are no issues relating to health and wellbeing which this report needs to address.
Carbon Impact and Climate Change	There are no carbon impact implications in this report
Diversity	There are no specific implications for diversity
Wards Affected	All wards are affected.
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Council Plan	The Capital Programme referred to in the report supports delivery of the Council Plan 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

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 2021-22 schemes previously released by Cabinet, is £176.774m.
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 2021, 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
Chief Executive & Economic Growth	12	53,479,596	53,395,476	(0.2)	(84,120)
Operations	21	30,298,484	30,284,814	(0.0)	(13,670)
People	2	4,154,656	4,154,656	0.0	0
Services	11	50,356,623	50,856,880	1.0	500,257
<b>TOTAL</b>	<b>46</b>	<b>138,289,359</b>	<b>138,691,826</b>	<b>0.8</b>	<b>402,467</b>




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
Chief Executive & Economic Growth	0	2	2	3	3	2	12
Operations	0	7	1	7	6	0	21
People	0	0	0	2	0	0	2
Services	0	3	1	5	2	0	11
<b>TOTAL</b>	<b>0</b>	<b>12</b>	<b>4</b>	<b>17</b>	<b>11</b>	<b>2</b>	<b>46</b>

- (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:

<b>Department</b>			
Chief Executive & Economic Growth	1	10	1
Operations	1	20	0
People	0	2	0
Services	1	10	0
<b>TOTAL</b>	<b>3</b>	<b>42</b>	<b>1</b>

- (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	As reported previously the project requires drainage works to be undertaken during certain ecological windows, which has resulted in a delay on the programme. There are also drainage works required for the future phases of Ingenium Park that need to be undertaken at the same time as the Phase 1 drainage works. Tender prices are being sought for these works.	The drainage works are out to tender with a view to commencing the works over the winter period. The additional works will be subject to a future report.
Allington Way - Phase 3	The lack of certain resources, particularly bricklayers, has extended the programme beyond the original completion date.	The programme and resources are being closely monitored to minimise the delay. Funders have accepted the delay.
Crown Library Refurbishment	A delay resulted as the Council was investigating an alternative scaffolding solution, due to the complexities of the building, its age and condition.	Following extensive analysis, a retendering exercise with a simplified scaffold arrangement has begun. This is expected to allow a start on site before Christmas 2021.

### 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
<b>Live Projects from Project Position</b>	<b>138,692</b>
Schemes closed or on hold within CP but awaiting PPS post project review.	25,556
Annualised Schemes excluded from PPS - Housing Repairs & Maintenance	267
Annualised Schemes excluded from PPS - Highways Maintenance	7,774
Annualised Schemes excluded from PPS - Childrens Services School Maintenance	0
Non construction excluded from PPS	18,367
Capital Investment fund excluded from PPS	32,590
Projects under 75k excluded from PPS	2,027
Capital Schemes not yet integrated into PPS reporting	13,980
Included in PPS & CMR	-5,770
Funding not yet allocated	35,080
<b>Capital Programme</b>	<b>268,563</b>

20. The table below shows the split of the approved capital programme of £268.815m, 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 £0.252m underspend on the approved capital programme.

21.

	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	30.297	0.267	6.815	0.141	0.940	0.000	36.263	74.723
Economic Growth	47.462	0.000	0.916	0.507	10.210	32.590	2.037	93.722
Highways/Transport	42.692	7.774	17.766	0.960	4.203	0.000	0.000	73.395
Leisure & Culture	19.310	0.000	0.000	0.225	0.000	0.000	0.000	19.535
Education	4.155	0.000	0.058	0.213	0.053	0.000	0.000	4.479
Adult Social Care	0.000	0.000	0.000	0.000	0.071	0.000	0.000	0.071
Other	0.000	0.000	0.000	0.000	2.890	0.000	0.000	2.890
<b>Total</b>	<b>143.916</b>	<b>8.041</b>	<b>25.555</b>	<b>2.046</b>	<b>18.367</b>	<b>32.590</b>	<b>38.300</b>	<b>268.815</b>

### Capital Programme

22. Paragraph 23 shows the movements in the Capital Programme since the approval of the 2021/22 Capital MTFP, some of which have not yet been approved by Members.

23. Adjustment to resources requested by departments:

### Virements

Department	Scheme	Value £	Reason for adjustment	Impact on budget
Chief Executive & Economic Growth	Advanced Design fees	(£7,500)	Advanced design funding for White Horse Junction A167	Nil Effect
Services	White Horse Junction A167	£7,500	Advanced design funding for White Horse Junction A167	Nil Effect
<b>TOTAL</b>		<b>£0</b>		

### Adjustments needing approval release

Department	Scheme	Value £	Reason for adjustment	Resource type adjusted
Services	Central Park - Network Rail Accessway	(£45,140)	Scheme complete. Funds no longer required.	Funds moved back to Central park Capital Receipts
Services	Stockton and Darlington Railway	£2,000	Taylor Wimpey 20mph Zone	S106
Services	Hurworth Play Area	£40,787	Miller Homes Hurworth Hall Farm Sports Facilities	S106
Services	Town Hall Car Park	£20,000	RCCO 19/20 Contribution towards Town Hall Car park works	RCCO
Services	Town Hall Car Park	£30,000	RCCO 20/21 Contribution to fund Town Hall car park works	RCCO
<b>TOTAL</b>		<b>£47,647</b>		

### Consultation

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



**Capital Project Position Statement**

Appendix 1

Aug-21

Ref No	Title	Client	Approved Budget	Outturn Forecast	Planned Completion	Actual Completion	Comment
23	Civic Theatre Refurbishment & Theatre Hullaballoon	Services	£16,069,000	£16,069,000	06-Nov-17	06-Nov-17	Works complete. In defect period. Activity plan elements are still being delivered up to November 2021.
25	West Cemetery Development	Services	£6,400,000	£6,400,000	23-May-22		Works commenced on the existing Crematorium building on 6th April 2021. Works are progressing well and the handover is still on track for late May 2022. The cremator installations (July 2021 – January 2022) are on programme, with one existing one having been removed and a new one now installed and operational. The Chapel build commenced on the 6th April but had to stop due to ecological issues. Following the receipt of the Great Crested Newt licence on 1st June 2021, works resumed again but has pushed the handover back to May 2022.
26	Dolphin Centre Soft Play / Bowling Alley	Services	£1,784,687	£1,784,687	31-Mar-21	19-Mar-21	Complete.
27	Railway Heritage Quarter	Services	£19,790,000	£19,790,000	30-Sep-24		The planning application for the scheme was submitted on 11th June and is now in the determination period. The Design team continue to work on the RIBA Stage 4 design.
28	Crown Street Library Refurbishment	Services	£2,910,436	£3,373,336	01-Jun-23		A delay resulted as the Council was investigating an alternative scaffolding solution, due to the complexities of the building, its age and condition. The works duration could be extended to 104 weeks. A start on site before or shortly after Christmas 2021 is anticipated.
174	RedHall SEND	People	£1,637,998	£1,637,998	19-Mar-21	19-Mar-21	Existing toilets and ICT room refurbishment – Complete, SEND Extension – Complete Playground and carpark alteration/resurfacing - 90% complete. (the speedhump and path will be completed during the October Half Term) Planting down each side of the external steps still to be done.
175	Rise Carr SEND	People	£2,516,658	£2,516,658	03/19/2021		Existing roof repairs - complete, Sports hall emergency repairs - complete Replacement window scheme - almost complete. A partial handover was undertaken on 27th August. The outstanding windows are to be installed in the October half term. SEND extension complete (final snagging being completed) SEND extension landscaping will run into October half term due to delays with materials and having to change the retaining wall design. Internal remodelling works - complete High-level external painting – complete
226	Ingenium Parc Masterplan + Infrastructure	Chief Exec and Economic Growth	£5,687,756	£5,687,756	30-May-22		A new planning application was validated on 24th August 2021. The endstop date for the planning approval is 24th November 2021.  Tenders are now being sought for the drainage work to begin in November 2021. It's possible that these works will require two winter phases - 21/22 and 22/23, but every effort will be made to complete these by February 2022.

**Capital Project Position Statement**

Aug-21

Appendix 1

Ref No	Title	Client	Approved Budget	Outturn Forecast	Planned Completion	Actual Completion	Comment
228	Feethams House	Chief Exec and Economic Growth	£8,500,000	£8,460,880	15-May-20	15-May-20	Project complete and handed over. Treasury to take lease of whole building for min 3 years. Lease is nearly signed off
233	Hybrid Innovation Centre	Chief Exec and Economic Growth	£8,527,153	£8,527,153	31-Aug-22		Construction commenced on site on 2nd August 2021 and is presently on programme to reach practical completion by July 2022.
234	Demolition at Union Street	Chief Exec and Economic Growth	£210,000	£210,000	20-Nov-20	14-Dec-20	Demolition has been completed
236	Clarks and Buckton's Yards Improvements	Chief Exec and Economic Growth	£500,000	£505,000	31-Dec-21		Works to most properties within the phase have been completed. Seating and lighting are now installed Outstanding shop front painting is being arranged. Wall art and signage from High Row is being finalised. Renewed CCTV being procured
237	Central Park Mound Removal and Transformatrion	Chief Exec and Economic Growth	£3,170,000	£3,170,000	31-Mar-22		A Framework Agreement for Pre-Construction works has been signed. Site investigations and the construction of the Northern Access Road have commenced. A specialist Landscape Designer has been appointment. A planning application for additional access roads has been prepared. Contaminated material is being removed from the site.
238	Post House Wynd	Chief Exec and Economic Growth	£100,000	£50,000	30-Apr-22		Initial property works completed. Project subject to evaluation
239	Station Gateway East	Chief Exec and Economic Growth	£13,480,733	£13,480,733	23-Jul-24		Stage 3 Design completed. Stage 4 Design commencing October 2021. Design completion and the AMP are anticipated for May 22. Site works are anticipated to commence in July 22.
240	Station Gateway West	Chief Exec and Economic Growth	£1,996,771	£1,996,771	21-Dec-23		Design is being undertaken by Fairhursts/Sandersons. A planning decision is imminent.
241	Station Gateway Demolitions	Chief Exec and Economic Growth	£1,445,234	£1,445,234	31-Oct-22		Various surveys are underway with phased demolitions planned for 2022.

**Capital Project Position Statement****Appendix 1****Aug-21**

Ref No	Title	Client	Approved Budget	Outturn Forecast	Planned Completion	Actual Completion	Comment
242	Station Gateway CPO & Acquisitions	Chief Exec and Economic Growth	£8,077,262	£8,077,262	11-Nov-22		We are awaiting the 'relevant date' letter that will set date of public inquiry. Counsel appointed (Richard Moules, Landmark Chambers).
320	Salix Low Carbon Works	Services	£413,313	£413,313	24-Sep-21		Mechanical Site works commenced 28th June. Electrical elements have had to be re-tendered
451	East Haven Housing	Operations	£5,402,952	£5,402,952	01-Jun-23		41 units Design produced, but access arrangements are subject to complex legal agreements so delaying progress. It is likely it won't be completed before mid 2023.
461	Allington Way - Phase 3	Operations	£8,638,250	£8,624,580	31-May-22		56 units A market shortage of bricklayers had pushed the programme back. Other trade shortages pose a threat going forward.
462	Skinnergate Re-development Housing	Operations	£4,950,000	£4,950,000	01-Dec-22		15 units Proposed site layout developed. Planning permission secured 09/08/21
464	IPM (Internal Planned Maintenance) Programme 2020 /21	Operations	£2,239,000	£2,239,000	31-Mar-22		Programme has started to cover the 20/21 and the 21/22 properties.
465	Central Heating Programme 2020/21	Operations	£1,947,000	£1,947,000	31-Mar-22		Programme has started to cover the 20/21 and the 21/22 properties
468	Replacement Door Programme 2020/21	Operations	£606,000	£606,000	31-Mar-22		Programme has started to cover the 20/21 and the 21/22 properties
469	Windows Replacement Programme 2020/21	Operations	£1,000,000	£1,000,000	31-Mar-22		Programme has started to cover the 20/21 Haughton & Springfield Areas & the 21/22 Lascelles Programme. To maximise grant funding the windows programmes have been combined alongside additional grant funded properties. This will mean grant eligible properties will be installed first to meet grant tight timescales, with the remaining properties being completed by the end of the year.

**Capital Project Position Statement****Appendix 1**

Aug-21

Ref No	Title	Client	Approved Budget	Outturn Forecast	Planned Completion	Actual Completion	Comment
472	Roof replacement and repointing 2021-22	Operations	£1,000,000	£1,000,000	31-Mar-22		Houghton Scheme has commenced (est £850k). Works planned to re-roof the main roof and the side flat roofs and repoint the whole building. £150k committed to responsive works properties.
473	External works 2021-22	Operations	£414,000	£414,000	31-Mar-22		Works to replace fencing to front and rear gardens (Fencing in Albert Hill c£270k & Redhall c£144k)
474	Communal flat entrance door and door entry replacement 2021-22	Operations	£187,000	£187,000	31-Mar-22		Works to replace communal entrance doors and door entry systems (Henry Street & North Road c£140k) & Responsive replacements c£47k
475	Garages 2020-22	Operations	£152,000	£152,000	31-Mar-22		Works to demolish prefab garages and fence off gardens to provide offstreet parking bays at Lascelles
476	Repairs before painting and External Decoration 2021-22	Operations	£300,000	£300,000	31-Mar-22		To complete pre-paint repairs and external decoration in line with the 5 year programme Capital Works - H6234 (£60k) Revenue - 66025 (£240k)
477	LAD 1b funded window replacement 2021-22	Operations	£1,000,000	£1,000,000	31-Mar-22		
478	LAD 1b funded loft insulation upgrade 2021-22	Operations	£984,000	£984,000	30-Sep-21		LAD1b - To replace windows & loft insulation to eligible properties in line with funding
479	Sherborne Close Phase 2	Operations	TBC	TBC	31-Oct-22		22 units Planning Application submitted. Decision anticipated in October 2021.
480	Neasham Rd	Operations	TBC	TBC	31-Mar-26		150 units Design nearly completed. ESH on-site since May 2021 to build out drainage and road layouts. DBC housing programme to begin in first quarter of 2022.
481	Meynall Road	Operations	TBC	TBC	31-Dec-23		16 units Planning Application submitted. Decision anticipated in November 2021.

**Capital Project Position Statement**

Aug-21

Appendix 1

Ref No	Title	Client	Approved Budget	Outturn Forecast	Planned Completion	Actual Completion	Comment
482	LAD2 Funding	Operations	£677,283	£677,283			LAD2 Funding to provide a range of energy efficiency measures across Private Sector and Social Housing (Including Solar, EWI and ASHP)
483	Structural, Pointing & Building fabric	Operations	£420,000	£420,000	31-Mar-21		Phase 3 at Hundens lane plus work at Havelock Street
484	Adaptations / Lifts	Operations	£284,000	£284,000	31-Mar-22		Ad-hoc requests to carry out Social care adaptations in tenants homes.
485	Lifeline Services	Operations	£97,000	£97,000	31-Mar-22		To support infrastructure work required to transition lifeline analogue lines across to digital. This also supports refurbishment works required within schemes.
628	Houghton Road/Tornado Way	Services	£1,539,433	£1,576,790	31-Jul-21	31-Jul-21	Scheme to include VRS on Arnold bridge + extra surfacing on Houghton Road. Scheme complete awaiting drainage costs.
636	S & D Trackbed	Services	£237,033	£237,033	31-Mar-21	31-May-21	Planning approval was received on 20th August 2019. Scheme substantially complete. Retention held due to grass seeding works
639	Victoria Road Access to Station	Services	£1,025,000	£1,025,000	31-Jul-21	31-Jul-21	Signed offer letter received from TVCA. Currently on site.
640	A68 Woodland Road	Services	£1,702,408	£1,702,408	30-Jun-22		Scheduled for 2021/22
642	Walking/Cycling Route MSG Yarm Road/Mill Lane	Services	£150,000	£150,000	31-Mar-22		Scheduled for 2021/22
643	Skinnergate & Indoor Market	Services	£120,000	£120,000	31-Mar-22		Ongoing design works
			<b>138,289,359</b>	<b>138,691,826</b>			

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Capital Project Position Statement

Projects on Hold

Completed

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

Project Ref Number	Project Title	Stage					Status Symbol ● = Triangle ○ = Circle ▲ = Star	Project Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Original Project Budget (CP1)	Initial Approved Budget	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Anticipated Project Completion Date / Actual Completion	Schedule Variation (days)	Risk Log Used	CDM Notifiable Project	Principal Designer	Progress Report			Contracts In Place (Please provide information on the contracts that are in place as part of the Project)	Contract Type / Form	Contract With	Contract Value
		Progress / Plan / Schedule	Budget	Issues																														
23	Civic Theatre Refurbishment & Theatre Hullaballoon						●	L	Services	Services	Ian Thompson	Brian Robson	LO115	£50,000	£50,000	£16,069,000	£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 November 2021.			SCAPE	NEC3	Willmott Dixon	£12,885,288
25	West Cemetery Development						●	L	Services	Services	Ian Thompson	Brian Robson	R0154	£4,900,000	£4,900,000	£5,012,000	£6,400,000	£6,400,000	0	0	31-Mar-21	23-May-22	13-Jun-22	439	Yes	Yes	Todd Milburn	Works commenced on the existing Crematorium building on 6th April 2021. Works are progressing well and the handover is still on track for late March 2022. The cremator installations (July 2021 - January 2022) are on programme, with one existing being removed and a new one installed and operational. The Chapel build commenced on the 6th April but had to stop due to ecological issues. Following the receipt of the Great Crested Newt licence on 1st June 2021, works resumed again but has pushed the handover back to May 2022.	Cabinet agreed £1.5m additional funding on the 9th March 2021, taking the overall budget to £6.4m. The Project Board are still working on value engineering options for the scheme. The contractors QS still needs to explore these and urgently supply more detail on them, to enable the design team to approve any necessary changes. Once agreed V8 of them tender needs issuing to the Project Board for approval. The contract sum currently stands at £4,499,000 but we are still working on significant savings with the groundworker and electrical subcontractor.	Still in discussions with the contractor in relation to the contract sum, V8 (£4,499,000) to be issued for approval by 20/08/21, to allow valuations to be paid. Building Services are still to explore a potential £55k saving in relation to the cladding, to help bring the overall construction budget down. Consultation has taken place with residents who share a boundary with the new site regarding omitting the wall and erecting a fence in its place. The architect has been urgently instructed to submit this change to the planning team for the committed to approve the section 73. An additional planning application detailing the new burial areas A&D, designed in line with the pre advise sort from the Environmental Agency and Northumbria Water will be submitted by the end of August 2021. Investigations and clearance works to the existing "pond area" will be undertaken in October 2021, to allow the design team to undertake a survey, with a view of bringing the area back	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	£4,499,354
26	Dolphin 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	27-Nov-20	19-Mar-21	112	YES	YES	Mike Brown	Complete.	On revised budget	Complete	In house delivery	in spirit of JCT intermediate	In House - No Contract	£1,731,721
27	Railway Heritage Quarter						●	L	Services	Services	Ian Thompson	Brian Robson	R0155	£210,000	£20,000,000		£19,790,000	£19,790,000	0	0	30-Sep-24	30-Sep-24	30-Sep-24	0	Yes	Yes	TBC	The planning application for the scheme was submitted on 11th June and is now in the determination period. The Design team continue to work on the RIBA Stage 4 design.			Scap		Willmott Dixon	
28	Town Street Library Refurbishment						▲	L	Services	Services	Ian Thompson	Richard Storey	L0148	£2,910,436	£2,910,436		£2,910,436	£3,373,336	15.90%	£462,900	01-Dec-20	01-Jun-21	01-Jun-23	730	Yes	Yes	Mike Brown	A delay resulted as the Council was investigating an alternative scaffolding solution, due to the complexities of the building, its age and condition. The works duration could be extended to 104 weeks. A start on site before or shortly after Christmas 2021 is anticipated.	At tender stage. Current price is £465k over budget following value engineering and savings exercise. A revised scaffold proposal has been agreed - and by tying this to the building there should be a saving on the anticipated cost	Significant delays were due to the status of scaffold design - the revised design however proved not fit for purpose and extremely costly. The option to revert to the original scaffolding design (attached to it to the building, without roof protection so risk of water ingress) is now the preferred option on practicality and cost grounds.	Consultants - M&E Design.	Standard T&C.	DTA	
174	Red Hall SEND						●	L	People	People	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	19-Mar-21	0	Yes	Yes	Mike Brown	Existing toilets and ICT room refurbishment - Complete SEND Extension - Complete Playground and carpark alteration/resurfacing - 90% complete. (the speedhump and path will be completed during the October Half Term) Planting down each side of the external steps still to be done.	Overall Cabinet approved costs - £1,637,997.98 (This is made up of all the figures below:) 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	H&S & O&M manuals have been approved and issued to the Client. Building Control completion certificate received. Snagging 80% complete (remaining items to be done over the October Half Term) All planning conditions have been discharged.	DLO Delivery	DBC standard T&C	Internal - Building Services	£1,181,136
175	Rise Carr SEND						●	L	People	People	Tony Murphy	Rebecca Robson	E1889	£1,559,665	£1,526,920		£2,516,658	£2,516,658	0	0	01-Sep-20	03-Sep-21	03-Sep-21	0	Yes	Yes	Mark McIntosh	Existing roof repairs - complete Sports hall emergency repairs - complete Replacement window scheme - 60% complete (partial handover due 27th August. Delay due to the sub-contractor having to self-isolate for the first two weeks of the summer holidays, any remaining windows will be moved to the October half term. SEND extension internally - 95% complete (handover due 3rd September, remaining items are snagging, commissioning and sign BC off) SEND extension externally 75% complete (landscaping will run into September due to delays with materials and having to change the retaining wall design. The school are aware and a contingency plan to have both new SEND entrances and the existing building science room fire escape, handed over for the 3rd	Overall Cabinet approved costs - £2,516,658.00 (This is made up of all the figures below:) 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 budget and any variations to the contract are being managed within the available contingencies. SEND extension externally 75% complete (landscaping will run into September due to delays with materials and having to change the retaining wall design. The school are aware and a contingency plan to have both new SEND entrances and the existing building science room fire escape, handed over for the 3rd September is being discussed.) A separate planning application will be submitted in September to add in a secondary entrance to the new SEND provision. The Client has agreed to fund Acoms fees and support the application. The school are unaware until the unit opens and is full to capacity, just how this will affect the already congested Eldon Street. This application and approval will give the School the reassurance that if it does become too congested, that they can commission the works and open the	Perfect Circle for the Design Team DLO for the Contractor	JCT	Internal - Building Services	£1,965,044

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Project Ref Number	Project Title	Stage				Status Symbol S = Triangle I = Circle H = Star	Project Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Original Project Budget (CP1)	Initial Approved Budget	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Anticipated Project Completion Date / Actual Completion	Schedule Variation (days)	Risk Log Used	CDM Notifiable Project	Principal Designer	Progress Report			Contracts In Place (Please provide information on the contracts that are in place as part of the Project)	Contract Type / Form	Contract With	Contract Value
		Progress / Plan / Schedule	Budget	Issues																													
226	Ingenium Parc Masterplan + Infrastructure					▲	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Dave Winstanley	Joanne Wood	R0130	£2,403,100	£611,500		£5,687,756	£5,687,756	0	0	31-Aug-18	30-Mar-21	30-May-22	0	Yes	Yes	Noel Walecki/ Kevin Snaith	A new planning application was validated on 24th August 2021. The endstop date for the planning approval is 24th November 2021. Tenders are now being sought for the drainage work to begin in November 2021. It's possible that these works will require two winter phases - 21/22 and 22/23, but every effort will be made to complete these by February 2022.	Currently reviewing outturn budget.	Complex archaeological requirements and drainage works have delayed project. Due to not receiving planning approval until approx Nov 21 will mean that the drainage works will not be able to go ahead this year and will be delayed until Sept 22. Type: NEC Short Contract	1. Spine Road 2. Phase 2 Ecological mitigation; Planting & seeding	Short Term Contract NEC	DBC highways Brambledown Construction	1. £961,551 2. £148,346
228	Feethams House					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Ian Williams	Jenny Dixon and Jane Sutcliffe Project/ Richard Storey PM- building delivery	D0161	£246,000	£8,500,000		£8,500,000	£8,460,880	-0.16%	-£39,120	30-Jul-19	31-May-20	15-May-20	0	Yes	Yes	Tim Rainford (Nappers)	Tenders are now being sought for the drainage work to begin in November 2021. It's possible that these works will require two winter phases - 21/22 and 22/23, but every effort will be made to complete these by February 2022.	currently 39k underspend.	Deed of Release completed for Deep Ocean on 4th Floor - no longer occupying. NHS have now vacated premises in readiness for Treasury fit-out works/occupation. Need to agree how title restriction from ERDF will be handled - now that Treasury will be occupying the whole, the clause ref having SMEs has essentially been breached. Mark Ladyman leading discussions with ERDF on this matter.	Development agreement with Willmott Dixon for Design and Build	NEC3 ECC Option A	Willmott Dixon Construction	£8.065m
233	Innovation Central					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Dave Winstanley	Joanne Wood	R0157	£500,000	£500,000		£8,527,153	£8,527,153	0	0	31-Dec-21	31-Aug-22	31-Aug-22	0	Yes	Yes	Napper Architects	Construction commenced on site on 2nd August 2021 and is presently on programme to reach practical completion by July 2022.	The budget is made up as follows:- ERDF - £4,739,855 TVCA £2,800,000 Building BF £480,000 Design Fund £70,000	Awaiting GA plan from WHP regarding details regarding the telephone mast - Was due 20th August - Richard Adamson chasing up and if required will issue notice to quit on existing mast.	SCAPE	PSDA	Willmott Dixon (Design and Construction Budgets)	£250,888
234	Demolition at Union Street					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Ian Williams	Brian Robson	R0159		£115,000	£85,000	£210,000	£210,000	0	0	14-Aug-20	14-Dec-20	14-Dec-20	0	Yes	Yes	Steel River	Demolition has been completed	Extra budget costs have been attributed to; Rat removal and extra asbestos removal and an extension to the bat license had to be sought (£45,000) Further budget costs are needed for problems with the party wall (TBC) Extra funding as necessary to be funded from the Indigenous Growth Fund.	Party wall has been found to be more complicatedly tied into the British Heart Foundation building than first thought.	Demolition Framework		Thompsons of Prudoe	£115,000
236	Clarks and Buckton's Yards Improvements					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Chris Mains	Michael Bowron	R0176		£350,000	£350,000	£500,000	£505,000	1.00%	£5,000	31-Mar-21	30-Jun-21	31-Dec-21	18	Yes	Yes	DBC	Works to most properties within the phase completed. Seating and Lighting now installed Outstanding shop front painting being arranged. Wall art and signage from High Row being finalised. Renewed CCTV being procured	The original £350K was an estimated projection with a realistic deliverable amount of circa £500K. Works costs are circa £440K with the remainder fees and costs.	Delays by Contractor for Green Wall installation The main issues affecting the progress of the project has been the Covid restrictions and the availability of materials.				
237	Central Park and Removal and Transformation					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Dave Winstanley	Michael Bowron	R0172	£3,170,000	£3,170,000	£3,170,000	£3,170,000	£3,170,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0				A Framework Agreement for Pre-Construction works has been signed. Site investigations and the construction of the Northern Access Road have commenced. A specialist Landscape Designer has been appointment. A planning application for additional access roads has been prepared. Contaminated material is being removed from the site.	Overall Budget for the site is circa £3,170K from which contaminated materials will be removed first leaving the balance for the Civils and Landscaping works.	The project is running approximately 8 to 8 weeks behind what was originally expected due to the delay in establishing the procurement process and the temporary halt when it was muted that Treasury North may be coming onto the site. Pressure is being maintained on the Main Contractor to make up time wherever possible to ensure delivery of the project. Initial costs for works have come in substantially less than projected. An urgent budget review is being carried out to assess expected budgetary requirements for all the works so that mitigation measures and or alternative options can be formulated should an underspend be projected at this time.				Circa £3,170,000
238	Post House Wynd					★	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Mark Ladyman	Michael Bowron	R0175		£100,000	£100,000	£100,000	£50,000	-50.0%	-£50,000	30-Apr-22	30-Apr-22	30-Apr-22	0	Yes	Yes	Mike Brown	Initial Property Works Complete Project subject to Evaluation	Original DBC approved Capital Budget of £100,000. This is to be reduced to circa £50K with the remaining monies used on other projects. The additional properties within the PHW project will be funded through the Towns Fund as further funding is secured.	As the PHW project is similar to and abuts the Yards Improvement project, close liaison is being held with the project Sponsor to merge later phases of the project into the Yards initiative which will release DBC capital funding to be used elsewhere.			To be DLO	£500,000
239	Station Gateway East					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Dave Winstanley	Richard Storey	R0149	£13,475,000	£13,480,733	£13,480,733	£13,480,733	£13,480,733	#DIV/0!	0	31-Mar-24	31-Mar-24	23-Jul-24	0	Yes	yes	Napper	Stage 3 Design completed. Stage 4 Design commencing October 2021. Design completion and the AMP are anticipated for May 22. Site works are anticipated to commence in July 22.	Stage 3 cost estimate returned at £23,620,867 + 10% optimum bias. Main reason for increase due to addition of station shell, rotunda entrance enhancement, NR & planning requirements. Discussions ongoing with TVCA and DfT for increase in overall allocation/savings opportunities. Total scheme costs across all three areas £116m est against £105m budget.	Requirement for budget increase or value engineering options. Planning Committee decision required CPO dates will determine demolition and subsequent construction start date. Site construction phasing and logistics (with NR) are highly complex. NR completion date targeted May 24.	Stage 3 & 4 Design	NEC Professional Services Development Agreement - through SCAPE	Willmott Dixon Construction	£1,052,609
240	Station Gateway West					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Dave Winstanley	Julia McCabe	R0169	£1,600,000	£1,815,246	£1,996,771	£1,996,771	£1,996,771	0	0	21-Dec-23	21-Dec-23	21-Dec-23	0	Yes	yes	Noel Walecki DBC	Design progressing by Fairhurst/Sanderson. A planning decision is imminent.		Turning head to Waverley Terrace back lane not liked by Historic England (setting issue). Further options explored but none on available land that meet safety standards - to be explained in heritage statement.	Fairhursts appointed through Willmott Dixon contract for Station Gateway East	N/A	N/A	Inc. in above (CEI 02) £45,450
241	Station Gateway Demolitions					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Dave Winstanley	Brian Robson	R0165	£1,322,940	£1,322,940	£1,445,234	£1,445,234	£1,445,234	0	0	31-Oct-22	31-Oct-22	31-Oct-22	0			TBC	Various surveys are underway with phased demolitions planned for 2022.	Pensbury/Victoria road planning has been submitted. Hogans asbestos survey has taken place and utility disconnections have been requested. Utility disconnection and a bat/bird survey has been requested on Profix, Exhaust A Fix and Bank Top House.	Party walls are present and quote received regarding final designs.	TBC	Demolition Framework	TBC	£1,332,940
242	Station Gateway CPO & Acquisitions					●	L	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Dave Winstanley	Julia McCabe	R0171	£8,077,262	£8,077,262	£8,077,262	£8,077,262	£8,077,262	0	0	10-Oct-22	11-Nov-22	11-Nov-22	0	Yes	No	N/A	Awaiting 'relevant date' letter that will set date of public inquiry. Counsel appointed (Richard Moules, Landmark Chambers).	Fee proposals currently within budget based on estimated length of Public Inquiry - still to be defined	As of end of objection period the Council is awaiting notification from the Secretary of State of the date of the Public Inquiry (estimated Nov/Dec 2021). Programme critical with Toes Valley Mayor to write to PCU to chase relevant date letter. Work ongoing to remove as many objections as possible before the Inquiry. Appointment of Ward Hadaway w/c 7th June to deal with Network Rail and LNER land transfer & build agreements	1. CPO Legal advice	Standard Ts & Cs	Ward Hadaway Richard Moules, Landmark Chambers	Total: £120k



Project Ref Number	Project Title	Stage					Status Symbol ● = Circle ▲ = Triangle H = Star	Project Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Original Project Budget (CP1)	Initial Approved Budget	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Anticipated Project Completion Date / Actual Completion	Schedule Variation (days)	Risk Log Used	CDM Notifiable Project	Principal Designer	Progress Report			Contracts In Place (Please provide information on the contracts that are in place as part of the Project)	Contract Type / Form	Contract With	Contract Value	
		Progress / Plan / Schedule	Budget	Issues																															
320	Salix Low Carbon Works						●	L	Services	Services	Kelvin McDade	Brian Robson	R0168	£413,313	£413,313	£413,313	£413,313	£413,313	£413,313	30-Sep-21	30-Sep-21	24-Sep-21	-6	YES	YES	Thornton-Firkin	Mechanical Site works commenced 28th June. Electrical elements have had to be re-tendered 41 units	Budget is solely from external funder Salix	Electrical tender was over budget and has been re-tendered	Mechanical Elements - Geoffrey Robinson	Mechanical Elements - Geoffrey Robinson	Geoffrey Robinson	£246k		
451	East Haven						●	L	Operations	Operations	Anthony Sandys	Ian Stewart	H6747	£5,402,952	£5,402,952	£5,402,952	£5,402,952	£5,402,952	£5,402,952	30-Jun-21	01-Jun-23	01-Feb-23	0	Yes	Yes	Mike Brown	Design produced, but access arrangements are subject to complex legal agreements so delaying progress. It is likely it won't be completed before mid 2023.	CP3 budget estimate being produced	Resolution of 4-way legal agreements are delaying progress.	Internal	in spirit of JCT	Internal	TBC		
461	Allington Way - Phase 3						▲	L	Operations	Operations	Anthony Sandys	Ian Stewart	H6743	£8,623,253	£8,623,253	£8,623,253	£8,638,250	£8,624,580	-0.2%	-£13,670	26-Feb-21	20-Dec-21	31-May-22	162	Yes	Yes	Mike Brown	56 units A market shortage of bricklayers had pushed the programme back. Other trade shortages pose a threat going forward.	On budget but delays as noted are creating a pressure on costs.	1. Homes England funding decision currently in abeyance. 2. A market shortage of trades threaten programme.	Main works	In spirit of JCT	Building Services	£8,105,434	
462	Skinnersgate Re-development						●	L	Operations	Operations	Mark Ladyman	Brian Robson	H6743	£4,950,000	£4,950,000		£4,950,000	£4,950,000	£4,950,000	0	0	31-Mar-22	01-Jun-22	01-Dec-22	183	Yes	Yes	Mike Brown	15 units Proposed site layout developed. Planning permission secured 09/08/21	Budget still being developed.	1. Initial surveys undertaken, which reveal major loss of structure to heritage building and adjacent property. 2. Historic England opposition to designs are now addressed but significant delays have ensued.	Design only	Services Contract	SPACE	
464	IPM (Internal Planned Maintenance) Programme 2020/21						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6242	£2,239,000	£2,239,000	£2,239,000	£2,239,000	£2,239,000	0	0	31-Mar-21	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Programme has started to cover the 20/21 and the 21/22 properties.	20/21 budget slippage £549k + 21/22 Approved £1.690m	Current delay to programme start due to workforce availability.	Main contractor DBC	In spirit of JCT contract.	Building Services	£2,239,000	
465	Central Heating Programme 2021/22						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6231	£1,947,000	£1,947,000	£1,947,000	£1,947,000	£1,947,000	0	0	31-Mar-21	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Programme has started to cover the 20/21 and the 21/22 properties	20/21 budget slippage £932k + 21/22 Approved £1.015m The budget has been adjusted to allow the completion of the properties for both years to be completed this financial year.		Main contractor DBC	In spirit of JCT contract.	Building Services	£950,000	
466	Replacement Door Programme 2021/22						●	L	Operations	Economic Growth	Cheryl Simmons	Matthew Plews	H6240	£726,000	£606,000	£606,000	£606,000	£606,000	0	0	31-Mar-21	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Programme has started to cover the 20/21 and the 21/22 properties	The budget has been adjusted to allow the completion of the properties for both years to be completed this financial year.	Current delay to programme due to the supply chain being affected from Covid and the availability of locking mechanisms from Germany.	Sekura	In spirit of JCT	Sekura	£350,000	
467	Windows Replacement Programme 2021/22						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6241	£1,000,000	£1,000,000	£1,000,000	£1,000,000	£1,000,000	0	0	31-Mar-21	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Programme has started to cover the 20/21 Houghton & Springfield Areas & the 21/22 Lascelles Programme. To maximise grant funding the windows programmes have been combined alongside additional grant funded properties. This will mean grant eligible properties will be installed first to meet grant tight timescales, with the remaining properties being completed by the end of the year.	20/21 budget slippage £500k + 21/22 Approved £500k		Anglian	In spirit of JCT	Anglian	£1,000,000	
472	Roof replacement and repointing 2021-22						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H63235	£1,000,000	£1,000,000	£1,980,000	£1,000,000	£1,000,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Houghton Scheme has commenced (est £850k). Works planned to re-roof the main roof and the side flat roofs and repoint the whole building. £150k committed to responsive works properties.	Budget Agreed		Engie	In spirit of JCT	Engie	£1,000,000	
473	External works 2021-22						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6237	£414,000	£414,000	£270,000	£414,000	£414,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Works to replace fencing to front and rear gardens (Fencing in Albert Hill c£270k & Redhall c£144k)	20/21 budget slippage £214k + 21/22 Approved £200k		Deerness	In spirit of JCT	Deerness	£270,000	
474	Communal flat entrance door and door entry replacement 2021-22						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6243	£187,000	£187,000	£140,000	£187,000	£187,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Works to replace communal entrance doors and door entry systems (Henry Street & North Road c£140k) & Responsive replacements c£47k	20/21 budget slippage £87k + 21/22 Approved £100k		Secureshield	In spirit of JCT	Secureshield	£140,000	
475	Garages 2020-22						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6236	£152,000	£152,000	£140,000	£152,000	£152,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Works to demolish pre-fab garages and fence off gardens to provide offstreet parking bays at Lascelles	20/21 budget slippage £77k + 21/22 Approved £75k		Main contractor DBC	In spirit of JCT	Building Services	£140,000	
476	Repairs before painting and External Decoration 2021-22						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6234 / 66025	£300,000	£300,000	£300,000	£300,000	£300,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	To complete pre-paint repairs and external decoration in line with the 5 year programme Capital Works - H6234 (£60k) Revenue - 66025 (£240k)	Budget Agreed		Mite	In spirit of JCT	Novora	£300,000	
477	Energy Efficiency						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews		£1,000,000	£1,000,000	£1,000,000	£1,000,000	£1,000,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews		Budget Agreed for match funding (£1m) which will be supported by Grant Funding LAD1b - £422k LAD2 - £226k (This is max as the grant is shared with Private Sector Housing and this assumes only LA Social housing properties are completed)		The time taken to award a suitable contractor may have an impact on the delivering within the tight timescales. Extensions and potential of additional funding being explored with BEIS	Supporting LAD1b & LAD2 contracts	Anglian Novora (1/3)	£516,000	
478	LAD 1b funded						●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6751	£984,000	£984,000	£500,000	£984,000	£984,000	0	0	30-Sep-21	30-Sep-21	30-Sep-21	0		Yes	Matthew Plews	LAD1b - To replace windows & loft insulation to eligible properties in line with funding	LAD1b - £984k which will be supported by matched funding from Energy Efficiency fund £422k Grant also includes Revenue for admin costs which are to be detailed and separated		The time taken to award a suitable contractor may have an impact on the delivering within the tight timescales. Extensions and potential of additional funding being explored with BEIS	Anglian (Double Glazing) Novora (Loft insulation)	In spirit of JCT	Anglian Novora (2/3)	£984,000
479	Sherborne Close Phase 2						●	L	Operations	Operations	Anthony Sandys	Ian Stewart		TBC	TBC	TBC	TBC	TBC	#VALUE!	#VALUE!	30-Jun-22	31-Oct-22	31-Oct-22	0		Yes	Mike Brown	22 units Planning Application submitted. Decision anticipated in October 2021.	To be confirmed	Programme uncertainty due to shortage of materials, high cost of materials and shortage of some labour.					

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Project Ref Number	Project Title	Stage				Status Symbol S = Triangle T = Circle H = Star	Project Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Original Project Budget (CP1)	Initial Approved Budget	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Anticipated Project Completion Date / Actual Completion	Schedule Variation (days)	Risk Log Used	CDM Notifiable Project	Principal Designer	Progress Report			Contracts In Place (Please provide information on the contracts that are in place as part of the Project)	Contract Type / Form	Contract With	Contract Value	
		Progress / Plan / Schedule	Budget	Issues																														
480	Neasham Rd					●	L	Operations	Operations	Anthony Sandys	Jan Stewart	H6745	TBC	TBC	TBC	TBC	TBC	#VALUE!	#VALUE!	31-Mar-26			0		Yes	Mike Brown	150 units Design nearly completed. ESH on-site since May 2021 to build out drainage and road layouts. DBC housing programme to begin in quarter 1 2022.	To be confirmed	CPO in progress for Right of Way. One outstanding occupant to relocate from allotments.					
481	Meynall Road					●	L	Operations	Operations	Anthony Sandys	Jan Stewart		TBC	TBC	TBC	TBC	TBC	#VALUE!	#VALUE!	30-Sep-23	30-Nov-23	31-Dec-23	0		Yes	Mike Brown	16 units Planning Application submitted. Decision anticipated in October 2021.	To be confirmed	Start may be impacted upon due to the constraints that are delaying the team on Allington Way 3.					
482	LAD2 Funding					●	L	Operations	Operations	Cheryl Williams /Christine Booth	Matthew Plews	H6752	£677,283	£677,283	£26,000,000	£677,283	£677,283	0	0	31-Dec-22			0		Yes	Matthew Plews	LAD2 Funding to provide a range of energy efficiency measures across Private Sector and Social Housing (Including Solar, EWI and ASHP)	Grant Funding LAD2 - £677k which will be supported by match funding from Energy Efficiency where Social housing properties are carried out (Max c£226k) Grant also includes Revenue for admin costs which are to be detailed and separated	The time taken to award a suitable contractor may have an impact on the delivering within the tight timescales.	LAD2 EON	Regional Contract with the Tees Valley	EON	£677,000	
483	Structural, Pointing & Building fabric					●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6232	£420,000	£420,000	£26,000,000	£420,000	£420,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Phase 3 at Hundens lane plus work at Havelock Street	20/21 budget slippage £20k + 21/22 Approved £400k						
484	Adaptations / Lifts					●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6230	£284,000	£284,000		£284,000	£284,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	Ad-hoc requests to carry out Social care adaptations in tenants homes.	20/21 budget slippage £84k + 21/22 Approved £200k		Ad hoc				
485	Lifeline Services					●	L	Operations	Operations	Cheryl Simmons	Matthew Plews	H6233	£97,000	£97,000		£97,000	£97,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0		Yes	Matthew Plews	To support infrastructure work required to transition lifeline analogue lines across to digital. This also supports refurbishment works required within schemes.	20/21 budget slippage £47k + 21/22 Approved £50k						
628	Houghton Road/Tornado Way					●	L	Services	Services	Andy Casey	Noel Walecki	TP722	£1,367,433	£1,539,433	£1,539,433	£1,539,433	£1,576,790	2.4%	£37,357	31-Mar-20	31-Mar-20	31-Jul-21	487	NO	YES	Noel Walecki	Scheme to include VRS on Arnold bridge + extra surfacing on Houghton Road. Scheme complete awaiting drainage costs.	Budget comprises £1,367,433 NPfIF + £172,000 LTP match funding	None	DBC	Agreed Contract Rates	DBC	£1,051,053	
636	A D Trackbed					●	L	Services	Services	Sue Dobson	Sue Dobson	TP922	£237,033	£237,033	£237,033	£237,033	£237,033	0	0	30-Jun-20	31-Mar-21	31-May-21	61	YES	YES	Noel Walecki	Planning approval was received on 20th August 2019. Scheme substantially complete. Retention held due to grass seeding works	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	£212,934	
639	Victoria Road Access to Station					●	L	Services	Services	Andy Casey	Sue Dobson	TP818	£1,025,000	£1,025,000	£1,025,000	£1,025,000	£1,025,000	0	0	31-Mar-20	31-Jul-21	31-Jul-21	0	Yes	Yes	Noel Walecki	Signed offer letter received from TVCA. Currently on site.	Funding is £675,000 LGF + £50000 Development Fund +£300,000 LTP	None	DBC	Agreed Contract Rates	DBC		
640	A68 Woodland Road/Outram Street/Duke Street					●	L	Services	Services	Andy Casey	Sue Dobson	TP240	£460,000	£460,000	£460,000	£1,702,408	£1,702,408	0	0	31-Mar-22	30-Jun-22	30-Jun-22	0	Yes	Yes	Noel Walecki	Scheduled for 2021/22	Funding is £360,000 LTP + £100,000 Section 106 developer contribution	None	DBC	Agreed Contract Rates	DBC	Unknown	
642	Walking/Cycling Route MSG Yarm Road/Mill Lane					●	L	Services	Services	Andy Casey	Sue Dobson	TP241	£150,000	£150,000	£150,000	£150,000	£150,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0	Yes	Yes	Noel Walecki	Scheduled for 2021/22	LTP		DBC	Agreed Contract Rates	DBC		
643	Skinnersgate & Indoor Market					●	L	Services	Services	Andy Casey	Noel Walecki	TP148	£120,000	£120,000	£120,000	£120,000	£120,000	0	0	31-Mar-22	31-Mar-22	31-Mar-22	0	Yes	Yes	Noel Walecki	Ongoing design works	£120,000 from Advanced Design budget		DBC	Agreed Contract Rates	DBC		
															£138,289,359	£138,691,826																		

### 2021/22 Capital Resources Summary

Row Ref.		Approved Commitments £M	Virement of Resources £M	Variance £M	Total £M
1	<b>Capital Commitments</b>				
2	Brought forward from 2020/21	140.319			
3	2021/22 Capital Programme (released by Cabinet)	36.455			<b>176.774</b>
4	Projected (Under)/Over Spend				
5	<b>Total Commitments</b>	<b>176.774</b>	<b>0.000</b>	<b>0.000</b>	<b>176.774</b>
	<b>To Be Funded By:</b>				
	<b>External and Departmental Resources</b>				
6	External Funding and Departmental Supported Borrowing	5.356	-	-	<b>5.356</b>
7	Departmental Unsupported Borrowing	0.000	-	-	<b>(0.000)</b>
8	Capital Grants	75.384	-	-	<b>75.384</b>
9	Capital Contributions	1.248	-	-	<b>1.248</b>
10	Revenue Contributions	22.626	-	-	<b>22.626</b>
11	Capital Receipts - HRA	0.303	-	-	<b>0.303</b>
	<b>Total</b>	<b>104.917</b>	<b>0.000</b>	<b>0.000</b>	<b>104.917</b>
	<b>Corporate Resources</b>				
12	Capital Receipts (General Fund)/ Prudential Borrowing	71.857	-	-	<b>71.857</b>
	<b>Total</b>	<b>71.857</b>	<b>0.000</b>	<b>0.000</b>	<b>71.857</b>
13	<b>Total Resources</b>	<b>176.774</b>	<b>0.000</b>	<b>0.000</b>	<b>176.774</b>

### Corporate Resources Analysis

	£M	
14	Required Resources to fund 2021/22 expenditure (see above)	71.857
15	<b>Total Planned Use of Corporate Resources</b>	<b>71.857</b>
16	Add: Total Projected Capital Receipts (as per Appendix 4)	2.613
17	Less: projects already released and included in the capital commitments above	(2.697)
17	<b>Corporate Resources required to fund capital programme</b>	<b>71.773</b>

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**Capital Receipts Utilisation - latest projection**

	2021/22	2022/23	2023/24
	£m	£m	£m
Projected Opening Balance as at 1 April	0.662	(2.613)	1.593
Projected Capital Receipts	0.716	5.231	12.279
Total projected Capital Receipts	1.378	2.618	13.872
<b><u>Less (as per approved capital programme)</u></b>			
Capitalisation utilisation as per MTFP	(1.020)	0.000	0.000
Council funded schemes	(0.733)	(0.400)	(0.400)
Economic Growth Investment Fund	(0.923)	0.000	0.000
Slippage from previous years	(0.944)	0.000	0.000
Earmarked Receipts included in opening balance	(0.371)	0.000	0.000
Earmarked receipts for Neasham Road	0.000	(0.500)	(1.000)
Earmarked receipts for St Modwens	0.000	0.000	(1.000)
Earmarked receipts for Burtree GV	0.000	(0.125)	(1.250)
Projected available Cap Receipts as at 31 March	(2.613)	1.593	10.222

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
4 November 2021**

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**REVENUE BUDGET MONITORING 2021/22 – QUARTER 2**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To consider the revenue outturn 2021/22 – Quarter 2 report.

**Summary**

2. Attached at **Annex 1** is the revenue outturn 2021/22 – Quarter 2 report which is due to be considered by Cabinet at its meeting on 9<sup>th</sup> November, 2021.

**Recommendation**

3. It is recommended that Members consider and discuss the revenue outturn 2021/22 – Quarter 2 report.

**Brett Nielsen  
Assistant Director Resources**

**Background Papers**

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

Brett Nielsen: Extension 5403

S17 Crime and Disorder	There are no specific crime and disorder implications in this report.
Health and Wellbeing	There are no issues relating to health and wellbeing which this report needs to address.
Carbon Impact and Climate Change	There are no specific carbon impact issues in this report.
Diversity	The report does not contain any proposals that impact on diversity issues.
Wards Affected	All wards are affected.
Groups Affected	No specific groups are particularly affected.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	1. The report does not require a key decision. 2.
Urgent Decision	The report does not require an urgent decision.
Council Plan	The subject matter of the report, the Councils financial standing and financial management, is critical to delivery of the Council Plan, 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



**CABINET  
9 NOVEMBER 2021**

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**REVENUE BUDGET MONITORING – QUARTER 2**

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**Responsible Cabinet Member -  
Councillor Scott Durham, Resources Portfolio**

**Responsible Director -  
Elizabeth Davison, Group Director of Operations**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To provide an early forecast of the 2021/22 revenue budget outturn as part of the Council's continuous financial management process.

**Summary**

2. This is the second revenue budget management report to Cabinet for 2021/22. The latest projections show an overall improvement of £4.610m. This is due to £2.317m of additional balances following the 2020/21 outturn, £0.993m of resources returned to reserves, £0.185m of projected departmental overspend in 2021/22, a £0.570m increase in corporate resources and a net £0.915m required from the CV19 reserve (a total drawn down from the reserve of £1.385m to fund the departmental CV19 costs and £0.470m to refund the shortfall in government grant for Sales, Fees and Charges in corporate resources).

**Recommendation**

3. It is recommended that:-
  - (a) The forecast revenue outturn for 2021/22 be noted.
  - (b) Further regular reports be made to monitor progress and take prompt action if necessary.
  - (c) The carry forwards requested are agreed.

**Reasons**

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

**Elizabeth Davison**  
**Group Director of Operations**

**Background Papers**

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

Brett Nielsen : Extension 5403

S17 Crime and Disorder	There are no specific crime and disorder implications in this report.
Health and Wellbeing	There are no issues relating to health and wellbeing which this report needs to address.
Carbon Impact and Climate Change	There are no specific carbon impact issues in this report.
Diversity	The report does not contain any proposals that impact on diversity issues.
Wards Affected	All wards are affected.
Groups Affected	No specific groups are particularly affected.
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	The report does not require a key decision.
Urgent Decision	The report does not require an urgent decision.
Council Plan	The subject matter of the report, the Councils financial standing and financial management, is critical to delivery of the Council Plan, 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

5. This is the second revenue budget management report to Cabinet for 2021/22 and provides a mid-year forecast of the 2021/22 revenue position as part of the Council's continuous financial management process.
6. To enable timely information to be presented and in accordance with the report publication requirements, this report has been completed before the end of the second quarter. As the Council operates frequent, regular and predictive budget management processes, including quarterly reports to Cabinet, changes in projected outturn, which are inevitable in a large and complex organisation, will be reported to future meetings.
7. The information in this report has been taken from the financial records for August and managers' projections for the remainder of the year, using their knowledge of events affecting the services they manage.
8. As has been the case in the last few years, a review of the 2021/22 budgets has been undertaken during April and May and managers have been proactive in scrutinising their budgets considering the 2020/21 outturn position. £0.993m of savings have been identified, which can be removed from budgets into reserves without impacting on service delivery.
9. Overall, the projected General Fund reserves position at 31<sup>st</sup> March 2022 is £29.536m, which is an improvement of £4.610m on the planned balances in the 2021-25 MTFP. This improvement relates to £2.317m underspend in the Council's 2020/21 financial results, £0.993m of funds returned to reserves from the rebasing exercise, £0.185m projected departmental overspends in the 2021/22 financial year, a £0.570m improvement in corporate resources and a net draw down from the CV19 reserve of £0.915m.

### COVID - 19

10. The impact of CV19 has had a significant bearing on the Council's financial position. Members will recall that in the 2021/22 MTFP, CV19 pressures were built into the plan to be funded in part by government grant and the Sales, Fees and Charges scheme. Additional CV19 pressures over those included within the MTFP are detailed in **Appendix 4** these pressures are to be offset through the use of the CV19 reserve.
11. There is however still uncertainty about how, when and if services will return to normal and what the impact of CV19 will be on our communities and the wider economy, as the country comes out of the pandemic. There remains therefore the potential for further impacts of increased demand for services and council tax and business rate income reductions, which could increase pressures on the 2021/22 final position.
12. The Government has supported Local Authorities funding for CV19, with £2.958m of CV19 grant and £0.616m of Sales Fees and Charges scheme income being built into the 2021/22 budget. Should any further grant be received this will offset any additional CV19 expenditure not in the budget or be transferred into the earmarked CV19 reserve to fund any ongoing pressures in future years.

13. The actual expenditure on CV19 is higher than shown in Appendix 4, as the Council has received specific grants from government to fund those areas of expenditure. This expenditure is therefore excluded from this budget monitoring report as it has no direct effect on the Council's reserves. Examples of the specific grants received are Contain Outbreak Management Fund (COMF), and Covid Local Support Grant.

### Departmental Resources

14. Departmental resource projections are summarised in **Appendix 2** and detailed in **Appendices 2(a) to 2(e)**. Even without the CV19 implications it is difficult to predict year end positions at this early stage and therefore management projections indicate budgets to be online, except for those stated in the following paragraphs.
15. The **People Group** budget is projected to be overspent by £0.482m at the end of the financial year, after carry forwards into 2022/23 of £144k. This is an adverse position of £0.370m on that reported at Q1. The main changes to the previously reported position are detailed below;
- (a) **Children & Adults** are projecting an underspend of £0.093m which is made up of the following areas;
- (i) The Transformation and Performance team is projected to be underspent by £0.050m, which is funding brought forward from 2020/21 for use in 2022/23. This underspend is therefore to be carried forward.
  - (ii) The Business Support team is projected to be underspent by £0.043m from staff turnover and savings on printing as staff continue to work remotely.
- (b) **Children's Services** are projecting an underspend of £0.046m which includes the following;
- (i) Assessment and Care Planning is projected to be overspent by £0.178m at the end of the year. This overspend is the result of a continuing independent living arrangement and the cost of supporting children who are not looked after. 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.
  - (ii) First Response and Early Help is projected to be underspent by £0.151m at the end of the financial year. This underspend has resulted from a number of posts being vacant during the first half of the year across all areas of the service.
  - (iii) Adoption and Placements budgets are projected to be overspent by £0.066m at the year end. The Special Guardianship placements budget is overspent by £0.390m which is a continuation of 2020/21 pressure, this budget will be realigned from other placement budgets as more children are now accommodated through this route. Residential placements are projected to overspend by £0.565m which results from a small number of recent complex, very expensive placements. Although these pressures have been offset by

savings in other placements budgets, it should be noted that one complex case can make a major impact upon the overall budget position. Therefore, the placements budget is subject to further pressure during the remaining six months of the year.

- (iv) Disabled children's budgets are projected to be underspent by £0.114m based on placements to date and take up of respite, day care and direct payments. Again, due to the nature of the children accessing these services a small number of complex placements can make a significant change on the final budget outturn position.
- (v) The Quality Assurance & Practice Improvement team is projected to be underspent by £0.094m, which is funding brought forward from 2020/21 for use in 2022/23. This underspend is therefore to be carried forward.
- (c) **Development & Commissioning** are projecting an underspend of £0.178m at the end of the financial year. This underspend mainly arises from savings in the housing related support budgets where a number of services are demand led and take up has been reduced through CV19 and a reduction in the number of direct payments packages. Savings have arisen due to staff turnover and also savings have been made in the home improvement grants budget as alternative funding has been identified.
- (d) Overall the Council's **Education** budget is projected to be overspent by £0.215m at the year end. This overspend results from a provision of £0.350m being set aside for the potential recovery of DFE grant funding. Cabinet agreed in December 2019 to set aside £0.400m into general fund reserves to cover a potential claw back of grant following proposals to use the former Haughton Children's centre for special education needs purposes, however implementation was put on hold due to CV19. This revised reserve is based on the current estimated value, should claw back be made. This provision is offset by savings of £0.135m resulting mainly from vacant posts during the first half of the financial year across a number of teams and a projected lower costs of historic pension contributions for former teachers.
- (e) The transport budget is currently projected to be underspent by £0.016m which arises from lower usage of casual staff during the summer term. Although the transport budget is projected to be underspent at this point, there are a number of unknowns with regard to the remainder of the year, due to ongoing national driver shortages, which may have an impact on the service and therefore the final cost.
- (f) **Adult Social Care and Health** is projected to be overspend by £0.455m at the year end, which is a decline of £0.343m Q1.
  - (i) CV19 costs have increased by £0.228m following additional sustainability payments made to residential homes, due to the impact of CV19.
  - (ii) External Purchase of care budgets have increased expenditure from that projected at quarter one. We have seen an increase of 33 residential/nursing placements which has given a pressure of £0.125m. Domiciliary Care has increased by £0.158m which equates to 371 hours of care.

- (iii) There have been staffing savings due to staff vacancies within the Learning Disability long term conditions teams which has increased the underspend by £0.080m. The Mental Health long term condition team has had maternity vacancies, which has resulted in savings of £0.080m.
  - (iv) Within the Older People long term conditions budget there is a £0.025m pressure within the advocacy budget due to increased usage and there has been savings in court costs and running costs of £0.034m within Service Development and Integration.
- 16. The **Services Group** is projecting an underspend of £0.729m after taking into account the anticipated impact of CV19. This is broken down into pressures of £0.199m related to CV19 and an operational underspend of £0.928m. This is an improvement of £0.537m from the position reported at Q1.
- 17. The **Services Group** projected position for CV19 related pressures of £0.199m is detailed below;
  - (a) Waste disposal costs continue to be impacted by CV19 and are expected to cost the council £0.350m. Of this additional cost £0.225m had been budgeted for as part of the MTFP which leaves an additional pressure £0.125m as reported at Q2.
  - (b) There is also an expected pressure on taxi licensing as the number of drivers registering with the authority has fallen significantly which will result in a shortfall of income in the region of £0.044m.
  - (c) Losses in income for general licensing, Head of Steam, libraries, and the bowling centre accounts for pressures of £0.030m.
- 18. The **Services Group** projected operational position is an underspend of £0.928m. The headline areas are detailed below;
  - (a) **Capital Projects, Transport & Highways Planning** is currently expected to have an operational overspend of £0.236m. The main elements of this overspend is broken down into;
    - (i) Highways – there is a projected net pressure of £0.124m within highways. This is mainly linked to a £0.200m pressure on responsive repairs due to historical demand on road repairs including pot holes. This pressure has been managed in the past from additional fee generation, however, for 2021/22 fee levels are not expected to be sufficient alone to offset the cost, although in year savings of £0.055m on street lighting repairs and £0.021m in engineering should be available to offset part of the pressure.

- (ii) Highways DLO – slippage on several large capital schemes into 2022/23 is likely to see a fall of over £2.5m in turnover for the section which will be see a pressure against the surplus target of £0.147m.
  - (iii) Concessionary fares are expected to have a small underspend of £0.035m.
- (b) **Community Services** is expected to have an operational underspend of £0.824m after excluding CV19 pressures of £0.150m. While many of the services continue to be impacted by CV19 their recovery has been stronger than anticipated and this is reflected in the operational underspend.
  - (i) The performance of the council’s Leisure facilities has not been as severely impacted by CV19 at the start of 2021/22 compared to what was originally projected in the 2021/22 MTFP. Net losses for the year linked to CV19 were originally anticipated to be £1.209m for the Dolphin Centre and Eastbourne Complex but are now only expected to be £0.523m which is better than budget by £0.686m.
  - (ii) Winter Maintenance is projected to overspend by £0.040m based on analysis of previous year’s salt usage. This position may change once the season gets fully underway from October 2021.
  - (iii) When we exclude the impact of CV19 on household waste disposal we would expect Waste Management to underspend by £0.031m because of having 2 less collection days in the budgeted year. This is simply due to how the calendar year falls and is not linked to operational decisions.
  - (iv) There is also officer time associated with activities funded by the COMF of £0.032m.
- (c) **Community Safety** overall is expected to be operationally underspent by £0.336m after excluding CV19 pressures of £0.049m.
  - (i) Parking performance outside of the 2-hour free parking offer is forecast to be better than expected which should contribute to an anticipated underspend of £0.284m.
  - (ii) There are some pressures in CCTV of £0.027m which includes professional fees linked with a service review.
  - (iii) There is also officer time associated with activities funded by the COMF of £0.073m.

- (d) **Building Services** is expected to meet its income targets for 2021/22, however, turnover will continue to be monitored as any slippages will impact on the service's ability to maintain its projected surpluses.
19. The **Operations Group** is projecting a year end budget overspend of £0.416m, this is an increase of £0.358m on the position reported at Q1. However, it should be noted that £0.427m of this overspend and increase since Q1 relates to Corporate Landlord which now forms part of the Operations Group.
20. The impact of CV19 is still impacting upon the Council and the workloads of a number of teams. Within Operations a significant amount of time is being spent supporting the Council's response to CV19, which is being funded through the COMF grant (a specific grant from the Department for Health (DoH)), therefore resulting in underspends in core budgets. There could be further savings within the core budget over the winter/spring period dependent on the ongoing response to the pandemic.
21. Based on current expectations the following pressures and savings are projected within the group;
- (a) **Assistant Director Resources** is projecting an underspend of £0.170m which is made up of the following;
- (i) Financial Services are projected to be underspent by £0.045m at the end of the financial year. This arises from staff turnover within the Finance team where a number of posts have been vacant until new members of staff commenced in post (£0.033m) and savings in centrally funded pension costs.
  - (ii) Human Resources are projected to be underspent by £95k at the year end. A net saving of £25k results from staff working on CV19 charged to the COMF grant. In addition it is projected that additional income of £70k will accrue from staff advertising based upon the first 5 months of the financial year.
  - (iii) The Health & Safety team have been at the forefront of the Council's response to CV19 throughout the pandemic and this has continued in this financial year. As staff have been working on CV19 they have been funded through the COMF grant, which along with staff turnover has resulted in a projected saving of £0.037m
- (b) **Head of Strategy, Performance & Communications** is projecting an underspend of £0.031m which is made up of the following;
- (i) The Communications & Engagement team has been working on the Council's response to CV19 during the first half of the year which has been funded through the COMF grant from the DoH. This along with turnover of staff has led to a projected year end underspend of £0.111m.
  - (ii) The Systems team has a projected overspend of £0.080m for this financial year. This overspend has resulted from increased license fees and additional support



costs for new ICT software packages as the Council has implemented more electronic systems to provide more efficient and accessible service access.

- (c) **Assistant Director Law & Governance** is projecting an overspend of £0.258m which is made up of the following;
- (i) The Administration budgets are projected to be underspent by £0.050m. This underspend is a as a result of vacant posts mainly within the Secretarial Services team.
  - (ii) Legal & procurement is projected to be overspent by £0.262m at the year end. This overspend has been incurred as the Council has had to employ specialist agency legal staff to undertake complex commercial legal work and to cover for maternity staff absence (£0.102m). The Council has had to incur specialist legal advice and counsel for a number of children care proceedings which is projected to lead to an overspend on the children's legal fees budget of £0.140m at the year end.
- (d) **Corporate Landlord** which now forms part of the Operations Group is projecting an overspend of £0.427m which is due to a significant increase in electric and gas charges. Electric is expected to increase by 20% whilst gas by 79%, compared to 20/21.
- (e) **Housing general fund** is projecting an underspend of £0.078m. This is due to savings on salary costs due to vacant posts not being filled.
22. The **Chief Executive & Economy Group** is projecting an overspend of £0.016m after taking into account the anticipated impact of CV19. This is a variance of £0.016m from the position reported at Q1. Operationally the group is projected to be £0.025m underspent when the impact of CV19 is excluded.
23. Based on current expectations the following pressures and savings are projected within the group;
- (a) **Property Management and Estates** is expected to have a net pressure of £0.040m which is predominately linked with lower than anticipated rental income levels which are due to the natural ending of some tenancies which have not been renewed or extended. Finding tenants in the current climate is proving challenging but the estates continue to work with the market to remedy this situation.
  - (b) Underspends arising from vacant posts and officer time associated with activities funded by the COMF grant within the **Economy Group** is delivering savings of £0.063m which are helping to reduce the overall net pressure.
24. The School balances and allocations are shown in **Appendix 2(f)**.

### **Council Wide and Corporately Managed Resources**

25. The Council Wide and Corporately Managed Resources budgets are projected to be £0.570m underspent at year end.
26. There is a £0.306m underspend in financing costs due to the Council's property fund investment dividends returning to the pre CV19 levels, as well as an increase in joint venture investment returns of £0.248m with dividends being realised earlier than expected due to accelerated house sales.
27. The 2021/22 MTFP assumed a pay award offer of 2%, however, the current national employers offer of 1.75% has been rejected by the trade unions. If a pay award above 2% is agreed this will add a pressure to the budget.

### **Housing Revenue Account**

28. HRA projections are shown in **Appendix 3** with an overall projected balanced budget. Income from rents is anticipated to be £0.277m lower than budget due to delays in the new build programme resulting in a reduction in rental income. There has also been a reduction in garage rentals of £0.051m due an increase in voids. There are additional costs of £0.018m in management, due to a reduction in the amount of commission received from the collection of charges and £0.099m projected overspend on maintenance due to an increase in the number of responsive repairs.
29. 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 giving a reduction in financing costs of £0.350m. These changes are being programmed into the revenue account going forward and do not fundamentally change the business plan position.

### **Conclusion**

30. The Council's projected revenue reserves at the end of 2021/22 are £29.536m, a £4.610m improvement on the initial 2021-25 MTFP position. This improvement in reserves includes a brought forward amount of £2.317m from 2020/21, £0.185m of projected departmental overspend, the rebasing exercise of £0.993m, a £0.570m increase in corporate resources and £0.915m required from the CV19 reserve (a total drawn down from the reserve of £1.385m to fund the departmental CV19 costs and £0.470m to refund the shortfall in government grant for Sales, Fees and Charges in corporate resources).
31. Of the £29.536m projected reserves, we have a risk reserve balance of £5.350m and a commitment to use £15.838m to support years 2 – 4 of the current MTFP, which leaves £8.348m of unallocated reserves.

### **Outcome of Consultation**

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

**REVENUE BUDGET MANAGEMENT 2021/22****Projected General Fund Reserve at 31st March 2022**

	2021-25 MTFP (Feb 2021)	
<b>Medium Term Financial Plan (MTFP) :-</b>	£000	
MTFP Planned Opening Balance 01/04/2021	21,506	
Approved net contribution from balances	3,420	
<b>Planned Closing Balance 31/03/2022</b>	<b>24,926</b>	
Increase in opening balance from 2020-21 results	2,317	
Projected corporate underspends / (overspends) :-		
Public Health rebased savings	285	
Community Services rebased savings	308	
Adult Services rebase savings	400	
Council Wide	16	
Financing Costs	306	
Joint Venture - Investment Return	248	
Government Grant - SFC	(470)	
Transfer in from earmarked reserve - Covid	1,385	
<b>Projected General Fund Reserve (excluding Departmental) 31st March 2022</b>	<b>at</b>	<b>29,721</b>
<b>Planned Balance at 31st March 2022</b>		<b>24,926</b>
<b>Improvement</b>		<b>4,795</b>

**Departmental projected year-end balances**

	Improvement / (decline) compared with 2021-25 MTFP	
	£000	
People Group	(482)	
Services Group	729	
Operations Group	(416)	
Chief Executive	(16)	
<b>TOTAL</b>		<b>(185)</b>

**Summary Comparison with :-**

	2021-25 MTFP	
	£000	
Corporate Resources - increase in opening balance from 20/21 results	2,317	
Corporate Resources - additional in-year Improvement/(Decline)	1,485	
Quarter 1 budget rebase	993	
Departmental - Improvement / (Decline)	(185)	
Improvement / (Decline) compared with MTFP		<b>4,610</b>
<b>Projected General Fund Reserve at 31st March 2022</b>		<b>29,536</b>

**GENERAL FUND REVENUE BUDGET MANAGEMENT 2021/22**

	Budget			Expenditure	
	Original	Approved	Amended	Projected	Variance
	2021/22	Adjustments	Approved Budget		
	£000	£000	£000	£000	£000
<b>Departmental Resources</b>					
People Group	61,026	1,518	62,544	63,026	482
Services Group	18,464	552	19,016	18,287	(729)
Operations Group	15,156	661	15,817	16,233	416
Chief Executive	1,256	342	1,598	1,614	16
<b>Total Departmental Resources</b>	<b>95,902</b>	<b>3,073</b>	<b>98,975</b>	<b>99,160</b>	<b>185</b>
<b>Corporate Resources</b>					
Council Wide	(499)	0	(499)	(515)	(16)
Financing Costs	823	0	823	517	(306)
Joint Venture - Investment Return	(1,546)	0	(1,546)	(1,794)	(248)
<b>Contingencies Budget</b>					
Apprentice Levy	202	0	202	202	0
Transformation Fund	200	0	200	200	0
Risk Contingencies	323	0	323	323	0
<b>Mid-Year Savings</b>					
Public Health Rebase	0	285	285	0	(285)
Community Services Rebase	0	308	308	0	(308)
Adult Services Rebase	0	400	400	0	(400)
<b>Total Corporate Resources</b>	<b>(497)</b>	<b>993</b>	<b>496</b>	<b>(1,067)</b>	<b>(1,563)</b>
<b>Net Expenditure</b>	<b>95,405</b>	<b>4,066</b>	<b>99,471</b>	<b>98,093</b>	<b>(1,378)</b>
<b>Contributions To / (From) Reserves</b>					
Planned Contribution to General Fund Reserves (MTPF)	2,420	39	2,459	2,459	0
Departmental Brought Forwards from 2020/21	0	(4,105)	(4,105)	(4,105)	0
Covid Earmarked reserve	0	0	0	(1,385)	(1,385)
Government Grant - SFC	0	0	0	470	470
<b>General Fund Total</b>	<b>97,825</b>	<b>0</b>	<b>97,825</b>	<b>95,532</b>	<b>(2,293)</b>

**REVENUE BUDGET MANAGEMENT UPDATE 2021/22**

	<i>Budget</i>			<i>Expenditure</i>			<i>(Under)/ Over Spend £000</i>
	<i>Original Budget £000</i>	<i>Approved Adjustments £000</i>	<i>Amended Approved Budget £000</i>	<i>Expenditure to August £000</i>	<i>Projected Spend £000</i>	<i>Total Projection £000</i>	
	<b><u>Council Wide</u></b>						
Airport	27	0	27	0	27	27	0
Procurement Savings	(23)	0	(23)	(39)	0	(39)	(16)
Troubled Families Grant	(503)	0	(503)	0	(503)	(503)	0
<b>In Year Over/(Under) Spend</b>	<b>(499)</b>	<b>0</b>	<b>(499)</b>	<b>(39)</b>	<b>(476)</b>	<b>(515)</b>	<b>(16)</b>

<b>REVENUE BUDGET MANAGEMENT UPDATE 2021/22</b>							
	<b>Budget</b>			<b>Expenditure</b>			<b>(Under)/ Over Spend £000</b>
	<b>Original Budget £000</b>	<b>Approved Adjustments £000</b>	<b>Amended Approved Budget £000</b>	<b>Expenditure to August £000</b>	<b>Projected Spend £000</b>	<b>Total Projection £000</b>	
<b><u>People Group</u></b>							
<b>Group Director of People</b>	176	0	176	(29)	190	161	(15)
<b><u>Children &amp; Adult Services</u></b>							
Transformation & Performance	627	76	703	280	373	653	(50)
Business Support	1,403	0	1,403	553	807	1,360	(43)
	<b>2,030</b>	<b>76</b>	<b>2,106</b>	<b>833</b>	<b>1,180</b>	<b>2,013</b>	<b>(93)</b>
<b><u>Children's Services</u></b>							
COVID 19 costs	0	0	0	14	0	14	14
Children's Services Management & Other Services	485	0	485	244	286	530	45
Assessment Care Planning & LAC	3,918	100	4,018	1,645	2,551	4,196	178
First Response & Early Help	2,831	(47)	2,784	(489)	3,122	2,633	(151)
Youth Offending/ASB	268	0	268	261	17	278	10
Adoption & Placements	13,753	0	13,753	6,679	7,140	13,819	66
Disabled Children	1,517	0	1,517	511	892	1,403	(114)
Quality Assurance & Practice Improvement	609	134	743	148	501	649	(94)
	<b>23,381</b>	<b>187</b>	<b>23,568</b>	<b>9,013</b>	<b>14,509</b>	<b>23,522</b>	<b>(46)</b>
<b><u>Development &amp; Commissioning</u></b>							
COVID 19 costs	0	0	0	0	0	0	0
Commissioning	2,227	207	2,434	(217)	2,473	2,256	(178)
Voluntary Sector	282	15	297	121	176	297	0
Workforce Development	145	23	168	(218)	386	168	0
	<b>2,654</b>	<b>245</b>	<b>2,899</b>	<b>(314)</b>	<b>3,035</b>	<b>2,721</b>	<b>(178)</b>
<b><u>Education</u></b>							
COVID 19 costs	0	0	0	414	(414)	0	0
Education	553	0	553	5,702	(4,918)	784	231
Schools	0	0	0	6,780	(6,780)	0	0
Transport Unit	2,396	0	2,396	799	1,581	2,380	(16)
	<b>2,949</b>	<b>0</b>	<b>2,949</b>	<b>13,695</b>	<b>(10,531)</b>	<b>3,164</b>	<b>215</b>
<b><u>Public Health</u></b>							
COVID 19 costs	0	0	0	(1,310)	1,310	0	0
Public Health	285	(285)	0	321	(321)	0	0
	<b>285</b>	<b>(285)</b>	<b>0</b>	<b>(989)</b>	<b>989</b>	<b>0</b>	<b>0</b>
<b><u>Adult Social Care &amp; Health</u></b>							
COVID 19 costs	0	0	0	(111)	747	636	636
External Purchase of Care	23,674	1,295	24,969	4,954	20,086	25,040	71
Intake & Enablement	595	0	595	900	(305)	595	0
Older People Long Term Condition	1,430	0	1,430	755	661	1,416	(14)
Physical Disability Long Term Condition	5	0	5	16	(11)	5	0
Learning Disability Long Term Condition	1,737	0	1,737	630	993	1,623	(114)
Mental Health Long Term Condition	1,138	0	1,138	291	767	1,058	(80)
Service Development & Integration	972	0	972	47	881	928	(44)
	<b>29,551</b>	<b>1,295</b>	<b>30,846</b>	<b>7,482</b>	<b>23,819</b>	<b>31,301</b>	<b>455</b>
<b>In Year Over/(Under) Spend</b>	<b>61,026</b>	<b>1,518</b>	<b>62,544</b>	<b>29,691</b>	<b>33,191</b>	<b>62,882</b>	<b>338</b>

## REVENUE BUDGET MANAGEMENT UPDATE 2021/22

	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	
<b><u>Services Group</u></b>							
<b>Group Director of Services</b>	0	125	125	38	87	125	0
<b><u>Capital Projects, Transport &amp; Highways</u></b>							
<b><u>Planning</u></b>							
COVID 19 costs	0	0	0	0	0	0	0
AD Transport & Capital Projects	129	(31)	98	21	77	98	0
Building Design Services	20	0	20	29	(9)	20	0
Capital Projects	306	16	322	114	208	322	0
Car Parking R&M	483	0	483	485	(2)	483	0
Concessionary Fares	3,434	50	3,484	1,077	2,372	3,449	(35)
Flood & Water Act	87	25	112	(247)	359	112	0
Highways	3,199	77	3,276	754	2,646	3,400	124
Highways - DLO	(515)	0	(515)	1,542	(1,910)	(368)	147
Investment & Funding	(3)	420	417	53	364	417	0
Sustainable Transport	42	20	62	(445)	507	62	0
	<b>7,182</b>	<b>577</b>	<b>7,759</b>	<b>3,383</b>	<b>4,612</b>	<b>7,995</b>	<b>236</b>
<b><u>Community Services</u></b>							
COVID 19 costs	0	0	0	0	150	150	150
AD Community Services	129	12	141	31	108	139	(2)
Allotments	11	0	11	(4)	16	12	1
Building Cleaning - DLO	139	0	139	(241)	380	139	0
Cemeteries & Crematorium	(897)	0	(897)	(222)	(675)	(897)	0
Dolphin Centre	1,793	0	1,793	358	783	1,141	(652)
Eastbourne Complex	39	0	39	5	0	5	(34)
Emergency Planning	99	0	99	172	(73)	99	0
Head of Steam	275	0	275	131	144	275	0
Hippodrome	855	(308)	547	(178)	613	435	(112)
Indoor Bowling Centre	12	0	12	3	9	12	0
Libraries	829	0	829	276	541	817	(12)
Move More	33	0	33	(171)	204	33	0
Outdoor Events	397	80	477	174	303	477	0
School Meals - DLO	65	0	65	49	16	65	0
Strategic Arts	114	7	121	56	65	121	0
Street Scene	5,368	34	5,402	1,910	3,470	5,380	(22)
Transport Unit - Fleet Management	(9)	0	(9)	(1,620)	1,611	(9)	0
Waste Management	3,274	(13)	3,261	501	2,729	3,230	(31)
Winter Maintenance	469	0	469	423	86	509	40
	<b>12,995</b>	<b>(188)</b>	<b>12,807</b>	<b>1,653</b>	<b>10,480</b>	<b>12,133</b>	<b>(674)</b>

## REVENUE BUDGET MANAGEMENT UPDATE 2021/22

	<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	
<b><u>Services Group</u></b>							
<b><u>Community Safety</u></b>							
COVID 19 costs	0	0	0	0	49	49	49
CCTV	199	0	199	(83)	283	200	1
Community Safety	592	38	630	(64)	641	577	(53)
General Licensing	0	0	0	6	(6)	0	0
Parking	(2,116)	0	(2,116)	(1,137)	(1,313)	(2,450)	(334)
Parking Enforcement	5	0	5	61	(6)	55	50
Private Sector Housing	78	0	78	(143)	216	73	(5)
Stray Dogs	46	0	46	22	24	46	0
Taxi Licensing	0	0	0	(24)	24	0	0
Trading Standards	234	0	234	70	169	239	5
	<b>(962)</b>	<b>38</b>	<b>(924)</b>	<b>(1,292)</b>	<b>81</b>	<b>(1,211)</b>	<b>(287)</b>
<b><u>Building Services</u></b>							
COVID 19 costs	0	0	0	0	0	0	0
Construction - DLO	(571)	0	(571)	(2,929)	2,358	(571)	0
Maintenance - DLO	(407)	0	(407)	2,706	(3,113)	(407)	0
Other - DLO	0	0	0	895	(895)	0	0
	<b>(978)</b>	<b>0</b>	<b>(978)</b>	<b>672</b>	<b>(1,650)</b>	<b>(978)</b>	<b>0</b>
<b><u>General Support Services</u></b>							
Works Property & Other	111	0	111	0	111	111	0
<b><u>Joint Levies &amp; Boards</u></b>							
Environment Agency Levy	116	0	116	111	1	112	(4)
<b>In Year Over/(Under) Spend</b>	<b>18,464</b>	<b>552</b>	<b>19,016</b>	<b>4,565</b>	<b>13,722</b>	<b>18,287</b>	<b>(729)</b>



## REVENUE BUDGET MANAGEMENT UPDATE 2021/22

	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	
<b><u>Operations Group</u></b>							
<b>Group Director of Operations</b>	183	(49)	134	78	56	134	0
<b><u>AD Resources</u></b>							
COVID 19 costs	0	0	0	7	(7)	0	0
AD Resources	0	87	87	26	61	87	0
Financial Services	1,406	(13)	1,393	597	751	1,348	(45)
Financial Assessments & Protection	244	0	244	98	153	251	7
Xentrall (D&S Partnership)	1,705	143	1,848	767	1,081	1,848	0
Human Resources	601	53	654	187	372	559	(95)
Health & Safety	163	0	163	79	47	126	(37)
	<b>4,119</b>	<b>270</b>	<b>4,389</b>	<b>1,761</b>	<b>2,458</b>	<b>4,219</b>	<b>(170)</b>
<b><u>Head of Strategy Performance &amp; Communications</u></b>							
Communications & Engagement	854	305	1,159	377	671	1,048	(111)
Systems	791	0	791	639	232	871	80
	<b>1,645</b>	<b>305</b>	<b>1,950</b>	<b>1,016</b>	<b>903</b>	<b>1,919</b>	<b>(31)</b>
<b><u>AD Law &amp; Governance</u></b>							
COVID 19 costs	0	0	0	0	25	25	25
AD Law & Governance	0	120	120	52	73	125	5
Complaints & FOI	275	0	275	87	196	283	8
Democratic Services	1,227	0	1,227	586	651	1,237	10
Registrars	(24)	10	(14)	(252)	236	(16)	(2)
Administration	708	(49)	659	248	361	609	(50)
Legal & Procurement	1,444	(120)	1,324	704	882	1,586	262
Coroners	220	0	220	(250)	470	220	0
	<b>3,850</b>	<b>(39)</b>	<b>3,811</b>	<b>1,175</b>	<b>2,894</b>	<b>4,069</b>	<b>258</b>
<b><u>AD Xentrall Shared Services</u></b>							
ICT	713	0	713	2	721	723	10
COVID 19 costs	0	0	0	(4)	4	0	0
	<b>713</b>	<b>0</b>	<b>713</b>	<b>(2)</b>	<b>725</b>	<b>723</b>	<b>10</b>
<b><u>Corporate Landlord</u></b>							
COVID 19 costs	0	0	0	0	0	0	0
Corporate Landlord	3,272	260	3,532	1,080	2,879	3,959	427
	<b>3,272</b>	<b>260</b>	<b>3,532</b>	<b>1,080</b>	<b>2,879</b>	<b>3,959</b>	<b>427</b>
<b><u>AD Housing &amp; Revenues</u></b>							
COVID 19 costs	0	0	0	8,063	(8,063)	0	0
Local Taxation	470	(86)	384	363	(3)	360	(24)
Rent Rebates / Rent Allowances / Council Tax	(132)	0	(132)	5,411	(5,543)	(132)	0
Housing Benefits Administration	227	0	227	94	89	183	(44)
Customer Services	307	0	307	167	130	297	(10)
Homelessness	323	0	323	(394)	717	323	0
Service, Strategy & Regulation and General Services	179	0	179	(616)	795	179	0
	<b>1,374</b>	<b>(86)</b>	<b>1,288</b>	<b>13,088</b>	<b>(11,878)</b>	<b>1,210</b>	<b>(78)</b>
<b>In Year Over/(Under) Spend</b>	<b>15,156</b>	<b>661</b>	<b>15,817</b>	<b>18,196</b>	<b>(1,963)</b>	<b>16,233</b>	<b>416</b>

**REVENUE BUDGET MANAGEMENT UPDATE 2021/22**

	<b>Budget</b>			<b>Expenditure</b>			<b>(Under)/ Over Spend £000</b>
	<b>Original Budget £000</b>	<b>Approved Adjustments £000</b>	<b>Amended Approved Budget £000</b>	<b>Expenditure to August £000</b>	<b>Projected Spend £000</b>	<b>Total Projection £000</b>	
<b><u>Chief Executive</u></b>							
<b>Chief Executive</b>	172	22	194	77	117	194	0
<b><u>AD Economic Growth</u></b>							
COVID 19 costs	0	0	0	0	41	41	41
AD - Economic Growth	132	0	132	51	79	130	(2)
Building Control	142	0	142	32	110	142	0
Consolidated Budgets	146	(17)	129	0	129	129	0
Development Management	(62)	13	(49)	(95)	46	(49)	0
Economy	243	220	463	53	410	463	0
Environmental Health	316	(13)	303	(29)	297	268	(35)
Place Strategy	597	117	714	(210)	896	686	(28)
Property Management & Estates	(470)	0	(470)	(245)	(185)	(430)	40
	<b>1,044</b>	<b>320</b>	<b>1,364</b>	<b>(443)</b>	<b>1,823</b>	<b>1,380</b>	<b>16</b>
<b><u>Darlington Partnership</u></b>							
COVID 19 costs	0	0	0	0	0	0	0
Darlington Partnership	40	0	40	(23)	63	40	0
	<b>40</b>	<b>0</b>	<b>40</b>	<b>(23)</b>	<b>63</b>	<b>40</b>	<b>0</b>
<b>In Year Over/(Under) Spend</b>	<b>1,256</b>	<b>342</b>	<b>1,598</b>	<b>(389)</b>	<b>2,003</b>	<b>1,614</b>	<b>16</b>

**BUDGET MANAGEMENT 2021/22**

<b>SCHOOLS PROJECTED BALANCES 2021/22</b>					
School Name	Opening Balance at 1st April 2021	Formula Budget Allocation*	Total Available	Closing Balance at 31st March 2022	Projected Closing Balance as proportion of Formula Budget Allocation
	£000	£000	£000	£000	%
<b>Primary</b>					
Federation of Darlington Nursery Schools	55	764	819	41	5%
Red Hall Primary	318	1,347	1,665	290	22%
Whinfield Primary	253	2,349	2,602	222	9%
Harrowgate Hill Primary	214	2,726	2,940	160	6%
<b>Primary Total</b>	<b>840</b>	<b>7,186</b>	<b>8,026</b>	<b>713</b>	

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

**HOUSING REVENUE ACCOUNT 2021/22**

	<b>Budget</b>			Total Projection £000	(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000		
	<b>Housing Revenue Account</b>				
<b><u>Income</u></b>					
Rents Of Dwellings (Gross)	(20,602)	0	(20,602)	(20,325)	277
Sundry Rents (Including Garages & Shops)	(490)	0	(490)	(439)	51
Charges For Services & Facilities	(3,024)	0	(3,024)	(3,032)	(8)
Contribution towards expenditure	(262)	0	(262)	(262)	0
Interest Receivable	(6)	0	(6)	(6)	0
<b>Total Income</b>	<b>(24,384)</b>	<b>0</b>	<b>(24,384)</b>	<b>(24,064)</b>	<b>320</b>
<b><u>Expenditure</u></b>					
Management	5,950	0	5,950	5,968	18
Maintenance	4,157	0	4,157	4,256	99
Capital Financing Costs	3,623	0	3,623	3,273	(350)
Revenue Contribution to Capital Outlay	11,742	0	11,742	11,742	0
Rent Rebate Subsidy Limitation	0	0	0	0	0
Increase in Bad Debt Provision	350	0	350	350	0
In year contribution to/(from) balances	(1,438)	0	(1,438)	(1,525)	(87)
<b>Total Expenditure</b>	<b>24,384</b>	<b>0</b>	<b>24,384</b>	<b>24,064</b>	<b>(320)</b>
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>HRA Balances</b>	<b>£000</b>
Opening balance 01/04/2021	25,152
Contribution to/(from) balances	(1,525)
<b>Closing balance</b>	<b>23,627</b>

App 4	
<b><u>Projected Additional Covid-19 costs for 2021/22</u></b>	
	Total Projection £000's
Children's Services	14
Adult Social Care & Health	636
Community Services/Community Safety	199
Law & Governance	25
Chief Executive	41
<b>Total Projected Covid-19 costs</b>	<b>915</b>
<b>Less/Plus Additional/Reduced Government Sales Fees and Charges grant above/below MTFP estimate</b>	<b>470</b>
<b>Projected shortfall of resources</b>	<b>1,385</b>

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
4 November 2021**

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

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**SUMMARY REPORT**

**Purpose of the Report**

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

**Summary**

2. Members are requested to consider the attached draft work programme (**Appendix 1**) for the next Municipal Year which has been prepared based on Officers recommendations and recommendations previously agreed by this Scrutiny Committee.
3. Once the work programme has been approved by this Scrutiny Committee, any additional areas of work which Members wish to add to the agreed work programme will require the completion of a quad of aims in accordance with the previously approved procedure.
4. Members will be aware that one of the items on the work programme is to establish a Task and Finish Review Group to look at the Strengthening Families Programme and to date, I have received interest from Councillors Crudass, Harker, McEwan and Renton to participate in this review.

**Recommendation**

5. (a) Members are requested to consider and approve the attached draft work programme as the agreed work programme and consider any additional items which they might wish to include.  
  
(b) To confirm the membership of the Strengthening Families Programme Task and Finish Review Group

**Elizabeth Davison  
Group Director of Operations**

**Background Papers**

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

Shirley Wright: Extension 5998



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

## MAIN REPORT

### Information and Analysis

6. The format of the proposed work programme has been reviewed to enable Members of this Scrutiny Committee to provide a rigorous and informed challenge to the areas for discussion.
7. The Council Plan sets the vision and strategic direction for the Council through to May 2023, with its overarching focus being 'Delivering Success for Darlington'.
8. In approving the Council Plan, Members have agreed to the vision for Darlington which 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.
9. The vision for the Economy Portfolio is :-

**'a borough where economic growth is high and the benefits are enjoyed by all residents'**

by delivering

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

10. The vision for the Resources Portfolio is :-

**'a Council that is financially stable and delivering much needed services and support for the Borough'**

### Strengthening Families Programme

11. In relation to the Task and Finish Review Group to look at the Strengthening Families Programme, to date, I have received interest from Councillors Crudass, Harker, McEwan and Renton to participate in this review. A draft Terms of Reference for this piece of work has been drafted by Councillor Crudass and will be discussed and agreed at the first meeting.

### Forward Plan and Additional Items

12. Once the Work Programme has been agreed by this Scrutiny Committee, any Member seeking to add a new item to the work programme will need to complete a quad of aims. A revised process for adding an item to a previously approved work programme, has been agreed by the Monitoring and Co-ordination Group.
13. Details of the items included on the Forward Plan has been attached at **Appendix 2** for information.

## ECONOMY AND RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME

	Topic	Timescale	Lead Officer	Scrutiny's Role
<b>RESOURCES</b>				
232	Performance Management Framework	6 January 2022  Work being undertaken to look at relevant PI's (14 July 2021)	Relevant Assistant Directors	To understand/monitor and challenge the indicators
61 60	Medium-Term Financial Plan - Monitoring	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee  4 November 2021 3 February 2022	Brett Nielsen	To contribute and challenge the Medium-Term Financial Plan and assist with the implementation and development of the required savings
	Medium-Term Financial Plan	6 January 2022  20 January 2022	Brett Nielsen	To provide a response to Cabinet on the proposals in relation to the Medium-Term Financial Plan
131 132	Capital Programme and project Position Statement	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee  2 September, 2021 4 November 2021	Brian Robson	To look at the position

133		3 February 2022		
	Customer Services and Digital Strategy	6 January 2022	Anthony Sandys	To brief Members on the work being undertaken
99	Council Tax Support Scheme	4 November, 2021	Anthony Sandys	To provide comment to Cabinet on the proposed scheme
	Procurement	To be programmed	Luke Swinhoe	To look at work and services of the North East Purchasing Organisation (NEPO) and the Authority's contract spend
	Strengthening Families Programme	Work to be undertaken via a Task and Finish Review Group to look at the spend across the Programme	Brett Nielsen/Children's Services	To look at the spend across the Programme
<b>ECONOMY</b>				
	Business Week 2021	Presentation held on 19 October, 2021	Mark Ladyman	To update Scrutiny
106	Economic Strategy	To be considered January 2022	David Hand	To scrutinise progress of the Strategy Action Plan against outcomes and understand relationship with Tees Valley SEP and Local Plan.
114	Housing Strategy	To be considered January 2022	David Hand	To scrutinise progress of the Strategy Action Plan against outcomes.

88	Broadband Infrastructure in Darlington 2012-20	6 January 2022	Jochen Werres	To scrutinise progress of the Broadband Delivery (BDUK) and Local Full Fibre Network (LFFN) programmes
	Long-term impact of Covid on the economy	To be programme	Mark Ladyman	To update Members on the scheme
209	Climate Change	4 November 2021	Cabinet Member	To update on the work of the Review Group
	Youth Unemployment	Joint piece of work to be undertaken with Children and Young People Scrutiny Committee taking the lead		
	Levelling Up	4 February 2022	Mark Ladyman	

## ARCHIVED ITEMS

RESOURCES				
	Sickness Absence Year-end out-turn	Circulated to Members of the Scrutiny Committee as a briefing note	Brett Nielsen/Helen Whiting	N/A
	Health and Safety Year end out-turn	Circulated to Members of the Scrutiny Committee as a briefing note	Brett Nielsen/Joanne Skelton	N/A
	Workforce Strategy	Presentation held on 31 August 2021	Brett Nielsen/Helen Whiting	N/A
75	Complaints, Compliments and Comments - Annual Report 2019/20	<b>2<sup>nd</sup> September, 2021</b>	Lee Downey	To look at the position
16	Complaints Made to Local Government Ombudsman	<b>2<sup>nd</sup> September, 2021</b>	Lee Downey	To consider the outcome of cases which have been determined by the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman (HO) and forward any view to Cabinet
	Freedom of Information Requests	All Members' briefing held	Lee Downey	

	Department for Works and Pension – Universal Credit	Presentation arranged for 7 September 2021	Anthony Sandys	To brief Members on the process and position
4	Investment Fund	2 <sup>nd</sup> September, 2021	Brett Nielsen	To consider progress against the agreed investments being funded through the Investment Fund.
<b>ECONOMY</b>				
	Business Grant Scheme – Additional Restrictions Grant	1 July 2021	Mark Ladyman	To update Members on the scheme
	Project in a Box  Repeat session to be arranged.	Presentation held on 16 July 2021	Brian Robson	To demonstrate the new project management system to Members
	Towns Fund	Presentation held on 18 August, 2021	Mark Ladyman	To update Scrutiny

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**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

**FORWARD PLAN  
FOR THE PERIOD: 6 OCTOBER 2021 - 28 FEBRUARY 2022**

<b>Title</b>	<b>Decision Maker and Date</b>
Council Tax Support - Scheme Approval 2022/23	Council 25 Nov 2021 Cabinet 9 Nov 2021
Eastbourne Sports Complex - Release of Capital	Council 25 Nov 2021 Cabinet 9 Nov 2021
Feethams House - European Regional Development Fund	Cabinet 9 Nov 2021
Land at Sparrowhall Drive	Cabinet 9 Nov 2021
Project Position Statement and Capital Programme Monitoring - Quarter Two	Cabinet 9 Nov 2021
Proposed Waiting Restrictions on Woodland Road, Outram Street and Duke Street	Cabinet 9 Nov 2021
Revenue Budget Monitoring - Quarter 2	Cabinet 9 Nov 2021
Schedule of Transactions - November	Cabinet 9 Nov 2021
Special Educational Needs and Disabilities (SEND) Capital Projects	Cabinet 9 Nov 2021
Complaints Made to Local Government Ombudsman	Cabinet 7 Dec 2021
Housing Revenue Account 2022/23	Cabinet 7 Dec 2021
Mid-Year Prudential Indicators and Treasury Management 2020/21	Council 27 Jan 2022 Cabinet 7 Dec 2021
Medium Term Financial Plan 2022/23 to 2025/26	Cabinet 7 Dec 2021
Rail Heritage Quarter Update	Cabinet 7 Dec 2021
Schedule of Transactions - December	Cabinet 7 Dec 2021
Customer Services and Digital Strategy 2021/24	Cabinet 11 Jan 2022
Maintained Schools Capital Programme - Summer 2022	Cabinet 11 Jan 2022
Tees Valley Energy Recovery Facility	Cabinet 11 Jan 2022
Annual Audit Letter 2020/21	Cabinet 8 Feb 2022
Calendar of Council and Committee Meetings 2022/23	Cabinet 8 Feb 2022
Housing Revenue Account 2022/23	Council 17 Feb 2022 Cabinet 8 Feb 2022
Medium Term Financial Plan 2022/23 to 2025/26	Council 17 Feb 2022 Cabinet 8 Feb 2022
Project Position Statement and Capital Programme Monitoring - Quarter 3	Cabinet 8 Feb 2022
Prudential Indicators and Treasury Management Strategy	Council 17 Feb 2022 Cabinet 8 Feb 2022
Revenue Budget Monitoring - Quarter 3	Cabinet 8 Feb 2022
Local Transport Plan	Cabinet 8 Mar 2022

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

Regulatory Investigatory Powers Act (RIPA)	Cabinet 8 Mar 2022
Restoration of Locomotion No 1 Replica	Cabinet 8 Mar 2022