



DARLINGTON

Borough Council

Economy and Resources Scrutiny Committee Agenda

10.00 am

Thursday, 3 November 2022

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 5 - 8)
4. Customer Services Digital Strategy –
Update by the Head of Housing
5. Complaints Made to the Local Government Ombudsman –
Report of the Assistant Director – Law and Governance
(Pages 9 - 18)
6. Council Tax Exemption for Care Leavers 2023-24 –
Report of the Assistant Director – Housing and Revenues
(Pages 19 - 22)
7. Council Tax Support - Scheme Approval 2023-24 –
Report of the Assistant Director – Housing and Revenues
(Pages 23 - 72)
8. Council Tax Energy Rebate –

Report of the Assistant Director – Housing and Revenues
(Pages 73 - 78)

9. Darlington Business Summit 2022 –
Report of the Chief Executive
(Pages 79 - 82)
10. Economic Growth Strategy for Darlington - A Framework for Discussion –
Report of the Chief Executive
(Pages 83 - 88)
11. Project Position Statement and Capital Programme Monitoring - Quarter 2 –
Report of the Assistant Director Transport and Capital Projects
(Pages 89 - 110)
12. Revenue Budget Monitoring Report 2022-23 - Quarter 2 –
Report of the Assistant Director Resources
(Pages 111 - 130)
13. Work Programme (Pages 131 - 138)
14. 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
15. Questions



Luke Swinhoe
Assistant Director Law and Governance

Wednesday, 26 October 2022

Town Hall
Darlington.

Membership

Councillors Boddy, Crudass, Harker, L Hughes, Mrs D Jones, Lee, McEwan, Mills, Paley, Wright
and Mrs H Scott

If you need this information in a different language or format or you have any other queries on
this agenda please contact 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 or telephone 01325 405998

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ECONOMY AND RESOURCES SCRUTINY COMMITTEE

Thursday, 1 September 2022

PRESENT – Councillors H Scott (Chair) Crudass, Harker, Lee, McEwan, Mills and Paley

APOLOGIES – Councillors Boddy, L Hughes, Mrs D Jones and Wright,

ABSENT –

ALSO IN ATTENDANCE –

OFFICERS IN ATTENDANCE – Mark Ladyman (Assistant Director Economic Growth), Brett Nielsen (Assistant Director Resources), Luke Swinhoe (Assistant Director Law and Governance), Anthony Hewitt (Assistant Director Highways and Capital Projects), Brian Robson (Head of Capital Projects), Shirley Wright (Democratic Manager) and Michael Conway (Mayoral and Democratic Officer)

ER11 DECLARATIONS OF INTEREST

There were no declarations of interest reported at the meeting.

ER12 MINUTES

Submitted – The Minutes (previously circulated) of the meeting of this Scrutiny Committee held on 30 June 2022.

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

ER13 PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING 2022/23 - QUARTER 1

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 6 September 2022 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 48 live projects being managed with an overall projected outturn value of £186.911 million and that the majority of the Council's projects were running to time, cost and quality expectations.

Following questions by Members, Officers confirmed that regular monitoring was undertaken given the current financial pressures and that both fixed cost option contacts and inflation indices were used when estimating contracts to provide an element of security.

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.

ER14 COMPLAINTS, COMPLIMENTS AND COMMENTS ANNUAL REPORTS 2021/22

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 6 September 2022 in relation to the 2021/22 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 2021/22 and it was reported that 739 complaints had been received, an increase from 628 in the previous year, 217 compliments had been received, a decrease from 309 in the previous year and that there had also been a decrease in the number of comments which had been received from 178 to 127.

Information giving some examples of organisational learning resulting from complaints was also included in the submitted report.

Members felt that although the number of complaints had increased slightly over the last year, the increase was minimal given the pressures the Authority and its services had faced during the pandemic.

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.

ER15 COMPLAINTS MADE TO LOCAL GOVERNMENT 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 6 September 2022 in relation to the outcome of complaints which had been determined by the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman (HOS).

It was reported that during the period 1 April 2021 to 31 March 2022, 16 cases had been the subject of decision by the LGSCO and two cases had been the subject of the HOS. Further details of the cases and outcomes were included in the submitted report.

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 not further comments to make on the submitted report.

ER16 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 6 September, 2022 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 Assistant Director Resources reported that although the pandemic had had an impact on the joint venture schemes construction timescales, they were now all back on track and sales were buoyant and details of the nine schemes currently being funded were detailed in the submitted report.

It was reported that the agreed investment fund had a commitment against it of £33.48 million, leaving balance of £16.52 million 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.

ER17 WORK PROGRAMME

The Assistant Director Law and Governance submitted a report (previously circulated) requesting that consideration be given to the work programme of this Scrutiny Committee for the remainder of this Municipal Year.

Discussion ensued on the current financial pressures which were impacting on both residents and the Council and requested that a piece of work be undertaken to monitor this and consider what the Council could do to support and signpost communities to financial advice.

It was also requested that information be provided to the next meeting of this Scrutiny Committee on the administrative processes around the payment of the Government's Council Tax energy rebate which had been administered by the Council and the resource implications it may have had on the delivery of other services.

RESOLVED – (a) That the report be received

(b) That the Communities and Local Services Scrutiny Committee be requested to look at the advice and support available to residents and investigate how this council could further signpost communities to financial advice.

(c) That a report on the payment of the Government's Council Tax energy rebate be submitted to the next meeting of this Scrutiny Committee.

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
3 November 2022**

COMPLAINTS MADE TO LOCAL GOVERNMENT OMBUDSMAN

SUMMARY REPORT

Purpose of the Report

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

Summary

2. Attached at **Annex 1** is a report scheduled to be considered by Cabinet at its meeting on 6 December 2022, outlining the outcome of cases which have been determined by the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman Service (HOS)

Recommendation

3. It is recommended that Members consider the report and forward any views to Cabinet for consideration.

**Luke Swinhoe
Assistant Director Law and Governance**

Background Papers

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

S17 Crime and Disorder	This report is for information to members and requires no decision. Therefore there are no issues in relation to Crime and Disorder.
Health and Well Being	This report is for information to members and requires no decision. Therefore there are no issues in relation to Health and Well Being.
Carbon Impact and Climate Change	This report is for information to members and requires no decision. Therefore there are no issues in relation to Carbon Impact.
Diversity	This report is for information to members and requires no decision. Therefore there are no issues in relation to Diversity.
Wards Affected	This report affects all wards equally.
Groups Affected	This report is for information to members and requires no decision. Therefore there is no impact on any particular group.
Budget and Policy Framework	This report does not recommend any changes to the Budget or Policy Framework.
Key Decision	This is not a Key Decision.
Urgent Decision	This is not an Urgent Decision.
Council Plan	This report contributes to all the priorities in the Council Plan.
Efficiency	Efficiency issues are highlighted through complaints.
S17 Crime and Disorder	This report is for information to members and requires no decision. Therefore there are no issues in relation to Crime and Disorder.

**CABINET
6 DECEMBER 2022**

COMPLAINTS MADE TO LOCAL GOVERNMENT OMBUDSMAN

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

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

SUMMARY REPORT

Purpose of the Report

1. To provide Members with an update of the outcome of cases which have been determined by the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman Service (HOS) since the preparation of the previous report to Cabinet on 6 September 2022.

Summary

2. This report sets out in abbreviated form the decisions reached by the LGSCO and the HOS between 1 April 2022 and 30 September 2022 and outlines actions taken as a result.

Recommendation

3. It is recommended that the contents of the report be noted.
4. It is recommended that the amendments to the Council's Travel and Transport Assistance Policy and SEND Travel Assistance Policy detailed in paragraph 24 be noted.

Reasons

5. The recommendations are supported by the following reasons:-
 - (a) It is important that Members are aware of the outcome of complaints made to the LGSCO and the HOS in respect of the Council's activities.
 - (b) To comply with the recommendation made by the Local Government and Social Care Ombudsman and ensure the Council's Travel and Transport Assistance Policy and SEND Travel Assistance Policy are consistent with government guidance.

- (c) The contents of this report do not suggest that further action, other than detailed in the report, is required.

Elizabeth Davison
Group Director of Operations

Background Papers

Correspondence with the LGSCO and HOS is treated as confidential to preserve anonymity of complainants.

Lee Downey: Extension 5451

S17 Crime and Disorder	This report is for information to members and requires no decision. Therefore there are no issues in relation to Crime and Disorder.
Health and Wellbeing	This report is for information to members and requires no decision. Therefore there are no issues in relation to Health and Well Being.
Carbon Impact and Climate Change	This report is for information to members and requires no decision. Therefore there are no issues in relation to Carbon Impact and Climate Change
Diversity	This report is for information to members and requires no decision. Therefore there are no issues in relation to Diversity.
Wards Affected	This report affects all wards equally.
Groups Affected	This report is for information to members and requires no decision. Therefore there is no impact on any particular group.
Budget and Policy Framework	This report does not recommend any changes to the Budget or Policy Framework.
Key Decision	This is not a Key Decision.
Urgent Decision	This is not an Urgent Decision.
Council Plan	This report contributes to all the priorities in the Council Plan.
Efficiency	Efficiency issues are highlighted through complaints.
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers.

MAIN REPORT

Background

6. Cabinet has previously resolved that they would consider reports on the outcome of cases referred to the LGSCO and HOS during the Municipal Year on a bi-annual basis.
7. The opportunity is normally taken to analyse the areas of the Council's functions where complaints have arisen. It is appropriate to do that in order to establish whether there is any pattern to complaints received or whether there is a particular Directorate affected or a type of complaint which is prevalent. If there were a significant number of cases in any one particular area, that might indicate a problem which the Council would seek to address.

Information and Analysis

8. Between 1 April 2022 and 30 September 2022, the LGSCO determined 15 complaints.
9. Between 1 April 2022 and 30 September 2022, the HOS determined 0 complaints.
10. The LGSCO has recently updated the decisions they use. As a result it is not possible to make a direct comparison with previous years. However, the new decisions in ***bold/italics*** in the table below are broadly comparable to those previous decisions in *italics* in the table below.

11. The outcome of cases on which the LGSCO reached a decision is shown in the table below.

LGSCO Findings	No. of cases 2022/23 (April – Sept)	No. of cases 2021/22	No. of cases 2020/21	No. of cases 2019/20
Closed after initial enquiries: no further action	7	9	4	7
Closed after initial enquiries: out of jurisdiction	2	1	1	2
<i>Not upheld: no fault</i>	1	N/A	N/A	N/A
<i>Not upheld: no maladministration</i>	1	1	2	1
Premature	1	0	0	0
<i>Upheld: fault and injustice</i>	2	N/A	N/A	N/A
<i>Upheld: Maladministration and Injustice</i>	0	4	2	6
Upheld: Maladministration, No Injustice	0	0	1	0
<i>Upheld: fault and injustice – no further action, organisation already remedied</i>	1	N/A	N/A	N/A
<i>Upheld: maladministration and injustice - no further action, satisfactory remedy provided by the org</i>	0	1	0	0
Upheld: not investigated - injustice remedied during Body in Jurisdiction's complaint process	0	0	1	0

Local Government and Social Care Ombudsman (LGSCO)

Closed after initial enquiries: no further action

12. In this case the LGSCO concluded, they would not investigate the complaint about how the Adult Contact Team had processed the complainant's personal data because it would be more appropriate for the Information Commissioner's Office to do so.
13. In response to an Adult Social Care Complaint, about financial issues and the assessment process, the LGSCO decided not to investigate because the Council had remedied the injustice caused by the fault. The LGSCO concluded a further investigation could not add to the Council's responses or make a different finding of the kind the complainant wanted.
14. In response to a complaint for Housing Benefit & Council Tax, regarding eligibility for the hardship support fund, the LGSCO concluded there was insufficient evidence of fault by the Council.
15. In response to a complaint about the Mental Health Team, allegedly completing an inaccurate assessment of the individual's care and support needs and failing to complete Section 42 safeguarding enquiries, the LGSCO decided there was insufficient evidence of fault and that further investigation would not achieve a different outcome.

16. In response to a complaint for the Ongoing Assessment and Intervention Team (OAIT), the LGSCO decided they would not investigate the complaint about how the Council managed the complainant's care and support needs because their investigation could not add to the Council's investigation and because it would not lead to a different outcome.
17. In response to a complaint for Parks, Countryside and Allotments, the LGSCO decided they would not investigate a complaint about the Council giving notice to end the complainant's tenancy for their stables, as they could not achieve the outcome the complainant wanted.
18. In response to a complaint regarding the Safeguarding Partnership, the LGSCO concluded they would not investigate the complaint about care provided to the complainant's late spouse, because further investigation could not add to the responses provided by the Care Provider and the Council.

Closed after initial enquiries: out of jurisdiction

19. In response to a complaint about Council Tax, the LGSCO concluded they would not investigate the complaint because there was insufficient evidence of fault by the Council. In addition, they noted the complainant could appeal to the Valuation Tribunal or contact the Valuation Office.
20. In response to a complaint for the Adult Social Care Financial Assessment Team, the LGSCO concluded they would not investigate the complaint about the Council reducing the complainant's Direct Payments, as there was no good reason for the delay in the complainant making the complaint.

Not upheld: no fault

21. In response to a complaint about the Council's alleged poor handling of the COVID-19 grant schemes, resulting in the complainant missing out on business support worth £40,000 and being put to time and trouble in chasing the Council, the LGSCO found there was no fault on the Council's part.

Not upheld: no maladministration

22. Following a complaint for Highway Network Management, the LGSCO found no fault on the Council's part in allegedly failing to carry out proper monitoring of high speeds on a stretch of road near the complainant's home.

Premature

23. This complaint concerned a delay in the Council responding to subject access request i.e. a request from an individual to access their personal data under the UK General Data Protection Regulations (GDPR).

Upheld: fault and injustice

24. In response to a complaint about how the Council dealt with an appeal for home to school transport, the LGSCO concluded there was fault by the Council as the appeal panel did not consider the Council's discretion. The LGSCO also found fault in the Council's policies on home to school transport. The Council agreed to review the appeal panel's decision and its policies. The Assistant Director of Education and Inclusion subsequently made a delegated [decision](#) in relation to reviewing the policies, in consultation with the portfolio lead. This was because the amendments were of a minor nature and as a result of the limited time the Council had to make the amendments over the period Cabinet was in recess. The amendments to the Travel and Transport Assistance Policy clarified the rights of members of the public to attend appeal panels whether virtually or face-to-face in line with government guidance and including a reference to the Council's discretion to award transport outside the main terms of the policy. The amendment to the SEND Travel Assistance Policy clarified exactly who it covers and how it links with the statutory qualifying conditions.
25. In response to a complaint about Children's Services, the LGSCO concluded the Council was at fault for failing properly consider the findings and recommendations of an independent investigation carried out under the children's statutory complaints process. To address the injustice arising from the fault identified, the Council agreed to apologise and pay the complainant £1, 200 for the distress, frustration and uncertainty identified and the time and trouble of having to refer the matter to the LGSCO. The Council also agreed to properly implement a recommendation of the Stage 3 Review Panel, reminded staff that case recording and other record keeping must provide accurate information of processes followed and remind staff to adhere to the timescales of the statutory complaints process.

Upheld: fault and injustice – no further action, organisation already remedied

26. In response to a complaint about the Council failing to consider a complaint in accordance with its Children statutory complaints procedure, the LGSCO found the Council was at fault for failing to complete its Stage 2 investigation within the maximum 65 working days allowed under the Regulations. The Council agreed to pay the complainant £175 and respond to the Stage 2 complaint within one month.
27. The organisational learning identified as a result of these complaints should ensure there is not a re-occurrence.

Outcome of Consultation

28. The issues contained within this report do not require formal consultation.

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
3 NOVEMBER 2022**

COUNCIL TAX EXEMPTION FOR CARE LEAVERS 2023-24

SUMMARY REPORT

Purpose of the Report

1. To consider a Council Tax exemption for care leavers under the age of 25 from 2023-24 before recommendation by Cabinet on 8 November 2022 and approval by Council on 24 November 2022.

Summary

2. Since 1 April 2018, a provision has been made in the Council Tax Support (CTS) scheme to provide care leavers under the age of 25 up to 100% support with their Council Tax costs. All other working age people can only receive up to 80% support with their Council Tax costs under the CTS scheme.
3. As the CTS scheme is means tested, some young care leavers may still have some or all of their Council Tax costs to pay, depending on their income and other circumstances.
4. It is proposed to replace the current provision in the CTS scheme for care leavers under the age of 25, with a full Council Tax exemption from 1 April 2023. This will be achieved using the Council's powers under section 13a of the Local Government Finance Act 1992 (discretionary Council Tax discounts) and full details are provided in the main report.
5. The financial implications of this change are considered to be minimal, given that most care leavers under the age of 25 already receive support with their Council Tax costs through the CTS scheme.

Recommendation

6. It is recommended that :-
 - (a) Members consider the proposed Council Tax exemption for care leavers under the age of 25 from 2023-24 and agree its onward submission to Cabinet.

Reasons

7. The recommendations are supported by the following reasons :-
 - (a) Darlington Borough Council has a responsibility to support young care leavers whilst they are developing the skills and confidence to live independently.

- (b) A Council Tax exemption will provide young care leavers with the assurance and stability with their Council Tax costs.
- (c) A Council Tax exemption will be much easier for the Council to administer than the current arrangements through the CTS scheme and for young care leavers to access and understand.

Anthony Sandys
Assistant Director – Housing and Revenues

Background Papers

- (i) Local Government Finance Act 1992

Anthony Sandys: Extension 6926

S17 Crime and Disorder	There are no issues
Health and Wellbeing	There are no issues
Carbon Impact and Climate Change	There is no impact in this report
Diversity	Care leavers under the age of 25 will be treated differently to other working age people liable for Council Tax, recognising their specific needs
Wards Affected	All wards are affected
Groups Affected	Care leavers under the age of 25 who are liable for Council Tax on a dwelling they occupy as their sole or main residence
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 supports the Council Plan to maximise Council Tax income and to improve life opportunities for care leavers
Efficiency	The operation of a Council Tax exemption for care leavers under the age of 25 will be more efficient than the current arrangements in the CTS scheme
Impact on Looked After Children and Care Leavers	Care leavers under the age of 25 will be exempt from Council Tax from 1 April 2023

MAIN REPORT

Information and Analysis

Background

8. Children and young people who are looked after by the Council are amongst the most vulnerable people in our community. Young care leavers often have to start living independently much earlier than their peers, taking on more financial responsibilities, when they might be on a low income and without the same family support network.
9. As a corporate parent, Darlington Borough Council has a responsibility to support young care leavers whilst they are developing the skills and confidence to live independently. The provision of a Council Tax exemption for care leavers under the age of 25 will give the practical help and financial assistance to achieve this.
10. In April 2018, support for care leavers under the age of 25 with their Council Tax costs was provided through the CTS scheme. A provision was made to provide up to 100% support, whereas all other working age people can only receive up to 80% support with their Council Tax costs under the scheme. As the CTS scheme is means tested, some young care leavers may still have some or all of their Council Tax costs to pay, depending on their income and other circumstances.
11. The decision to provide support through the CTS scheme was to specifically target additional support to those care leavers liable to pay Council Tax who were on a low income.
12. A Council Tax exemption will provide young care leavers with the assurance and stability with their Council Tax costs, without the need to make a means tested application that can result in them still having to pay some Council Tax and is subject to changes in circumstances. In addition, it will be much easier for the Council to administer and for young care leavers to access and understand.

Definition

13. A care leaver, for the purpose of this Council Tax exemption, is a person aged 18 to 24 who was formerly a child in the care of Darlington Borough Council, or any other local authority, and has then become a "care leaver" as defined by the Children (Leaving Care) Act 2000.

Eligibility Criteria

14. The following eligibility criteria will apply for the Council Tax exemption:
 - (a) The care leaver must be liable for Council Tax on a dwelling they occupy as their sole or main residence.
 - (b) The exemption will apply from 1 April 2023, or from their 18th birthday, if this is after that date. Any person aged under 18 who is liable for Council Tax on a dwelling they occupy as their sole or main residence, is subject to a statutory Council Tax exemption.
 - (c) The Council Tax exemption will be applied to the Council Tax liability, after taking into account any other available Council Tax discounts to which the care leaver may be entitled (such as the single occupancy discount).
 - (d) The Council Tax exemption will apply to the full Council Tax liability where:
 - (i) The care leaver has sole Council Tax liability

- (ii) The care leaver is jointly and severally liable for Council Tax with one or more eligible care leavers who are also under the age of 25
- (iii) The care leaver is jointly and severally liable for Council Tax with one other person who is their partner.
- (e) Otherwise, where the care leaver is jointly and severally liable for Council Tax with one or more other persons, the Council Tax exemption will be divided by the number of people who are jointly and severally liable.
- (f) The Council Tax exemption will cease on the care leaver's 25th birthday.

Application process

- 15. Any care leaver under the age of 25 who is receiving CTS on 31 March 2023 will be automatically awarded a Council Tax exemption from 1 April 2023.
- 16. The Looked After Through Care team will notify the Revenues and Benefits team of any care leavers under the age of 25 that they are aware of, who have a Council Tax liability in Darlington. The Revenues and Benefits team will then automatically award a Council Tax exemption from 1 April 2023 or from the date they first became liable for Council Tax, if it is after 1 April 2023.
- 17. An on-line application form will be available for any care leaver under 25 to apply for a Council Tax exemption, including those care leavers who were being looked after by another local authority. Darlington care leavers who move out of the Council's area will be subject to the rules under that local authority.

Financial Implications

- 18. There are currently 128 care leavers living in semi-independent or independent accommodation who are being supported by our Looked After Through Care team. Of these, 37 have a Council Tax liability and 36 of these are receiving support through the CTS scheme.
- 19. Based on the average Council Tax charge for a band B property in 2022-23, and assuming a 25% single occupancy discount applies, offering the 37 care leavers a Council Tax exemption would cost a total of £44,089 (£1,191.61 for each property). The amount of CTS currently being awarded to young care leavers is £37,927 so this proposal would cost an additional £6,162 plus any increase for Council Tax in 2023-24.

Legal Implications

- 20. Under section 13a of the Local Government Finance Act 1992, local authorities have the discretionary power to reduce (or further reduce) the liability for Council Tax for a chargeable dwelling for a specified period, including the power to reduce the Council Tax liability to nil. This discretion may be exercised in relation to particular cases or by determining a class of case in which liability can be reduced.

**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
3 NOVEMBER 2022**

COUNCIL TAX SUPPORT - SCHEME APPROVAL 2023-24

SUMMARY REPORT

Purpose of the Report

1. To consider the draft Council Tax Support (CTS) scheme for 2023-24 before recommendation by Cabinet on 8 November 2022 and approval by Council on 24 November 2022.

Summary

2. On 25 November 2021, Council approved the local CTS scheme for 2022-23 and the scheme became operational on 1 April 2022.
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 2023-24. No significant changes are proposed to the existing scheme, other than the removal of the provisions for care leavers under the age of 25, as it is proposed to introduce a Council Tax exemption for this group, covered under a separate report.

Recommendation

5. It is recommended that :-
 - (a) Members consider the draft CTS scheme for 2023-24 at Appendix 1 and agree its onward submission to Cabinet.

Reasons

6. The recommendations are supported by the following reasons :-
 - (a) The Council is required to publish a local CTS scheme for 2023-24 by 11 March 2023.
 - (b) The CTS schemes since 2013 have all been implemented successfully without any major challenges.

- (c) The continued application of a reduced entitlement for working aged people is still appropriate, given the current financial position of the Council.

Anthony Sandys
Assistant Director – Housing and Revenues

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 Wellbeing	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 supports the Council Plan to maximise Council Tax income
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	Care leavers under the age of 25 will be exempt from Council Tax from April 2023 covered under a separate report

MAIN REPORT

Information and Analysis

7. Since 2013, the previous national Council Tax Benefit scheme was replaced with local CTS schemes, designed and administered by local authorities. Grants are paid to local authorities to fund CTS, but the overall amount does not fully meet actual expenditure

levels.

8. The Council is required to design and publish a new CTS scheme each year, in time to implement for annual Council Tax billing. A full public consultation exercise and an equality impact assessment were undertaken on the initial scheme in 2013.
9. Each year, the Council has to consider whether any changes should be made to the existing scheme and, where changes are made, consider what transitional protection, if any, should apply to anyone affected by those changes.
10. Each year's scheme then has to be approved by full Council.
11. The key feature of Darlington's CTS scheme is that working aged people can only receive a maximum of 80% support towards their Council Tax. In April 2018, a provision was made to provide up to 100% support for care leavers under the age of 25. Under a separate report, it is proposed to provide a Council Tax exemption for this group from April 2023 and therefore, this provision in the CTS scheme has been removed for 2023-24 (as care leavers under the age of 25 will no longer pay Council Tax). Pensioners are also protected under a national set of regulations.
12. No other changes are recommended for the 2023-24 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 2022-23 CTS scheme and will be uprated for 2023-24. The uprated 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 2023 and the CTS scheme for 2023-24 will therefore be amended before publication.
 - (b) Any other changes to the Prescribed Requirements regulations 2023 will also be incorporated into the CTS scheme for 2023-24 before publication. These changes are for reference only and do not represent a change to the local CTS scheme.

Financial Implications

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

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Council Tax Support Scheme

2023 - 2024

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 25 November 2021, Darlington Borough Council approved the Council Tax Support scheme for 2022-2023, which became operational from 1 April 2022.
4. This document sets out Darlington Borough Council's scheme for 2023-2024 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.

- (l) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2022.

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(l), copies of which can be found at: 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, 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. The temporary absence rules for pensioners are set out in Schedule 1, Part 1, paragraph 5 of 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. There is no requirement for a person to show 'good cause' as to why they didn't claim earlier.
14. The backdating rules for pensioners are set out in Schedule 8, Part 2, paragraph 6 of the regulations.

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.

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

Pensioners with income equal to or less than their applicable amount

30. 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.

31. 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

32. 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.

33. 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

34. 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.

35. 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

36. 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 a war pension, as defined by The Housing Benefit and Council Tax Benefit (War Pension Disregards) (Amendment) Regulations 2009.

37. Having claimed Council Tax Support, this class of people will be assessed in accordance with the prescribed regulations for pensioners. Any war pension will be fully disregarded.

Pensioners

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

39. 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

40. 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.

41. 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.

42. 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.
43. 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.
44. 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

45. 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

46. 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) Except where a person falls within paragraph (e) below, a person must 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

- (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.
- (e) 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 person granted leave in accordance with the immigration rules made under section 3(2) of the Immigration Act 1971, where such leave is granted by virtue of the Afghan Relocations and Assistance Policy, or the previous scheme for locally-employed staff in Afghanistan,

- ii. a person in Great Britain who left Afghanistan in connection with the collapse of the Afghan government that took place on 15 August 2021,
- iii. 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,
- iv. 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,
- v. 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,
- vi. a frontier worker within the meaning of regulation 3 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020,
- vii. 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,
- viii. 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,
- ix. 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,
- x. a person who has humanitarian protection granted under those rules,
- xi. 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,
- xii. a person in receipt of Income Support or income related Employment and Support Allowance,
- xiii. 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,
- xiv. 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.

47. 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

48. 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.
49. 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.
50. The amounts detailed below in Table 1 are those stated within the 2022-2023 scheme and will be updated for 2023-2024. The updated amounts will be calculated with reference to the amended regulations and Social Security Benefits Upating Order.
51. People in receipt of Universal Credit will have their Council Tax Support calculated based on their Universal Credit maximum award.
52. The Family Premium does not apply from 1 May 2016, unless the conditions in paragraph 53 apply.
53. 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

Personal allowances	Weekly amount 2022-2023	Weekly amount 2023-2024
Single claimant aged 18 to 24	£61.05	
Working aged single claimant aged 25 or over	£77.00	
Single claimant entitled to main phase Employment and Support Allowance	£77.00	
Working aged lone parent	£77.00	
Working aged couple	£121.05	
Couple entitled to main phase Employment and Support Allowance	£121.05	
Single claimant or lone parent who has attained pensionable age before 1 April 2021	£197.10	
Couple where one or both members have attained pensionable age before 1 April 2021	£294.90	
Single claimant or lone parent who has attained pensionable age on or after 1 April 2021	£182.60	
Couple where one or both members have attained pensionable age on or after 1 April 2021	£278.70	
A child or young person until the day before their twentieth birthday	£70.80	
Family premium	Weekly amount 2022-2023	Weekly amount 2023-2024
A household which includes at least one child or young person (but see paragraphs 52 and 53)	£17.85	
Employment and Support Allowance premiums	Weekly amount 2022-2023	Weekly amount 2023-2024
The claimant or their partner are in receipt of the work related activity component of Employment and Support Allowance	£30.60	
The claimant or their partner are in receipt of the support component of Employment and Support Allowance	£40.60	
Special circumstances premiums (entitlement limited to only one of the premiums below)	Weekly amount 2022-2023	Weekly amount 2023-2024

<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"> • Attendance Allowance • Disability Living Allowance • Mobility Supplement • Long term Incapacity Benefit • Severe Disablement Allowance • The disability or severe disability element of Working Tax Credit • Personal Independence Payment • Armed Forces Independence Payment 	£36.20	
<p>Disability premium (couple) – the claimant or partner is registered blind, or in receipt of one or more of the following:</p> <ul style="list-style-type: none"> • Attendance Allowance • Disability Living Allowance • Mobility Supplement • Long term Incapacity Benefit • Severe Disablement Allowance • The disability or severe disability element of Working Tax Credit • Personal Independence Payment • Armed Forces Independence Payment 	£51.60	
<p>Carers premium – the claimant or partner is entitled to Carers Allowance, the carers element in Universal Credit, or the carers addition in Pension Credit</p>	£38.85	
<p>Special circumstances premiums (entitlement can be applied on top of any other premiums awarded)</p>	Weekly amount 2022-2023	Weekly amount 2023-2024
<p>Severe disability premium (single rate) - for a single claimant, lone parent or couple where:</p> <ul style="list-style-type: none"> • The claimant or partner is receiving Attendance Allowance, or the care component of Disability Living Allowance at the higher or middle rate, or the daily living component of Personal Independence Payment, or Armed Forces Independence Payment, and • No non-dependants aged 18 or over reside with them, and • No one is in receipt of a Carers Allowance, carers element, or carers addition for looking after them. 	£69.40	

<p>Severe disability premium (double rate) – for a couple where:</p> <ul style="list-style-type: none"> • Both the claimant and partner are receiving Attendance Allowance, or the care component of Disability Living Allowance at the higher or middle rate, or the daily living component of Personal Independence Payment, or Armed Forces Independence Payment, and • No non-dependants aged 18 or over reside with them, and • No one is in receipt of a Carers Allowance, carers element, or carers addition for looking after both of them. 	<p>£138.80</p>	
<p>Enhanced disability premium (single) – where:</p> <ul style="list-style-type: none"> • The claimant has limited capability for work related activity, or • The highest rate care component of Disability Living Allowance is payable for the claimant or any member of the claimant’s family, or • The daily living component of Personal Independence Payment is payable for the claimant or any member of the claimant’s family. 	<p>£17.75</p>	
<p>Enhanced disability premium (couple) – where:</p> <ul style="list-style-type: none"> • The claimant or partner has limited capability for work related activity, or • The highest rate care component of Disability Living Allowance is payable for the claimant or any member of the claimant’s family, or • The daily living component of Personal Independence Payment is payable for the claimant or any member of the claimant’s family. 	<p>£25.30</p>	
<p>Enhanced disability premium (disabled child) – where:</p> <ul style="list-style-type: none"> • The highest rate care component of Disability Living Allowance is payable for a child or young person, or 	<p>£27.44</p>	

<ul style="list-style-type: none"> • The daily living component of Personal Independence Payment is payable for a child or young person. 		
<p>Disabled child premium – where a child or young person:</p> <ul style="list-style-type: none"> • Receives Disability Living Allowance, or • Receives Personal Independence Payment, or • Is registered blind. 	<p>£68.04</p>	

Making a claim

54. 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

55. 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.
56. 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.
57. 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.
58. 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.
59. The Council will offer assistance to the claimant to make their claim for Council Tax Support, where this is required.

Information and evidence

60. 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.

61. 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, Universal Credit, or Pension Credit, the Council will also accept this as verified for any Council Tax Support claim or a continuing award.

Amendment and withdrawal of claim

62. 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

63. 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.
64. '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.
65. 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.
66. 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.
67. 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.
68. 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.
69. The treatment of income for pensioners is set out in Schedule 1, Part 6 of the regulations.

Earnings

70. 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.

71. '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.

72. 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.

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

74. The calculation of earned income for pensioners is set out in Schedule 1, Part 6 of the regulations.

75. 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 each week of any earnings

(g) For a couple, the first £10.00 each week of any earnings

(h) For a lone parent, the first £25.00 each 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 £152.00 each 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 each week of any earnings, except where the permitted earnings disregard applies

(k) For people entitled to the carers premium, the first £20.00 each week of any earnings

(l) For people in certain special occupations, the first £20.00 each 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 each 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).

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

Child care charges

77. Child care charges up to a maximum of £175.00 each week for one child, or £300.00 each 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 each week or more, or
- (b) Both members of a couple work 16 hours each week or more, or
- (c) One member of a couple works 16 hours each 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 each 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 each week or more and the other member of the couple is in hospital or prison.

78. 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).

79. The treatment of child care charges for pensioners is set out in Schedule 1, Part 6 of the regulations.

Self-employed earnings

80. 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.

81. 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.

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

83. 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.

84. 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.

85. The treatment and calculation of self-employed earnings for pensioners is set out in Schedule 1, Part 6 of the regulations.

Student grants

86. 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.

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

Student covenant income

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

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

90. 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 each week will be disregarded.

Student loans

91. 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 each week will be disregarded.

92. 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.

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

Payments from access funds

94. 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.

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

96. 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

97. 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

- 98. 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.
- 99. The treatment of notional income for pensioners is set out in Schedule 1, Part 6 of the regulations.

Tariff income from capital

- 100. Where the claimant and their partner have capital in excess of £6,000 (but less than £16,000), a tariff income of £1.00 each week will be taken into account for every £250, or part of £250, over £6,000.
- 101. The calculation of tariff income from capital for pensioners is set out in Schedule 1, Part 6 of the regulations.

Other income

- 102. Any other income of the claimant or partner will be taken fully into account, with the exception of 'income disregarded' below.
- 103. 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

- 104. 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. Any war pension, as defined by The Housing Benefit and Council Tax Benefit (War Pension Disregards) (Amendment) Regulations 2009
 - xv. Widowed Mother's Allowance
 - xvi. 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 each week of any rental payments from a person, other than a non-dependant, who occupies the claimant's home

- (m) The first £20.00 each week, and then 50% of any income over £20.00 each 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. Any Windrush Compensation Scheme payment
- xiii. Any historical child abuse payment
- xiv. The National Emergencies Trust
- xv. 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 each week of any maintenance, other than child maintenance

(dd) Sports awards

(ee) Any victims' payments under the Victims' Payments Regulations 2020.

105. The income disregarded for pensioners is set out in Schedule 5 of the regulations.

Capital

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

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

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

109. 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.

110. 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.

111. The treatment and calculation of capital for pensioners is set out in Schedule 1, Part 6 of the regulations.

Income treated as capital

112. 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

113. 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.

114. The treatment of notional capital for pensioners is set out in Schedule 1, Part 6 of the regulations.

Capital disregarded

115. 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. Any Windrush Compensation Scheme payment
 - xiii. Any historical child abuse payment
 - xiv. The National Emergencies Trust
 - xv. 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.

116. The capital disregarded for pensioners is set out in Schedule 6 of the regulations.

Calculation of entitlement

Maximum Council Tax Support

117. The amount of a person's maximum Council Tax Support for a day which they are liable to pay Council Tax will be 80%.
118. The amount of Council Tax Support will be calculated as A divided by B and multiplied by 80% 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.
119. 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.
120. The maximum Council Tax Support for pensioners is set out in Schedule 1, Part 5 of the regulations.

Council Tax Support taper

121. 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

122. 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 2022-2023 scheme (**Table 2**) and will be updated for 2023-2024. The updated amounts will be calculated with reference to the amended regulations.

Table 3: Non-dependant deductions 2022-2023

Non-dependant type	Weekly amount
A non-dependant aged 18 or over in remunerative work where their normal gross weekly income is:	
Less than £224.00	£4.20
Not less than £224.00 and less than £389.00	£8.55
Not less than £389.00 and less than £484.00	£10.70
Not less than £484.00	£12.85
A non-dependant aged 18 or over not in remunerative work	£4.20

123. 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.
124. 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.
125. 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.
126. 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.
127. 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.
128. The rules for non-dependant deductions for pensioners are set out in Schedule 1, Part 3 of the regulations.

Date on which a claim is made and entitlement begins

129. 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.
130. 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.
131. 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.
132. 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

133. 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.

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

Extended reductions

135. 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.

136. 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.

137. 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.

138. The rules for extended reductions for pensioners is set out in Schedule 1, Part 7 of the regulations.

Extended reductions – movers into Darlington

139. The rules covering people who move into Darlington who are in receipt of an extended reduction is set out in Schedule 8, Part 1, paragraph 2 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

140. 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

141. 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
142. Payment of Council Tax Support will be made by reducing the Council Tax liability of the person entitled to the reduction.

Electronic communications

143. 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

144. 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.

145. 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

146. 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

147. 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

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

Appeals

149. The rules by which a person may make an appeal against certain decisions of the authority are set out in Schedule 7, Part 2, paragraph 8 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

150. 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

151. The rules for an application for a discretionary reduction are set out in Schedule 7, Part 3, paragraph 9 of the regulations. These state:

- (a) An application for a reduction under section 13A(1)(c) 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
3 NOVEMBER 2022**

COUNCIL TAX ENERGY REBATE

SUMMARY REPORT

Purpose of the Report

1. To update Members on the delivery of the Council Tax Energy Rebate scheme in 2022.

Summary

2. In February 2022, the government announced a package of financial support to help households with rising energy bills, worth £9.1 billion. This included:
 - (a) A £150 non-repayable payment for households in England in Council Tax bands A to D, known as the Council Tax Energy Rebate.
 - (b) £144 million of discretionary funding for Councils to support households who are in need but are not eligible for the Council Tax Rebate, known as the Discretionary Fund.
3. Delivery of the schemes in Darlington took place between April and August 2022.
4. A total of 45,026 Council Tax Energy Rebate payments were made to eligible residents amounting to £6,753,900.
5. A total of 5,153 Discretionary Fund payments were made amounting to £231,870.

Recommendation

6. It is recommended that :-
 - (a) Members note the content of this report.

**Anthony Sandys
Assistant Director – Housing and Revenues**

Background Papers

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

Anthony Sandys: Extension 6926

S17 Crime and Disorder	There are no issues
Health and Wellbeing	There are no issues

Carbon Impact and Climate Change	There is no impact in this report
Diversity	There is no impact in this report
Wards Affected	All wards are affected
Groups Affected	All Council Tax payers eligible for the Council Tax Energy Rebate
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 has no particular impact on the Council Plan
Efficiency	There is no impact in this report
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children and Care Leavers

MAIN REPORT

Information and Analysis

Background

7. In February 2022, the government announced a package of financial support to help households with rising energy bills, worth £9.1 billion. This included:
 - (a) A £150 non-repayable payment for households in England in Council Tax bands A to D, known as the Council Tax Energy Rebate.
 - (b) £144 million of discretionary funding for Councils to support households who are in need but are not eligible for the Council Tax Rebate, known as the Discretionary Fund.
8. For Darlington, the Government provided £6,824,550 for the Council Tax Energy Rebate and £233,700 for the Discretionary Fund. New burdens funding was also provided for the administration of the scheme.
9. Funding paid to Councils for the Council Tax Energy Rebate was to be passed on directly as one-off £150 grants to households who were eligible, paid as soon as possible from April 2022 and by no later than 30 September 2022. Funding paid to Councils for the Discretionary Fund was for one-off grants to households in Council Tax bands E to H, although eligibility was for Councils to decide.

Eligibility Criteria

10. The following eligibility criteria applied to the Council Tax Energy Rebate:
 - (a) The property is valued in Council Tax bands A to D. This includes properties valued in band E but have an alternative valuation of band D, as a result of the disabled band reduction scheme.
 - (b) It is someone's sole or main residence.

- (c) It is a chargeable dwelling for Council Tax, or the property is in any of the following exemption classes:
 - (i) Exemption class N (a dwelling occupied entirely by students),
 - (ii) Exemption class S (a dwelling occupied wholly by persons under the age of 18),
 - (iii) Exemptions class U (a dwelling occupied wholly by persons who are severely mentally impaired), or
 - (iv) Exemption class W (an annexe flat or similar self-contained property occupied by a dependent relative of a person living in the main part of the building).
 - (d) The person who is liable to pay Council Tax is not a Local Authority, a corporate body or other body such as a Housing Association, the Government or Governmental body.
 - (e) A property that meets all the criteria but has a nil Council Tax liability as a result of local Council Tax Support, **will** be eligible.
 - (f) A property that has no permanent resident and is someone's second home **will not** be eligible.
 - (g) An unoccupied property **will not** be eligible.
 - (h) Eligibility will be determined based on the position at the end of the day on 1 April 2022. Where changes are made to the Council Tax liability for the property after 1 April 2022, the Council will decide if a payment (or clawback of a payment) should be made.
 - (i) Only one £150 payment should be made for each household, regardless of the number of occupants or liable Council Tax payers.
11. Eligibility criteria for the Discretionary Fund was for Councils to decide but the general principles set out in paragraph 10 for the Council Tax Energy Rebate should also apply.
12. On 11 March 2022, the following was decided for the Discretionary Fund:
- (a) All eligible households in Council Tax bands E to H that qualify for Council Tax Support will receive a £150 payment.
 - (b) All eligible households in Council Tax bands E to H that qualify for a disabled band reduction, a disability discount or a class U exemption will receive a £150 payment.
 - (c) All other eligible households in Council Tax bands E to H will receive a £42 payment.

Making Payments

13. Where the Council held live direct debit instructions for a liable Council Tax payer of an eligible household, the Government advised that Councils should make an automatic payment as early as possible in the 2022-23 financial year, provided that they are assured that the household is eligible and the bank account details have been verified. Councils were advised, as far as possible, to exclude any direct debits from automated payments where the name on the bank account did not match the Council Tax liable person.
14. Councils were advised to make it clear to recipients that the grant was being provided on the assumption that they were a liable Council Tax payer and that the property met the criteria set out at paragraph 10 on 1 April 2022. If this was not the case, then the grant may be liable for recovery. Councils were also advised to make clear that the grant was being provided to support all residents of the household.
15. Where the Council did not hold live direct debit instructions for an eligible household, the Government expected Councils to make all reasonable efforts to contact the household as

early as possible to make them aware of the scheme and invite them to make a claim.

16. Councils were required to undertake pre-payment checks prior to payment of any grant which was not awarded to a live direct debit holder. To assist with these pre-payment checks, the Government made available Spotlight, its due diligence risking tool.

Delivery of the Scheme

17. Delivery of the Council Tax Energy Rebate and Discretionary Fund schemes were reliant on an upgrade to the Revenues and Benefits IT software, to enable extraction of the relevant Council Tax records eligible for a payment, the required pre-payment checks and preparation of payment files. The software upgrade also included an application form for the non-direct debit accounts to enable residents to provide their bank account details.

Council Tax Energy Rebate Payments

18. Implementation and testing of the IT software and payment files took place between March and April 2022. Staff also undertook checks against those accounts paying by direct debit, where the bank details were different to the Council Tax liable person(s).
19. Payments to those direct debit accounts where we already held bank account details were prioritised for payment. The first payments were made from 19 April 2022, initially to small numbers of accounts to ensure payments were made correctly. Payments were then made to all eligible direct debit customers after the first initial payment of Council Tax for 2022-23 was drawn from the bank account, to ensure payment could be made into that account and to minimise any rejected payments. Letters were also sent to eligible residents confirming the payment once it had been made.
20. Payments of the £150 Council Tax Energy Rebate for direct debit payers were made as follows:

Payment Date	Number of Payments	Total Paid
19/04/22	1	£150
20/04/22	50	£7,500
22/04/22	12,224	£1,833,600
27/04/22	10,536	£1,580,400
04/05/22	2,794	£419,100
10/05/22	2,199	£329,850
18/05/22	59	£8,850
26/05/22	496	£74,400
01/06/22	157	£23,550
08/06/22	808	£121,200
10/06/22	171	£25,650
15/06/22	183	£27,450
Total	29,678	£4,451,700

21. The application form for non-direct debit payers (including those direct debit payers where there was a mis-match between the Council Tax liable person and the name on the bank account) was made live on the Council's website from 26 May 2022. A total of 16,170

letters inviting an application were sent to residents in batches between 26 May 2022 and 24 June 2022. Reminder letters were sent during June and July 2022 to those residents who had not submitted an application form, with a deadline of 31 July 2022 to make an application.

22. A helpline was also set up to assist residents with completing their application and deal with any enquiries. A total of 3,564 telephone enquiries were dealt with by staff during this period.
23. Following receipt of application forms, pre-payment checks were undertaken by Revenues and Benefits staff and payments of the £150 Council Tax Energy Rebate were made as follows:

Payment Date	Number of Payments	Total Paid
22/06/22	4,711	£706,650
29/06/22	4,036	£605,400
07/07/22	1,448	£217,200
13/07/22	611	£91,650
20/07/22	302	£45,300
25/07/22	938	£140,700
01/08/22	550	£82,500
Total	12,596	£1,889,400

24. After the application form process closed on 31 July 2022, the remaining outstanding payments were credited to the resident's Council Tax account, in line with Government guidelines. A total of 2,752 payments amounting to £412,800 were credited to Council Tax accounts on 3 August 2022. Letters were sent to all affected residents informing them that they still have an opportunity to receive their £150 Council Tax Energy Rebate payment directly by completing an on-line Council Tax refund request (even if their Council Tax account is in arrears). Although the Government's deadline to make payments was 30 September 2022, for those residents who have had payments credited to their Council Tax account, they have until 31 March 2023 to request a refund.
25. Therefore, a total of 45,026 Council Tax Energy Rebate payments were made to eligible residents amounting to £6,753,900.

Discretionary Fund Payments

26. Following completion of the Council Tax Energy Rebate process, payments for the Discretionary Fund were then made in August 2022. For those eligible residents who paid their Council Tax by direct debit, payments of the Discretionary Fund were made directly into their bank accounts in the same way as the Council Tax Energy Rebate.
27. On 3 August 2022, a total of 4,244 Discretionary Fund payments were made amounting to £186,024. Letters were also sent to eligible residents confirming the payment once it had been made.
28. To ensure that all payments of the Discretionary Fund to non-direct debit payers could be made by 30 September 2022, it was decided to credit these directly to Council Tax

accounts. A total of 909 Discretionary Fund payments were credited to Council Tax accounts amounting to £45,846. Letters were also sent to these residents informing them that, if they wanted to receive their Discretionary Fund payment directly, they could do so by completing an on-line Council Tax refund request.

29. Therefore, a total of 5,153 Discretionary Fund payments were made amounting to £231,870.

**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
3 NOVEMBER 2022**

DARLINGTON BUSINESS SUMMIT 2022

SUMMARY REPORT

Purpose of the Report

1. To present a summary of the activities of Darlington Business Summit 2022

Summary

2. Darlington Business Summit 2022 was an exciting three-day event for businesses and residents to find out what business opportunities are available in Darlington. Its aim is to showcase the information, support and opportunities for businesses and promote job opportunities for local resident looking for new employment or a change of career. All events were free of charge and took place in the Dolphin Centre.

Recommendation

3. Please note there are no recommendations for this report, this report is just for information.

**Ian Williams,
Chief Executive**

Background Papers

None

Andrew Perkin : Extension 6308

S17 Crime and Disorder	No impact from the report
Health and Wellbeing	No impact from the report
Carbon Impact and Climate Change	No impact from the report
Diversity	No impact from the report
Wards Affected	No impact from the report
Groups Affected	No impact from the report
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.
Key Decision	N/A

Urgent Decision	N/A
Council Plan	Darlington Business Summit directly supports the Council Plan by supporting the growth of local businesses, the local economy and supporting residents finding employment.
Efficiency	No impact from the report
Impact on Looked After Children and Care Leavers	No impact from the report

MAIN REPORT

Information and Analysis

4. Hundreds of businesses and local job seekers took advantage of the first ever Darlington Business Summit held at the Dolphin Centre from Wednesday 5 until Friday 7 October.
5. Organised by Darlington Borough Council, and in conjunction with Darlington Business Club, the three-day event gave local business people, and those who are thinking of starting a business, the chance to network with others and to find out more about the help and support available across the borough and the wider Tees Valley.
6. The schedule of events at the Summit was:
 - (a) 5 October 2022 – DL Expo
 - (b) 6 October 2022 – Darlington Jobs Fair
 - (c) 7 October 2022 – Darlington Business Support Showcase
 - (d) 7 October 2022 – Darlington Economic Update
7. Darlington Business Summit kicked off with DL Expo 2022, Darlington Business Club's flagship networking event, providing an opportunity to celebrate the diverse business base in Darlington. The event offered a showcase for businesses, large and small, and presented an opportunity for local businesses to connect with the local community. DL Expo 2022 provided a platform for exhibitors and delegates to network, promote their businesses and make those all-important new connections. Hosted by Darlington Business Club, DL Expo featured a wide-range of businesses exhibiting their products and services whilst attendees were able to access a wealth of information on local businesses.
8. Work opportunities and training became the focus of the middle day of the event as Darlington Jobs Fair took centre stage. More than 800 people browsed a wide range of stalls from around 60 local employers and training providers. The event gave people the chance to chat face to face with employers to find out more about the local opportunities on offer. A live jobs board also gave people the chance to apply for immediate vacancies across more than 100 jobs. Feedback from employers attending the event has been very positive, with many taking job applications on the day for current vacancies. The provision of the Jobs Fair Newspaper and the physical Jobs Boards within the exhibition hall were welcomed by many. Post event evaluation has identified that some applicants have progressed to job interview stage. Feedback received includes:
 - (a) "We thought the event was absolutely fantastic, since 6th October we have had 130 applicants for the roles, we have available which I think is a fantastic reflection of the day! We have also seen an influx of visitors to our careers page which is exactly what we want!"
 - (b) "We gave out 24 job application packs during the event, which we received back the same day 8 applications. Out of the 8, we are looking at 2 of those for a site visit to show them the type of work we do and hopefully may lead to a career opportunity for them."
 - (c) "This is by far the most successful and well organised jobs fair we have attended. There was a wide range of job seekers attending across a range of ages/backgrounds

- which was brilliant. We had a lot of interest in both our staff and officer roles. The Dolphin Centre was an excellent venue with refreshments available, good-sized sports hall for a large number of companies to attend and advertise within. The event has clearly been well advertised to the public to get such good attendance rates. Thank you for inviting us to attend, we would like to attend similar events to this in future.”
- (d) “Great from start to finish, much more successful than other fairs we have attended. Very busy, lots of opportunities for discussion, promotion and networking.”
9. Darlington Business Support Showcase was a specialist event showcasing the wide range of business support services available to local businesses. Over 30 business support agencies exhibited, offering support to a wide range of business sectors and covered a wide range of business issues, challenges, and opportunities, such as:
- (a) Develop a business idea to start your own business
 - (b) Looking at ways to develop products and services to grow the customer base
 - (c) Reducing overheads by improving energy efficiency
 - (d) Growing business markets overseas
 - (e) Supporting businesses to access public sector procurement
10. In addition to the support available from the exhibitors, there were also three bespoke seminars to provide details advice and guidance on three specific topics:
- (a) Social Media Content Creation for Small Businesses - Tips, Tricks and Hacks
 - (b) Finding Funding & Writing the Bid
 - (c) How to overcome recruitment struggles and develop your workforce
11. Despite an extensive promotional campaign using both digital and print media, alongside individual invites, the number of businesses attending on the day was 52. Whilst this was disappointing, those that did attend found the support available to be both positive and useful. Speaking with local authority colleagues at Hartlepool & Sunderland, they have experienced similarly low levels of business participation at their Business Support exhibitions in recent weeks. This is probably due in part to the large number of similar business support focussed events across the Tees Valley in the last few months i.e. Teesside Expo, Tees Valley Showcase, Tees Valley Business Summit, and Grow Tees Valley.
12. The final event of Darlington Business Summit 2022 provided the annual “Darlington Economic Update” to an audience of business leaders and business stakeholders. In addition, a special presentation was made by Darlington Economic Campus, detailing the opportunities presented by the location of more than 1100 Civil servants in the town.
13. Following the Business Summit, the Business Investment Team have received a number of enquiries from local businesses seeking advice on guidance on a range of issues including recruitment, energy efficiency and digital marketing.

Outcomes of Consultation

14. Following the Business Summit, the Business Investment Team have received a number of enquiries from local businesses seeking advice on guidance on a range of issues including recruitment, energy efficiency and digital marketing.

**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
3 NOVEMBER 2022**

ECONOMIC GROWTH STRATEGY FOR DARLINGTON – A FRAMEWORK FOR DISCUSSION

SUMMARY REPORT

Purpose of the Report

1. To present an initial scoping document to outline the approach for the refresh of the Darlington Economic Strategy

Summary

2. Darlington's current Economic Strategy is now more than 10 years old. Whilst much has been achieved in that time, the context in which it sits has changed, with major policy changes and operational opportunities setting a new context. However, with this changing environment, there remains economic and employment challenges for local business and residents. Therefore, the time is now right for a fresh look at Darlington's economic strategy and to review its purpose and priorities.

Recommendation

3. Please note there are no recommendations for this report, this report is just for information.

**Ian Williams,
Chief Executive**

Background Papers

None

Andrew Perkin : Extension 6308

S17 Crime and Disorder	No impact from the report
Health and Wellbeing	No impact from the report
Carbon Impact and Climate Change	No impact from the report
Diversity	No impact from the report
Wards Affected	All wards are affected equally
Groups Affected	No impact from the report
Budget and Policy Framework	This decision does not represent a change to the budget and policy framework.

Key Decision	N/A
Urgent Decision	N/A
Council Plan	This report directly supports the delivery of the Council Plan by setting local economic priorities and actions to support the economic development of the Borough.
Efficiency	No impact from the report
Impact on Looked After Children and Care Leavers	No impact from the report

MAIN REPORT

4. It is now more than 10 years since the “Economic Strategy for Darlington 2012-2026” was first published. Much has been achieved since then, and the local economy has continued to evolve and grow. There is no longer a legal requirement to produce a “Local Economic Strategy”, however, a strategy document still plays a key role in setting out local ambitions to support place marketing activities and awareness.
5. The 2012-2026 strategy has delivered on a number of the priority actions, identified a range of interventions for the Council and actions for partnership delivery, and developed and progressed the wider local economy. During this time, Darlington Council has driven forward key regeneration schemes. Recent years have seen the delivery of some important and prestigious projects including:
 - (a) the relocation of Department for Education to Bishopsgate House, seeing 400 DfE staff relocate from their former home in Mowden Hall to the town centre
 - (b) the creation of Central Park, a 74 acre high quality mixed use development including Business Central incubation space,
 - (c) the construction of Feethams House, providing Grade A prime office space in the town centre,
 - (d) facilitating the Feethams leisure complex (DL1), consisting of a multi-screen cinema, Premier Inn hotel and a number of restaurants, and
 - (e) the attraction of the HM Treasury and the Darlington Economic Campus
6. These major developments are a result of the Council's on-going commitment to making economic development a priority and to working in partnership with developers, funders and the local community. But there is still more to be done and new challenges to address.
7. The Council need to provide the strategic lead for Darlington’s sustainable economic growth and to progress the delivery of an economic growth strategy. With significant changes in the current landscape (political, economic, and environmental), a refreshed Economic Growth Strategy will enable continued nurturing of the local economy and ensure that Darlington can respond to current and future challenges and realise new and emerging opportunities.
8. So, the time is right for a fresh look at Darlington’s economic strategy and to review its purpose and priorities.

Emerging Economic Drivers and Challenges - The Evidence Base

9. The development of a refreshed strategy should be underpinned by a robust assessment and analysis of current data and performance metrics to provide the evidence for identifying the priority interventions. It should draw upon and analyse the Borough’s characteristics, performance and trends, and show the nature and extent of the opportunities and challenges that exist.

10. Informed by an updated evidence base, there will be a need to take stock of where Darlington is today and consider the strategic interventions and outcome measures required to ensure continued economic development and growth.

Emerging Economic Drivers and Challenges – The Changing Policy Context

11. Darlington's Economic Strategy was published in 2012, and in policy terms, much has changed since then. Developing a refreshed Economic Growth Strategy for Darlington must take into account the changing political and policy agenda. There are a wide range of key policy drivers that will influence and direct any new economic strategy for Darlington. A new strategy will be shaped by the aims and objectives of a variety of these key policy priorities and economic strategy drivers to ensure that the proposals form a robust part of the refreshed Economic Growth Strategy.
12. Tees Valley Combined Authority are preparing a refresh of the Tees Valley Economic Strategy, so it is timely for Darlington to update the local economic strategy and ensure that Darlington priorities are current and represent the challenges and opportunities the Borough faces.

Economic Growth Strategy: Aims

13. Darlington has significant potential to do more and do it better. The Economic Growth Strategy expands on the vision in the DBC Council Plan of working to deliver more sustainable well-paid jobs, more businesses and more homes in the borough. It must ensure the council adopts a co-ordinated, corporate approach to prioritise and support economic growth. The purpose of this economic growth strategy is to provide the ambitions that will direct the actions Darlington Council will take to achieve increased economic productivity, inclusive growth and a prosperous and resilient economy.
14. The key aims of the Economic Growth Strategy should be:
 - (a) More local jobs and more people in employment
 - (b) Best place to grow a business, with the best connectivity
 - (c) More new businesses and more successful businesses

Economic Growth Strategy: Priorities

15. The new Economic Growth Strategy should be focussed on strategic priorities which combine established objectives with new areas of focus and opportunity. Together, they will create a framework for successful economic growth and support the Council's ambition to achieve the strategy aims. It must also support measures that enable the local economy to adapt to changing economic circumstances. Therefore, the strategy must provide scope for creativity, innovation and flexibility and allow for new ideas to be developed in response to emerging challenges and to make the most of new economic opportunities.
16. Whilst the Council will play a significant enabling role, this is a strategy for the whole of Darlington. The Council will work with the private and public sector partners including Darlington College, Teesside University and other key stakeholders to achieve positive outcomes and increase prosperity. The Council recognises that it does not have control

over all actions and activities that will generate this growth and prosperity. Therefore, success will only be achieved by working collaboratively and in partnership.

17. The strategic priorities should be focussed around:
 - (a) Placing economic growth at the heart of the council
 - (b) Darlington – a better place for business
 - (c) Creating and Growing Competitive Businesses
 - (d) Developing and retaining talent and skills for growth
 - (e) Maximise the impact of housing on economic growth

18. The primary purpose of the Strategy refresh is to produce a plan that promotes and places Darlington as an economic driver. It will highlight the current opportunities and challenges and provide a broad framework for actions built from the strategic priorities. As well as presenting the strategic priorities, the new document will be used to support Darlington's place marketing activities – setting out the local strategy, the direction of travel, and how Darlington is aiming for success.

19. In drafting a new Economic Strategy, the Council will undertake a consultation exercise to engage with both businesses and residents to explore what improvements and developments will grow the local economy and support greater prosperity in the Borough.

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
3 November 2022**

**PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING – QUARTER 2
2022/23**

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 8th November, 2022.

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
8 NOVEMBER 2022

PROJECT POSITION STATEMENT & CAPITAL PROGRAMME MONITORING
QUARTER 2 2022/23

Responsible Cabinet Member -
Councillor Scott Durham, Resources Portfolio

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

SUMMARY REPORT

Purpose of the Report

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

Summary

3. The projected outturn of the current Capital Programme is £307.616m against an approved programme of £307.748m. 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 2022/23 – 2025/26.
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 £186.155m. 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.

Recommendations

6. It is recommended that Cabinet:
 - (a) Note the attached status position on construction projects.
 - (b) Note projected capital expenditure and resources.
 - (c) Approve the adjustments to resources as detailed in paragraph 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 2022/23 – 2025/26
- (ii) Project Position Statement August 2022

Brian Robson : Extension 6608
Claire Hayes : Extension 5404

S17 Crime and Disorder	This report has no implications for crime and disorder.
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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

2022/23 Capital Spend and Resources

Information and Analysis

8. **Appendix 1** 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.
9. **Appendix 2** 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 2022-23 schemes previously released by Cabinet, is £209.159m.
10. **Appendix 3** 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

11. 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.

12. The Project Position Statement (Appendix 1) details the current live construction projects, up to the end of August 2022, by delivery area, 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. The statement excludes any completed projects or those on hold.

13. 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	17	56,381,601	56,159,718	(0.4)	(221,883)
Operations	16	52,687,479	53,313,588	1.2	626,109
People	2	4,154,566	3,968,246	(4.5)	(186,320)
Services	11	72,541,277	72,713,926	0.2	172,649
TOTAL	46	185,764,923	186,155,478		390,555

14. 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.

15. The live projects are at the following stages:




Department	Brief	CP1	CP2	CP3	CP4	CP5	Total
Chief Executive & Economic Growth	0	3	2	7	1	4	17
Operations	0	4	2	6	3	1	16
People	0	0	0	0	1	1	2
Services	0	4	0	3	1	3	11
TOTAL	0	11	4	16	6	9	46

Control Point 1 (CP1) – Start Up: is used to define the position of a project at its conception stage.

- (a) **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.
- (b) **Control Point 3 (CP3) – Define:** the point that the project is progressed to RIBA Stage F, i.e. detailed design.

- (c) **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.
- (d) **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.

16. The status on live projects is as follows:

Department			
Chief Executive & Economic Growth	3	12	2
Operations	1	14	1
People	0	1	1
Services	3	8	0
TOTAL	7	35	4

- (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.

17. Current projects with the triangle symbol are as follows:

Project	Reason for Variance	Action
Skinnergate Re-development Housing	A delay was encountered following the production of a revised design to satisfy concerns raised by English Heritage at the planning application stage	The design team are working on the Stage 4 design and reviewing the programme to see if there is an opportunity to save time. The team are also working through issues with Nutrient Neutrality
Ingenium Parc Masterplan + Infrastructure	Delays encountered due to ground conditions, phase II works underway	Contractor on site to complete drainage works by end of November
Dolphin Centre Bowling Alley & Soft Play	Complete	The over £1m Outturn report is included within an appendix to the report
Darlington Station Enabling Works	Additional site complexities identified around utilities, neighbouring properties and highways impacts of works	Programme date for completion is now end of November
Crown Library Refurbishment	Delays and additional costs have been encountered from the withdrawal of the originally appointed roofing contractor	Building Services are now working with a new roofing contractor and the scheme is progressing
A68 Woodland Road Outram Street Duke Street	A delay has been encountered due to the need for a public Inquiry for the Duke Street proposals	Works due to commence on Outram Street/Duke Street in October
Allington Way - Phase 3	Due to a change in reporting, land value is now included in the overall construction cost. In addition to this there have been external fees incurred as part of the project delivery.	As per paragraph 23, £546k of Homes England grant is requested to be released. Additional £80k variance to be addressed through housing programme resources.

18. In line with the Council's Financial Procedure rules any scheme with an outturn value of in excess of a £1m has to be reported to Cabinet. In accordance with the agreed procedure the Dolphin Centre Bowling Alley and Soft Play scheme has been reviewed (CP5) and the results and final outturn are shown in **Appendix 4**.

19. If approved this scheme will be removed from the live PPS listing in Appendix 1.

Reconciliation of Project Position Statement to Capital Programme

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

	Value £m
Live Projects from Project Position	186.155
Schemes closed or on hold within CP but awaiting PPS post project review.	6.874
Annualised Schemes excluded from PPS - Housing Repairs & Maintenance	0.267
Annualised Schemes excluded from PPS - Highways Maintenance	7.113
Non construction excluded from PPS	15.122
Capital Investment fund excluded from PPS	27.716
Projects under 75k excluded from PPS	3.558
Capital Schemes not yet integrated into PPS reporting	28.933
Included in PPS & CMR	0.471
Funding not yet allocated	31.407
Capital Programme	307.616

21. The table below shows the split of the approved capital programme of £307.748m, 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 £0.132m underspend on the approved capital programme.

	Construction				Non construction	Capital investment fund	Housing New Build not yet allocated	Total
	Live Schemes 75k & Over	Annualised Schemes	Completed Schemes awaiting review	Live Schemes under 75k				
Area	£m	£m	£m	£m	£m	£m	£m	£m
Housing	65.824	0.667	0.562	0.160	1.205	0.000	29.023	97.441
Economic Growth	54.849	0.000	0.485	0.578	9.804	27.716	3.216	96.648
Highways/Transport	64.762	7.113	5.755	2.322	1.334	0.000	2.228	83.514
Leisure & Culture	22.351	0.000	0.072	0.175	0.000	0.000	0.000	22.598
Education	4.155	0.000	0.000	0.323	0.053	0.000	0.290	4.821
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	2.655	0.000	0.000	2.655
Total	211.941	7.780	6.874	3.558	15.122	27.716	34.757	307.748

Capital Programme

22. Paragraph 23 shows the movements in the Capital Programme since the approval of the 2022/23 Capital MTFP, some of which have not yet been approved by Members

23. Adjustment to resources requested by departments:

Adjustments needing approval release

Department	Scheme	Value £	Reason for adjustment	Resource type adjusted
Operations	Empty Homes - Next Steps	£28,310	Next Steps Grant	Release
Operations	Allington way Phase 3	£546,000	Homes England Grant Allington Way	Release
Operations	Neasham Road	£5,512,500	Homes England Grant Neasham Road	Release
Services	Roundhill Road Bellway homes	£32,800	S106 16/00886 Bellway homes Sustainable transport	Release
TOTAL		£6,119,610		

Outcome of Consultation

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

Project	CP1 Start Up	CP2 Initiate	CP3 Design	CP4 Delivery	CP5 Review	Status Symbol	Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Feasibility Budget	Original Approved Budget	Increase To Initial Approved Budget	Current Approved Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date	Revised Approved Project Completion Date	Anticipated Project Completion Date	Schedule Variation (Days)	CDM Notifiable Project	Principal Designer	Previous Plan Progress	Plan Progress	Budget Progress Report	Issue Status Report	Lead Consultant	Contracts In Place	Contract Type/Form	Contract With	Contract Value	
Yards Phase 2						🟦	Live	Economic Growth & Neighbourhood Services	Economic Growth	Mark Ladman	Mike Bowron	R0180	£0	£1,120,000	£0	£1,120,000	£1,120,000	%	£0	31-Mar-23	31-Mar-23	0	Y	Lee Davill	The initial properties identified within the project for works are now being re-visited for final approval as some initial agreements with the owners are needing to be revisited. Detailed inspections continue to be carried out on the viability and suitability of the properties for work within the project. A Programme is being formulated to procure and install the works when final designs are agreed. Once the Design are agreed by all sites, the project can progress.	Artistic Designer now appointed for phase 2. Next 10 properties identified and being assessed and costed up. Assessment of spend requirements to 31st March 2023 being carried out.	Due to the nature of some of the works and the required close liaison with the businesses to prevent upheaval and detriment to their service, some of the works are required to be paced which in turn delays completion certificates and as such invoices to ensure spend remains on track. Regular contact is maintained with the Principal Contractor to look at ways to both speed up the works per property without compromising the business as well as improving the valuation and subsequent payment process.	Artistic Designer is appointed to take the project forward from a design concept.		Main Contract	JCT	DBC Contract Services	£215,000		
Yards Phase 1						🟦	Live	Economic Growth & Neighbourhood Services	Economic Growth	Mark Ladman	Michael Bowron	R0176	£0	£488,000	£12,000	£500,000	£488,000	-2%	£-12,000	30-Nov-21	31-Mar-22	31-Mar-22	0	Y	Lee Davill	Remaining works have been completed and a post project review is being arranged.	Phase 1 works complete.	The original £269K was an estimated projection with a realistic deliverable amount of circa £200K. Work costs are circa £40K with the remainder fees and external costs. Funding profiles show an expected spend by the end of the financial year of circa £500K. This will be proffered accordingly as some of the works are now being carried out in the financial year commencing April 2022. Other identified works were able to be carried out to ensure appropriate spend against the funds Phase 1 as required.	Due to the Pandemic, both access and supplier delays have meant that some of the works have needed to be re-proffered into Phase 2. The required spend on the project will be achieved for the financial year 2021/2 through the re-programming of other works that were able to be brought forward. Works not able to be achieved in 2021/2 have been committed and carried forward.		Main Contract	JCT	DBC Contract Services	£357,853	
West Cemetery Development						🟦	Live	Services	Services	Ian Thompson	Brian Robson	R0154	£0	£4,900,000	£1,500,000	£6,400,000	£6,400,000	%	£0	31-Mar-22	30-Sep-22	23-Dec-22	84	Y	Todd Mibum	The tender process for the drainage works has completed and the Project Team have awarded the contract. The works will commence upon receipt of the planning decision notice and will take approx. 12 weeks to complete.	Chapel Handover Inc external - 04/11/22 Bural Area's Handover - 23/11/22	Building Control certificate and H&S /O&M's files still outstanding for the Commission along with ongoing items.		Align	Architect	Standard DBC T&C	Align	£4,400,000	
Skinnergate Re-development Housing						🟡	Live	Services	Services	Anthony Sandys	Brian Robson	H6748	£0	£4,950,000	£0	£4,950,000	£4,950,000	%	£0	31-Mar-22	31-Oct-23	31-Oct-23	0	Y	Andrew Burrey	RIBA Stage 4 design will complete for end of July. Asbestos removal work to former cash converters will commence 6th July and complete for 4th August	RIBA Stage 4 design is now complete and Bills of Materials for the works are now being developed as the scheme has been caught in the Nutrient Neutrality issue which may have an impact on start site date	Budget still being refined.	1. Initial surveys undertaken, which reveal major loss of structure to heritage building and adjacent property. 2. Historic English opposition to designs are now addressed but significant delays have ensued.		Design Work	Bloom Framework	Design Services	£368,795	
Rowan East Extension						🟦	Live	Economic Growth & Neighbourhood Services	Economic Growth	Guy Metcalfe	Richard Storey	D0192	£10,000	£10,000	£0	£10,000	£10,000	%	£0			0	Y	Mike Johnson	Design works up to stage 3 ongoing.	Decision with senior leadership team on how to proceed.		Initial plan for site extension agreed in principle with Homes England. Surveys completed. Design work ongoing							
Railway Heritage Quarter						🟦	Live	Services	Services	Ian Thompson	Brian Robson	R0155	£210,000	£20,000,000	£15,140,000	£35,140,000	£35,140,000	%	£0	30-Sep-24	30-Sep-24	0	Y	Space Architects	Works are ongoing on the new engineering shed on Bottom Way. An access issue has delayed the start of works on the 1861 shed. An inspection of Old Turbine tall has now been completed	The Steel frame for the new engineering shed is now complete and discussions to allow access to the 1861 shed are still ongoing	Feasibility study produced £2.1m estimate based on 22 units with amenity blocks.	Issues with land acquisition with Network Rail is now resolved		Main Works	Scope	Wilmut Dixon	£30,334,766		
Neasham Rd						🟡	Live	Operations	Operations	Anthony Sandys	Richard Storey	H6745	£0	£31,069,000	£1,008,203	£32,077,203	£32,077,203	%	£0	02-May-25	02-Dec-24	-152	Y	Lee Davill	DBC mobilisation underway.	Building Services on site.	£3m payment made to Esh construction. CP3 authorisation to increase budget.	Deed of variation works to be assessed.		DBC			Internal	£27,992,683.00	
Innovation Central						🟦	Live	Economic Growth & Neighbourhood Services	Economic Growth	Anthony Hewitt	Joanne Wood	R0157	£0	£50,000	£8,287,854	£8,337,854	£8,337,854	%	£0	31-Dec-21	31-Aug-22	31-Aug-22	0	Y	Napper Architects	Construction work is ongoing which includes M & E Installation, installation of roof plant and some internal fit out to V/C's. Presently on programme	Construction work is now complete. The building was officially handed over from the Contractor on Friday 26th August.	The budget is made up as follows: ERDF - £4,727,854 TVCA £2,800,000 Building BF £750,000 Design Fund £60,000	Costs presently in line with Budget.		SCAPE	NEC Engineering & Construction Contract Option A	Wilmut Dixon	£7,223,510	
Sum Parc Masterplan + Infrastructure						🟡	Live	Economic Growth & Neighbourhood Services	Economic Growth	Anthony Hewitt	Joanne Wood	R0144	£0	£511,500	£4,265,593	£4,877,093	£4,877,093	%	£0	31-Aug-18	30-Nov-22	30-Nov-22	0	Y	Noel Watacki	Works are to be undertaken in 2 phases. Phase 1 which is the installation of the drainage within the roof topped out areas from Jan 22 - 28th Feb 22 and Phase 2 which is the digging of the main and connectors within the trapped out areas from May 22 - Aug 22. Phase 1 is now complete. Work is due to commence May 22. Work is presently on programme. The site is presently suffering from ASB. The semi permanent new barrier and Heats fencing is getting installed on a daily basis. Due to the existing road licence the barrier requires repairing/replacing immediately and therefore costs may increase.	A new programme has been submitted which now states that all the works including landscaping will be complete by end of November 2022. Once these works have finished there is a requirement as part of the Natural England licence to provide a further 3 ponds within the site. Final construction details have been submitted to Seponors to provide a quote.	The recent storms have caused problematic ground conditions although work has continued additional costs have been realised. Due to the weather conditions it is possible that phase 2 works will go beyond the programme.		Spine Road Phase 2 Ecological mitigation planting & seeding	Short Term NEC	DBC Highways / Brantleवन	£1,109,897		
Eastbourne Sports Pitches & Drainage						🟦	Live	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Rebecca Robson	L0154	£0	£2,350,000	£0	£2,350,000	£2,350,000	%	£0	31-Jul-23	24-Mar-23	234	Y	SPACE	Planning Application - September 2022. Start on Site Phs 1 Athletics Track - April 2023. Start on Site Phs 2 Changing & Parking - April 2023. Start on Site Phs 3 3G & pitches - Mid April 2023 Handover - August 2023	Planning Application - September 2022. Start on Site Phs 1 Athletics Track - April 2023. Start on Site Phs 2 Changing & Parking - April 2023. Start on Site Phs 3 3G & pitches - Mid April 2023. Handover - August 2023	Budget increase agreed	Planning Approval Period September - December 22		Space	RIBA Stage 1 - 3 Design Work	Standard DBC T&C	Space Architects	£21,865	
Dolphin Centre Bowling Alley & Soft Play						🟡	Live	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Richard Storey	D0174	£1,600,000	£184,687	£1,784,687	£1,784,687	%	£0	27-Nov-20	19-Mar-21	19-Mar-21	0	Y	Mike Brown	Completed. Closure report outstanding.	Completed. Closure report submitted.	On revised budget				In spirit of JCT Intermediate	In House no contract	£1,731,721		
Dolphin Centre M & E Refurb						🟦	Live	Services	Services	Liam Siddeman	Ben Walsde	D0191	£0	£2,300,000	£0	£2,300,000	£2,300,000	%	£0			0	Y	AN Consultants - Andrea Nichols	July 22 update - consultant developing initial project brief	Feasibility study due September 22. Project team to meet to review findings & approve CP2		Market conditions, inflation, risks to business operators of delivering upgrade & CDM concerns relating to refurbishment of existing building		DTA					
Demolition of 12-18 King Street						🟦	Live	Economic Growth & Neighbourhood Services	Economic Growth	Guy Metcalfe	Rebecca Robson	R0163	£0	£220,000	£0	£220,000	£220,000	%	£0	30/07/2023	30/07/2023	0	Y	A & N Consultants	On hold until a demolition date has been decided	Party wall works have been commissioned		Demolition cannot proceed until Bat License has been issued (May 23) and party wall agreement has been drawn up.							
Demolition Sports Direct Building						🟡	Live	Economic Growth & Neighbourhood Services	Economic Growth	Guy Metcalfe	Brian Robson	R0177	£0	£300,000	£0	£300,000	£220,000	-27%	£-80,000	29-Jun-22	30-Jun-22	30-Jun-22	Y	A & N Consultants	Demolition works are ongoing and is being managed through Building Services	Demolition works now complete				Contractor will be working to DBC Building Services	Main Works	Nepo Framework	Robson & Birtall	£178,350	
Darlington Station Gateway West						🟡	Live	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Jula McCabe	R0169	£1,600,000	£1,915,246	£172,287	£2,087,533	£1,996,770	-4%	£-90,763	15-Apr-24	15-Apr-24	0	Y	Fairhurst	Design progressing by Fairhurst/Sanderston. Planning application granted. Currently in RIBA Stage 4.	Stage 4 being completed with input from DBC engineers.	Latest budget estimate is slightly under original one, but these are only estimates at this stage.	One property left to be acquired on west side therefore final demolition and construction start constrained by CPO and subsequent party wall process.				Stage 3 & 4 Design	NEC	Fairhurst through Wilmut Dixon	£45,450
Darlington Station Gateway East						🟦	Live	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winstanley	Ben Walsde	R0149	£0	£12,934,732	£0	£12,934,732	£12,934,732	%	£0	03-Jun-24	03-Jun-24	0	Y	Napper Architects - Alan Ross	July 22 update - demolition & enabling works underway. WDC to revise programme once DfT PBC for project funding is approved. Start date likely to move. WDC Stage 5 design & subsequent tender placing at risk due to lack of information received back from NR. DBC raised issue with NR senior management.	August 22 - Stage 5 design at risk of delay due to NR information release. Demolition & enabling works underway. Full hoarding erection & footpath diversion in place September. Main contract price due for submission Oct 22.	WDC Stage 4 submission assessed by PGS-H&I & Partners, market comparison report received. WDC requested to justify items considered above average rates. Statements received and under review.	Aug 22 - Stage 5 design at risk of delay due to NR information release. Cable Market Car Park completion date to be reviewed in September with WDC to assess potential delay to main contract. piling works. Last 2 remaining properties under CPO delayed until Nov 22 hand-over.		Napper Architects	Stage 3 & 4 Design	SCAPE	Wilmut Dixon	£1,881,659	

Project	CP1 Start Up	CP2 Initiate	CP3 Design	CP4 Delivery	CP5 Review	Status Symbol	Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Feasibility Budget	Original Approved Budget	Increase To Initial Approved Budget	Current Approved Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date	Revised Approved Project Completion Date	Anticipated Project Completion Date	Schedule Variation (Days)	CDM Notifiable Project	Principal Designer	Previous Plan Progress	Plan Progress	Budget Progress Report	Issue Status Report	Lead Consultant	Contracts in place	Contract Type/Form	Contract With	Contract Value
Darlington Station Enabling Works						▲	Live	Economic Growth & Neighbourhood Services	Economic Growth	Anthony Hewitt	Ben Waide	R0181	£0	£546,000	£0	£546,000	£546,000	%	£0	17-Sep-22	29-Nov-22	0	Y	Graeme Smith Fairhurst	July 22 update -Tender by Highways delayed due to information from consultants. Highways working towards enabling works in August. Fairhurst working to discharge planning conditions and respond to TO raised by Highways team	Aug 22- construction programme submitted by Highways- completion Nov 22. Capital Projects to assess impact on East Gateway programme. Final design coordination with LNER suppliers underway to allow pricing & orders for CCTV/data systems	Cost plan review to be carried out following Stage 4 design completion, current forecast is to be treated with 1.1M with opportunities to reduce cost further. Increases resulting from planning discharge conditions, ground condition risks & product specifications required by LNER. May 22 update - cost plan update carried out based on Stage 4 design-increase of circa 60k due to hazardous waste content within made ground on site. Proposal to mitigate this- leave spoil on site at SE corner, quantities to be verified.	Aug 22- Highways tender period extended. CCTV/Data system design still to be treated with LNER supplier. Planning discharge statement submitted to allow enabling works to commence.	Fairhurst	Design Services	Works & Services Contract	Fairhurst	£102,000	
Darlington Station Demolitions						●	Live	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winesley	Ben Waide Julia McCabe	R0165	£0	£1,322,940	£0	£1,322,940	£1,322,940	%	£0	01-Mar-23	01-Mar-23	0	Y	A & N Consultants	GATEWAY EAST: Utility disconnections under way. Tender period for demolition contractor underway. WDC may need to be awarded package to ensure a coordinated approach to the enabling works of the main construction contract is achieved. Procurement meeting on 4.2.22 to review. South of Albert Street Completion: September 2022 North of Albert Street Completion: November 2022 (CPO contained) Pembro/Victoria road: Utility disconnections complete and party wall agreement process started. Hagins & Hensbury Completion: 17/06/2022 Park Lane/Waverley Completion: 17/03/2023 (CPO & Party Wall contained)	GATEWAY EAST: Utility disconnections and asbestos soft strip progressing. Conclusion of demolitions on the east anticipated to be Spring 2023 GATEWAY WEST (3 properties/Hagins): Party wall process complete and the return date for demolition prices is 21st September. Presbury: Utility disconnections complete and party wall agreement process started. Park Lane/Waverley: Following the conclusion of the CPO process (01/06/22) this property is now owned by the Council. The party wall process will be started. Conclusion of demolitions on the west anticipated to be Spring 2023	Where properties have been acquired/disconnectors, pre demo surveys & party wall agreements are progressing. The CPO process constrains demolitions North of Albert St (SG East) and SG West. A party wall agreement is also required prior to the demolition of the last property to be acquired (Wey vs CPO) at SG West.	Where properties have been acquired/disconnectors, pre demo surveys & party wall agreements are progressing. The CPO process constrains demolitions North of Albert St (SG East) and SG West. A party wall agreement is also required prior to the demolition of the last property to be acquired (Wey vs CPO) at SG West.	Party Wall/ Demolitions on Phase 1 East under main WDC contract	T & C/ MEC	Sanderson Witherall/ Wilmet/dixon			
Darlington Station CPO & Acquisitions						●	Live	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winesley	Julia McCabe	R0170	£0	£8,077,262	£0	£8,077,262	£8,077,262	%	£0	21-Sep-22	21-Sep-22	0	N	N/A	CPO process concluded with the general vesting date of 1st September. All the CPO land (except Network Rail and LNER interests) is now in the Council's ownership. Final possessions taking place with land released for demolitions. Possession has been agreed for all but three properties and the project budget carries a specific risk fund until these compensation amounts are agreed.	Anticipated completion date (21/09/22) refers to conclusion of CPO and possessions process.	Compensation for all but four properties agreed. Now land vested in the council it is for the owners to submit a claim to the Council for its consideration. Acquisition budget actively monitored and savings released to main project budget as compensation is agreed/ risks mitigated or realised.	CPO land (other than Network Rail & LNER interests) vested in the Council on 1st September 2022. Final possessions are now taking place to facilitate demolitions. Framework Agreement dealing with the land transfer to NR and licence for DMC construct to be agreed by 17/10/22	CPO / Legal Advice	Standard T & C's	Ward Highway	£102,000		
Crown Street Library Refurbishment						▲	Live	Services	Services	Ian Thompson	Richard Storey	L0148	£0	£2,910,436	£230,000	£3,145,436	£3,318,085	5%	£172,649	09-Feb-23	31-Jul-23	31-Jul-23	0	Y	Andrew Buntery	Works progressing. Contractor expects to make up lost time due to getting roof halt within the contract period.	Works progressing to roof and internal works	Increase in outturn cost following quantification of EoT from Building Services. Bid submitted for Lift from Arts Council	Further VE to be investigated.	M & E Design	Standard T & C	DTA		
Phase 1 Theatre Refurbishment & Theatre Ballroom						●	Live	Economic Growth & Neighbourhood Services	Economic Growth	Ian Thompson	Mike Bown	L0156	£0	£513,500	£0	£513,500	£513,500	%	£0	31/08/2023	31/08/2023	0			External Consultants working with DBC have identified the required specification for equipment which will be used in the Camera upgrade. Following an initial project briefing, a detailed Project Plan and the Project Control Documents are being created. 21/09/22 Procurement Board Request submitted to allow Open Tender.	Report agreed at Procurement Board to allow tendering of the project. Lead in for both the tendering and subsequent works are expected to run into the next financial year. (2023/4) Projection for 2022/3 is currently estimated and may be subject to change.	Initial discussions have taken place with existing network providers regarding transfer from Analogue to Digital. The necessary timescales are being looked at to ensure appropriate Project Planning is in place to facilitate a smooth transition of the network feed when the cameras are changed.		Main Contract	JCT	TBC	TBC		
Centre Park Renewal & Transformation						●	Live	Economic Growth & Neighbourhood Services	Economic Growth	Dave Winesley	Michael Bown	R0172	£0	£2,650,000	£250,000	£2,900,000	£2,900,000	%	£0	31-Mar-22	31-Mar-23	28-Feb-23	-31	Y	WDC	Clearance of Historic materials and obstructions nearby complete. Biodiversity Net Gain to be agreed off site to maximise Development opportunity Planning Application submitted Southern Access Road works commenced	New Access Roads completed. Still awaiting Planning Determination as Planners awaited Consultants. (following further requests for information which have been provided) Supply Chain costs and timescales have been and are still being affected by the global economic market. Indications are that works will continue into the final quarter of 2022/23.	Work due to 2022/3 is currently estimated and may be subject to change.	Landscape works will commence when Planning determination is received. Planning awaiting final consultant feedback to allow determination). Branding and signage are now being looked at.	Proc Hub	WDC	£1,803,301		
A68 Woodland Road Outram Street Duke Street						▲	Live	Services	Services	Andy Casey	Noel Waacki	TP240	£0	£460,000	£1,242,408	£1,702,408	£1,702,408	%	£0	31/03/2022	01/09/2022	31/03/2023	212	Y	Noel Waacki	Work due to commence on Duke Street, Outram Street site in September 2022 following completion of Woodland Road which was delayed due to problems with utility companies.	Work due to commence on Duke Street, Outram Street site in September 2022 following completion of Woodland Road which was delayed due to problems with utility companies.	Funding is £1,702,408 from TVCA		DBC	Agreed Contract Rates	DBC	TBC	
Allington Way- Phase 3						▲	Live	Operations	Operations	Anthony Sangys	Ben Waide	H6743	£0	£8,623,253	£14,997	£8,638,250	£9,264,359	7%	£626,109	31-May-22	31-May-22	0	Y	Mike Brown	Removal of site signage & final landscaping works to be completed	Sept 22 update- Defect Liability period completed	Fire door compliance to be resolved by Building Services.		Main Works	In Spirit of JCT	Building Services	£8,105,434		
Adaptations Lifts						●	Live	Operations	Operations	Cheryl Williams	Matthew Plews	H6230	£0	£200,000	£120,283	£320,283	£320,283	%	£0	31/03/2023	31/03/2023	0	Y	Matthew Plews	Ad-hoc requests to carry out Social care adaptations in tenants homes. All works have not been able to be completed in the financial year so remaining budget slipped to 2022-23	Ad-hoc requests to carry out Social care adaptations in tenants homes. All works have not been able to be completed in the financial year so remaining budget slipped to 2022-23	2021 Budget slippage £84k + 2122 Approved £200k	Major extension to 160 Webeck not completed on time, other works are at feasibility stage and planned for 2022-23	Adhoc	Adhoc				
Communal Works 22-23						●	Live	Operations	Operations	Cheryl Williams	Matthew Plews	H6243	£0	£150,000	£51,634	£201,634	£201,634	%	£0	31/03/2023	31/03/2023	0	Y	Matthew Plews	This is to cover door entry systems including a new cloud based system. Work to define the provider ongoing and establish proposed costs	This is to cover door entry systems including a new cloud based system. Work to define the provider ongoing and establish proposed costs	Budget 2022/23 - £150k + Slippage of £52k from 21/22	Tender to be completed. Current pricing being obtained.						
Energy Efficiency 22-23						●	Live	Operations	Operations	Cheryl Williams	Matthew Plews	H6316	£0	£1,000,000	£990,491	£1,690,491	£1,690,491	%	£0	31/03/2023	31/03/2023	0	Y	Matthew Plews	LAD1b- Loft insulation work complete. Windows Contractor onsite delivering LAD2 - E.ON are starting to make contact with tenants SHDF - Awaiting decision	LAD1b - Loft insulation work complete. Windows Contractor onsite delivering LAD2 - E.ON are starting to make contact with tenants SHDF - Awaiting decision	Budget Agreed for match funding (£1m) which will be supported by Grant Funding LAD1b - £622k LAD2 £226k (This is max as the grant is shared with Private Sector Housing and this assumes only LA Social housing properties are completed)	(£1m) which will be supported by Grant Funding LAD1b - £622k LAD2 £226k (This is max as the grant is shared with Private Sector Housing and this assumes only LA Social housing properties are completed)	Supporting LAD1b LAD2 contracts	LAD1b - Anglian November/23 LAD 2 - E.ON (Via TVCA)				
External Works 22-23						●	Live	Operations	Operations	Cheryl Williams	Matthew Plews	H6237	£0	£200,000	£198,882	£398,882	£398,882	%	£0	31/03/2023	31/03/2023	0	Y	Matthew Plews	No contractor currently appointed for planned work. Temporary contract in place with Westwood Timber for responsive repairs.	No contractor currently appointed for planned work. Temporary contract in place with Westwood Timber for responsive repairs.	Planned work was poor performing contractor, therefore new tender to be advised.							
Feathams House						●	Live	Chief Exec and Economic Growth	Chief Exec and Economic Growth	Ian Williams	Jenny Dixon and Jane Suckelle Project Richard Skirry PM- building delivery	D0161	£246,000	£9,500,000	£0	£8,500,000	£8,460,880	-0.50%	-£39,120	30/07/2019	31/05/2020	15/05/2020	-16	Y	Tim Rarford (Nappers)	Project complete and handed over. Treasury to take base case of whole building for min 3 years. Lease in travelling draft form to be completed shortly.	Project complete and handed over. Treasury to take base case of whole building for min 3 years. Lease in travelling draft form to be completed shortly.	currently 39k underspend.	Treasury occupying under licence for enabling works. A Notice has been issued to OPM/ATES for the site compound. AFL drafted and a few final points to agree before completion. Solicitors have been instructed in relation to a Deed of Release ref the title restriction ref ERDF Funding. This is being handled by Alex Fosse at DWV.	Development agreement with Wilmet Dixon for Design and Build	NECC ECC Option A	Wilmet Dixon Construction		
Garages 22-23						●	Live	Operations	Operations	Cheryl Williams	Matthew Plews	H6233	£0	£50,000	£138,139	£188,139	£188,139	%	£0	31/03/2023	31/03/2023	0	Y	Matthew Plews	Tender awarded to Westwood Timber. Pre-tender meeting to be arranged to agree start date.	Tender awarded to Westwood Timber. Pre-tender meeting to be arranged to agree start date.	£50k budget for 22/23 + £138k slippage from 21/22		Yes	Tender	Westwood Timber	142000		
Houghton Road- Toronto Way						●	Live	Services	Services	Andy Casey	Noel Waacki	TP722	£0	£1,538,433	£0	£1,538,433	£1,538,433	%	£0	31/03/2020	31/07/2021	487	Y	Noel Waacki	Awaiting closure report	Awaiting closure report	Budget comprises £1,367,433 NPF + £172,000 LTP match funding		DBC	Agreed Contract Rates	DBC	1051053		
Heating Replacement 22-23						●	Live	Operations	Housing	Cheryl Williams	Matthew Plews	H6231	£0	£1,105,000	£786,801	£1,891,801	£1,891,801	%	£0	31/03/2023	31/03/2023	0	Y	Matthew Plews	Programme paused due to leave, but it is proposed it will restart in September for Team 1. 2nd Team will commence 12th September	Programme paused due to leave, but it is proposed it will restart in September for Team 1. 2nd Team will commence 12th September	Budget £1 105m for 22/23 + £399k slippage = £2 04m budget	The 2nd team has been delayed to original proposal, however it is anticipated this can be recovered.	DBC	Internal - Building Services	Building Services	2044000		

Page 100 of 100

Project	CP1 Start Up	CP2 Initiate	CP3 Design	CP4 Delivery	CP5 Review	Status Symbol	Status	Client Department	Delivery Department	Internal Project Sponsor	Internal Project Manager	Cost Centre	Feasibility Budget	Original Approved Budget	Increase To Initial Approved Budget	Current Approved Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)	Original Planned Project Completion Date	Revised Approved Project Completion Date	Anticipated Project Completion Date	Schedule Variation (Days)	CDM Notifiable Project	Principal Designer	Previous Plan Progress	Plan Progress	Budget Progress Report	Issue Status Report	Lead Consultant	Contracts in place	Contract Type/Form	Contract With	Contract Value
LAD 1b funding						●	Live	Operations	Operations	Cheryl Williams	Matthew Plews	H6751	£0	£1,269,000	£0	£1,269,000	£1,269,000	%	£0	30/09/2022	30/09/2022	0	Y	Mathew Plews	LAD1b - Loft insulation work complete. Windows Contractor onsite delivering. Additional funding agreed by BEIS to extend the programme to end of May 22. Contract Delivery has been agreed by BEIS to extend to the end of August 2022 with closure reports by the end of September 2022. All results are complete, but works on ventilation to meet the PAS2035 requirements are ongoing until the end of August.	Project Completed	Grant Funding LAD1b - £384k 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 contractor will be delivering until the end of August with reporting to be carried out by September.		LAD1b Anglian (Double Glazing/Novo ra (Loft Insulation))	In spirit of JCT	LAD1b - Anglian Novora	984000	
LifeLine 22-23						●	Live	Operations	Operations	Cheryl Williams	Matthew Plews	H6233	£0	£50,000	£0	£50,000	£50,000	%	£0	31/03/2023	31/03/2023	0	Y	Mathew Plews	Work ongoing to understand lifecycle changes and progress any due in year.	Work ongoing to understand lifecycle changes and progress any due in year.	£50k budget is assigned as part of the cumulative budget to support the door entry system.							
Pre-paint repairs & External decoration						●	Live	Operations	Housing	Cheryl Williams	Matthew Plews	H6234	£0	£90,000	£30,000	£90,000	£90,000	%	£0	31/03/2023	31/03/2023	0	Y	Mathew Plews	Tender awarded to Mile. Pre-start meeting W/C 15th Aug. On site expected Early September.	Tender awarded to Mile. Pre-start meeting W/C 15th Aug. On site expected Early September.	£60k 2022-23 Budget + £30k slippage			Not yet	Tender	Mile	90000	
Red Hall Send						★	Live	People	People	Tony Murphy	Rebecca Robson	E1888	£0	£1,572,289	£55,709	£1,637,998	£1,451,678	-11%	-£186,320	01/09/2020	31/10/2021	0	Y	Mike Brown	Awaiting closure report	Awaiting closure report	Final account agreed and code closed.	N/A		DLO Delivery	DBC Standard T & C	Internal Building Services	1181136	
Replacement Door Programme 22-23						●	Live	Operations	Operations	Cheryl Williams	Matthew Plews	H6240	£0	£450,000	£631,839	£1,081,839	£1,081,839	%	£0	31/03/2023	31/03/2023	0	Y	Mathew Plews	Contract awarded to Anglian. Pre-start meeting W/C 15/08/22	Contract awarded to Anglian. Pre-start meeting W/C 15/08/22	Budget £450k + Slippage £632k from 21/22 & 2021	1081839				Tender	Anglian	1082000
Rise Carr SEND						●	Live	People	People	Tony Murphy	Rebecca Robson	E1889	£0	£1,526,920	£989,648	£2,516,568	£2,516,568	%	£0	01/09/2020	22/04/2022	22/04/2022	0	Y	Accom - Mark McCreesh	All phases complete - CP4 being started. End of defects periods are listed below. Roofing works - September 2021 Condition works to sport hall - April 2022 Window replacement - October 2022 Internal remodel - October 2022 SEND new build & externals - October 2	All phases complete - CP4 being drafted. End of defects periods are as listed. Window replacement Oct 2022. Internal remodel Oct 2022. SEND new build & externals Oct 2022	Final Account Agreed		Accom - Sam Levitt	Perfect Circle for the Design Team DLO for the Contractor Standard DBC T&C with IT Systems for the new ICT equipment - Procurement Board ref is PB2020-00268	JCT	Internal Business Services	2111926
Roof replacement & Repointing						●	Live	Operations	Housing	Cheryl Williams	Matthew Plews	H6235	£0	£1,000,000	£96,000	£1,086,000	£1,086,000	%	£0	31/03/2023	31/03/2023	0	Y	Mathew Plews	Programme not due to start until c/Aug/Sept 22. Contract to be tendered in advance	Programme not due to start until c/Aug/Sept 22. Contract to be tendered in advance	Budget £1m for 22/23 + Slippage £86k from 21/22			No	Tender	TBC	1086000	
SHDF Wave 1						●	Live	Operations	Operations	Cheryl Williams	Cheryl Williams		£0	£597,041	£0	£597,041	£597,041	%	£0	31/03/2023	31/03/2023	0	Y	Mathew Plews	Contract awarded to Marshall & McCourt. Looking to set up Pre-start late Aug/Early Sept. Matched funding to also be applied from energy efficiency money. Works to be determined by retrofit assessment	Contract awarded to Marshall & McCourt. Looking to set up Pre-start late Aug/Early Sept. Matched funding to also be applied from energy efficiency money. Works to be determined by retrofit assessment			DPS Framework - Agreement with TVCA	Framework (DPS) East Midlands	Marshall & McCourt	597041		
Skinnersgate & Indoor Market External Highway Works						●	Live	Services	Services	Andy Casey	Noel Walecki	TP148	£0	£120,000	£0	£120,000	£120,000	%	£0	31/03/2022	31/12/2022	275	Y	Noel Walecki	Design works complete. Meeting required to discuss indoor market options could reduce scheme on Skinnersgate. Scheme could be extended to include Consciffe Road. Main funding to be financed from the Towns Fund.	Design works complete. Meeting required to discuss indoor market options could reduce scheme on Skinnersgate. Scheme could be extended to include Consciffe Road. Main funding to be financed from the Towns Fund.	£120,000 from Advanced Design Budget Main works to be funded by the Towns Fund.	Project asked. Revised completion date 31/12/22 however this may slip again dependant on final design.		DBC	Agreed Contract Rates	DBC	120000	
Structural Repairs						●	Live	Operations	Housing	Cheryl Williams	Matthew Plews	H6232	£0	£400,000	£0	£400,000	£400,000	%	£0	31/03/2023	31/03/2023	0	Y		Programme will start cJan/Feb 23 to ensure a smooth transition on site into the following financial year. Contract already in place	Programme will start cJan/Feb 23 to ensure a smooth transition on site into the following financial year. Contract already in place	Budget £400k for 22/23			Yes	Tender	ReGEN	400000	
W16 Road Access to Station						●	Live	Services	Services	Andy Casey	Noel Walecki	TP818	£0	£1,025,000	£0	£1,025,000	£1,025,000	%	£0	31/03/2020	31/07/2022	0	Y	Noel Walecki	Awaiting closure report	Awaiting closure report	Funding in £675,000 LGF + £300,000 LTP			DBC	Agreed Contract Rates	DBC	589540	
W16 Road Access to Station						●	Live	Services	Services	Andy Casey	Noel Walecki	TP241	£0	£190,000	£0	£190,000	£190,000	%	£0	31/03/2022	31/03/2023	0	Y	Noel Walecki	Scheduled for 2022/23. Consultant appointed to carry out AP. May outturn higher than expected dependent on cost of footway scheme. Drainage design required. Bridge design currently with Jacobs cost approximately £7k.	Scheduled for 2022/23. Consultant appointed to carry out AP. May outturn higher than expected dependent on cost of footway scheme. Drainage design required. Bridge design currently with Jacobs cost approximately £7k.	LTP plus Section 106 developer contributions	Project required additional drainage and bridge design, completion date revised to be 31/03/23 dependent on final bridge design being received from Jacobs.		DBC	Agreed contract Rates	DBC		
Window replacement 22-23						●	Live	Operations	Housing	Cheryl Williams	Matthew Plews	H6241	£0	£500,000	£2,206,916	£2,706,916	£2,706,916	%	£0	31/03/2023	31/03/2023	0	Y	Mathew Plews	Work has begun on our programmed works alongside completion of grant funded works.	Work has begun on our programmed works alongside completion of grant funded works.	Budget 22/23 £500k + £1m slippage from 21/22 & 2021 + £1,386m slippage from IMA agreed to be spent on windows delivery			Yes	Extension	Anglian	2886000	
Total													£2,066,000	£131,436,552	£54,328,371	£185,764,923	£186,155,478		£390,555															

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2022/23 Capital Resources Summary					
Row Ref.		Approved Commitments £M	Virement of Resources £M	Variance £M	Total £M
1	Capital Commitments				
2	Brought forward from 2021/22	159.678			
3	2022/23 Capital Programme (released by Cabinet)	49.481			209.159
4	Projected (Under)/Over Spend				
5	Total Commitments	209.159	0.000	0.000	209.159
	To Be Funded By:				
	External and Departmental Resources				
6	External Funding and Departmental Supported Borrowing	2.676	-	-	2.676
7	Departmental Unsupported Borrowing	0.000	-	-	(0.000)
8	Capital Grants	83.026	-	-	83.026
9	Capital Contributions	1.815	-	-	1.815
10	Revenue Contributions	30.152	-	-	30.152
11	Capital Receipts - HRA	0.303	-	-	0.303
	Total	117.972	0.000	0.000	117.972
	Corporate Resources				
12	Capital Receipts (General Fund)/ Prudential Borrowing	91.187	-	-	91.187
	Total	91.187	0.000	0.000	91.187
13	Total Resources	209.159	0.000	0.000	209.159

Corporate Resources Analysis		
		£M
14	Required Resources to fund 2022/23 expenditure (see above)	91.187
15	Total Planned Use of Corporate Resources	91.187
16	Less: Total Projected net Capital Receipts 22/23 (as per Appendix 3)	(4.918)
17	Add: projects already released and included in the capital commitments above	6.594
18	Corporate Resources required to fund capital programme	92.863

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Capital Receipts Utilisation - latest projection

	2022/23	2023/24	2024/25
	£m	£m	£m
Projected Opening Balance as at 1 April	0.579	(1.676)	6.953
Projected net Capital Receipts	4.339	9.029	3.095
Total projected Capital Receipts	4.918	7.353	10.048
<u>Less (as per approved capital programme)</u>			
Capitalisation utilisation as per MTFP	(1.085)	0.000	0.000
Council funded schemes	(3.935)	(0.400)	(0.400)
Economic Growth Investment Fund	(0.897)	0.000	0.000
Slippage from previous years	(0.677)	0.000	0.000
Projected available Capital Receipts as at 31 March	(1.676)	6.953	9.648

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FINAL OUTTURN REPORT DOLPHIN CENTRE TEN PIN BOWLING

SUMMARY REPORT

Purpose of the Report

1. To report the lessons learned from the project and the final outturn in accordance with the Financial Procedure Rules.

Summary

2. The Dolphin Centre has long been a cornerstone of the town centre and a key facility to draw in families and young people. Following the decision by Cabinet in 2018 to not relocate the Library to the Dolphin Centre, work was undertaken to develop a range of facilities that improve the family and teen offer within the building.
3. The work resulted in the construction of a five-rink Ten Pin Bowling Alley and extension to Soft Play as well as a continuation of the phased mechanical and electrical upgrade of the centre.
4. Para 43 of the Financial Procedure Rules requires that the final outturn of all schemes with a value in excess of £1 million be reported to Cabinet.
5. The report reviews the actual cost, timeliness and quality including lessons learned; to ensure a continuous review of capital planning, management and reporting, with regard to best practice, experience and opportunities for improving the Council's capital and asset management processes.

Recommendation

6. It is recommended that Members note the final outturn of the Project.

Reasons

7. The recommendations are supported by the following reasons:-
 - (a) To comply with the Council's Financial Procedure Rules.
 - (b) To ensure a continuous review of capital planning, management and reporting, with regard to best practice, experience and opportunities for improving the Council's capital and asset management processes.

Richard Storey – Capital Projects Manager

MAIN REPORT

Information and Analysis

8. Following the decision in 2018 by Cabinet not to relocate the Library to the Dolphin Centre, officers proposed to extend the family/teen offer within the Dolphin Centre building. There was for a while a desire to include Ten Pin Bowling within the Dolphin Centre. This was borne out by the Town Centre Strategy Consultation where there were strong suggestions of support for the development of a Ten Pin Bowling Alley within the town centre.
9. Whilst it was disappointing to existing Squash users at the Dolphin Centre, there was the opportunity to close the three Squash courts, converting the space to accommodate at an upper level on a mezzanine floor, a five-rink Ten Pin Bowling Alley and at ground floor, extending the Soft Play facility.
10. Extensive works saw a mezzanine floor constructed and a Ten Pin Bowling Alley installed on the first floor accessible through the Bistro onto what was the Squash Court Viewing Gallery.
11. The redevelopment of the squash courts at ground floor level also enabled the expansion of the popular soft play provision with full redesign and renewal of equipment.
12. As part of the works the mechanical and electrical installations that covered the majority of the areas under redevelopment were extensively updated as proposed under the original Library project. M&E was a significant proportion of the scheme and was the second phase of the dolphin centre phased services replacement.
13. The project was managed internally by the Capital Projects Office staff from inception through to completion, with valued support from the Dolphin Centre operational and management teams. A monthly progress meeting was held with the Principal Contractor to monitor progress against programme, and health, safety and quality issues.
14. The overall budget for the scheme was £1.78million; £600,000 for mechanical and electrical installations and remainder for building alterations and installation of Ten Pin Bowling and extension to the Soft Play facility. The final spend for the scheme was £1,798,250. The project completed 19th March 2021.
15. The project was designed by the authority's Building Design Services division and works were delivered internally through the Building Services division.
16. Para 43 of the Financial Procedure Rules requires that the final outturn of all schemes with a value in excess of £1 million be reported to Cabinet.
17. The report reviews the actual cost, timeliness and quality including lessons learned to ensure a continuous review of capital planning, management and reporting, with regard to best practice, experience and opportunities for improving the Council's capital and asset management processes.

Cost

18. The table below summarises the project budget and final outturn.

Original Project Budget (CP1)	Original Approved Project Budget	Revisions to Approved Project budget	Approved Project Budget	Final Out Turn Cost	Variance (%)	Variance (Value)
£1,600,000	£1,600,000	£184,687	£1,784,687	£1,798,250	<+1%	+13,563

19. The increase in budget at CP3 stage followed the return of tender sum and subsequent value engineering exercise.

Quality

20. In terms of quality the project provided the centre with a modern new facility as well as upgrading the existing soft play area. Upgraded Mechanical and electrical installations continued the phased upgrade of the building systems.

Time

21. The table below summarises the project timeline.

Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Actual Completion Date	Schedule Variation (days)
27 th November 2020	19 th March 2021	19 th March 2021	0

Lessons Learned

22. The Asset Management and Capital Programme Review Board (AM&CPRB or AMG) has specific roles defined in the Council's Constitution. The Board shall maintain a continuous review of capital planning, management and reporting, with regard to best practice, experience and opportunities for improving the Council's capital and asset management.

23. The key findings and lessons learned from this project are summarised below:

- (a) Works carried out during first covid restrictions slowed progress due to working requirements; particularly during site establishment – the team now have a better understanding of requirements and how to mitigate these should restrictions be reintroduced.

- (b) Mezzanine floor steelwork design delayed progress on site – more thorough survey and workup of structural design should be instigated earlier in the design process and fully agreed prior to commencement.
- (c) Late responses to Technical Queries (TQ's) requests often resulted in delays on site – TQ's to be prioritised during delivery phase by contract administrator.
- (d) Cost increase between CP2 and CP3 following tender return could be mitigated by allowing a longer tender period encouraging a wider range of sub-contractors to apply. Sub-contractors should also be primed to bid earlier in the process.
- (e) Financial management during the scheme was a success and model should be followed for future schemes.

Procurement

- 24. It was agreed by Cabinet in December 2019 that works be delivered by the authority's Building Services division.

Contract Management

- 25. In terms of contract management, the main contract was delivered in the spirit of JCT Standard Form of Contract 2011

Health & Safety

- 26. The Principal Designer role for the scheme was delivered internally and the services were provided by Mike Brown, Building Design Services Manager. There were no reportable accidents during the construction phase.

Risk Log

- 27. The risk log for the scheme was regularly reviewed and risk which could be transferred onto the Principal Contractor were included within the main construction contract.

Communications

- 28. The communications strategy for the scheme was developed with the Dolphin Centre Management and Operations team to highlight in good time that the soft play area would be closed for a period, and also advise customers about which services would be available at which particular time during the construction phase.

**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
3 November 2022**

REVENUE BUDGET MONITORING 2022/23 – QUARTER 2

SUMMARY REPORT

Purpose of the Report

1. To consider the revenue outturn 2022/23 – Quarter 2 report.

Summary

2. Attached at **Annex 1** is the revenue outturn 2022/23 – Quarter 2 report which is due to be considered by Cabinet at its meeting on 8th November, 2022.

Recommendation

3. It is recommended that Members consider and discuss the revenue outturn 2022/23 – 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
8 NOVEMBER 2022**

REVENUE BUDGET MONITORING 2022/23 – QUARTER 2

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

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

SUMMARY REPORT

Purpose of the Report

1. To provide an early forecast of the 2022/23 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 2022/23. The latest projections show an overall decline of £1.351m on the 2022-26 Medium Term Financial Plan (MTFP). This is due to £0.384m of additional balances following the 2021/22 outturn, £0.539m of projected departmental overspends in 2022/23 and a £1.196m decline in corporate resources.

Recommendation

3. It is recommended that:-
 - (a) The forecast revenue outturn for 2022/23 be noted.
 - (b) Further regular reports be made to monitor progress and take prompt action if necessary

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 Operations**

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.
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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 2022/23 and provides a mid-year forecast of the 2022/23 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. Overall, the projected General Fund reserves position as at the 31 March 2023 is £22.662m, which is a decline of £1.351m on the planned balances in the 2022-26 MTFP. This decline relates to £0.384m additional underspend in the Council's 2021/22 financial results, £0.539m projected departmental overspends in the 2022/23 financial year and a £1.196m decline in corporate resources.
9. The 2022/23 MTFP assumed a pay award of 3%, however due to the increase in the cost of living, the current proposed pay award is for an increase of £1,925 for all pay scales, which equates to an average increase of 6.5% for employees. Although at the time of writing this pay award has not been formally agreed, it has been assumed that this pay award will be approved and therefore creates a pressure to the budget of £2.079m. This pressure has been included within the Council Wide budget pending agreement and payment through the departmental budgets.

Departmental Resources

10. Departmental resource projections are summarised in **Appendix 2** and detailed in **Appendices 2(a) to 2(e)**. Due to the nature of the services, there are difficulties in predicting the final year end positions at this stage of the year, therefore management projections indicate budgets to be online, except for those stated in the following paragraphs.
11. The **People Group** budget is projected to be overspent by £1.054m after previously approved carry forwards, which is an increase of £0.673m on the position reported at Quarter 1. The main changes to the budget position since Quarter 1 are detailed below:
 - (a) **Children's Services** are projecting an overspend of £1.558m at year end, which is a decline in the position reported at Quarter 1 of £0.852m. This increase in expenditure is mainly from the Adoption and Placements budget, that is projected to be overspent by £1.712m at the year end, a movement of £1.006m from Quarter 1. Children's Residential placements costs have increased due to 5 additional complexed residential placements, (4 of which were noted as a potential pressure at Quarter 1)

equating to £1.016m. There are additional costs of accommodating children within our own homes (£0.175m) and Independent Fostering Agencies (£0.159m), however these pressures have been offset by savings in Fostering and other placements budgets (£0.344m).

- (b) The **Education** budget is projected to be underspent by £0.123m at the year end, this is mainly due to savings in pension costs (£0.128m) and an expected reduced clawback regarding the former Haughton Children's Centre (£0.265m). However, there continues to be increased pressures within the school transport provision from increased routes and route costs (£0.274m).
- (c) **Adult Social Care and Health** is projected to be underspent by £0.316m at the year end, which is a movement of £0.009m on the position reported at Quarter 1. The main elements of this movement are broken down into:
 - (i) There is a projected saving of £0.179m from the External Purchase of Care budget areas, a reduction in saving from that reported at Quarter 1 of £0.175m. This comprises savings of £0.231m due to movements in care activity and a number of changes to packages, including attrition which has given a saving of £0.029m. An additional £0.112m of recovery from closed/ended Direct Payment packages and an additional £0.293m of income from health towards packages. There has been a pressure of £0.790m for children transitioning into the adult social care and a movement of £0.050m for the provision of independent complaints.
 - (ii) An exercise has been undertaken to identify savings in the adult social care budget, with supplies and services and premises budgets anticipating a saving of £0.074m. There are staff vacancies within this budget area and maternity savings which is projecting an underspend of £0.103m.

12. The **Services Group** is projecting an underspend of £0.533m, an improvement of £0.530m from the reported position at Quarter 1. The headline areas are detailed below:

- (a) **Capital Projects, Transport & Highways Planning** the overall projected underspend is £0.130m, this is an improvement of £0.150m from Quarter 1. The main elements of this movement are broken down into:
 - (i) Highways – Inflationary pressures of £0.178m are now projected for the service. There is a projected pressure of £0.065m within street lighting due to the anticipated increase in electricity prices for 2022/23 and £0.100m inflationary pressure on responsive repairs due to material and labour costs inflation.
 - (ii) Concessionary fares – following the ENCTS settlement for 2022/23 the saving in concessionary fares has risen by a further £0.405m. This figure includes over £0.180m relating to 2021/22. Work continues within the service to identify future travel needs.
- (b) **Community Services** is expected to be underspent by £0.203m an improvement on Quarter 1 of £0.175m as detailed below:

- (i) Cemeteries is expected to be overspent by £0.036m which is in part due to a small fall in burials in the first half of the year.
 - (ii) Dolphin Centre and Eastbourne Complex– while income continues to recover there are still challenges for leisure services post covid. Staff recruitment can be a challenge but any impact on delivery is being mitigated. Due to staff and supplies savings, the services are expected to underspend by £0.132m.
 - (iii) As work progresses at the Railway Heritage Quarter ahead of the bicentenary celebrations, the Head of Steam has incurred forward planning costs associated with bringing the rich heritage of the site to the fore. A pressure of £0.032m is projected.
 - (iv) Increased fuel costs had originally been expected to impact negatively on the Street Scene service, however, current projections have not seen fuel prices rise as severely as expected. Overall the service is now expected to slightly underspend by £0.037m from staff savings. This is an improvement of £0.107m on the position reported at Q1.
- (c) **Community Safety** is expected to be underspent by £0.200m, an improvement of £0.205m from Quarter 1. Car Parking and Enforcement overall is expected to underspend by £0.230m which is mainly due to better than budgeted income with patronage levels close to pre covid levels.
13. The **Operations Group** is projecting a year end budget overspend of £0.078m, after previously approved carry forwards. This is an improvement of £0.057m on the position reported at Quarter 1. The main changes to the MTFP position are detailed below:
- (a) **Assistant Director Resources** is projected an underspend of £0.170m after previously approved carry forwards. This is mainly due to lower than estimated premium costs for insurance following the completion of the tender, staffing and running cost savings, as well as additional income from staff advertising.
 - (b) **Head of Strategy Performance & Communications** is projected an overspend of £0.086m after previously approved carry forwards. This new pressure has arisen from increased system costs, resulting from additional systems to enhance the Council's digital offer and inflationary costs.
 - (c) **Assistant Director Law & Governance** is projecting an overspend of £0.170m, which is a movement of £0.035m from the Quarter 1 report. The main movements are an increase in Children's legal costs due to demand of £0.061m and an increase in complaints and archiving costs of £0.015m. These have been partly offset by savings in postage costs of £0.040m.
 - (d) **Assistant Director Xentrall Services** is projecting an overspend of £0.050m due to increased mobile data costs. These costs were funded through Covid funding in previous years.

- (e) **Corporate Landlord** is projected to underspend by £0.090m as the projected rise in utility charges is not as great as previously calculated at the start of the year. The latest figures based on NEPO estimates show the position has improved by £0.140m, however, inflationary rises impacting on responsive repairs has seen this figure reduced by £0.050m
14. The **Chief Executive & Economy Group** is expected to underspend by £0.060m for 2022/23 which is mainly due to savings arising from several vacant posts spread across the group and projected underspends within supplies.
15. The School balances and allocations are shown in **Appendix 2(f)**.

Council Wide and Corporately Managed Resources

16. The Council Wide budgets are projected to be £1.426m overspent at year end, which is a decrease of £1.929m on the position reported at Quarter 1. This is mainly due to the proposed pay award being £2.079m higher than the budgeted amount in the current MTFP (paragraph 9). This has been offset in part by an estimated saving of £0.150m following the recent decision to remove the increase in National Insurance which was budgeted from April 2022.
17. Corporately Managed budgets have improved by £0.230m on the position reported at Quarter 1. This improvement results mainly from the release of additional income received by the Council over that included within the current MTFP, for services delivered through existing expenditure budgets.

Housing Revenue Account

18. HRA projections are shown in **Appendix 3** with an overall projected balanced budget.
- (a) The rental income budget is projected to be short by £0.167m which is an improvement of £0.055m on the position reported at Quarter 1. This improvement has resulted from changes to voids and new properties being let ahead of previous projections.
- (b) The operational (management) budget is projected to be overspent by £0.336m at the end of the financial year. This budget projection reflects the rising utilities costs of circa £0.133m, a pressure identified of £0.050m for the cost of council tax/rent for voids. Updated IT software has led to a variance of circa £0.114m and changes in the Lifeline staffing areas has increased by £0.047m.
- (c) Repairs and maintenance projected spend has increased by £0.803m this is mainly due to the increased inflationary pressures on cost of goods and services, with small increases due to cyclical maintenance costs for new build properties.
- (d) The Revenue Contribution to Capital Outlay (RCCO) projected spend includes capital expenditure that was approved as part of previous years capital programmes, which has slipped into the current year.

- (e) The bad debt provision has been reduced by £0.100m to reflect the reduction in outstanding debt.
- (f) The capital financing budget has been amended to reflect the amount of borrowing required in this financial year following updates to the Housing capital programme projections.

Conclusion

- 19. The Council's projected revenue reserves at the end of 2022/23 are £22.662m, a £1.351m decline on the initial 2022-26 MTFP position. This reduction in reserves includes a brought forward amount of £0.384m from 2021/22, £0.539m of projected departmental overspends, and a £1.196m decrease in corporate resources.
- 20. Of the £22.662m projected reserves, we have a commitment to use £22.490m to support years 2 – 4 of the current MTFP, which leaves a £0.172m in unallocated reserves.

Outcome of Consultation

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

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REVENUE BUDGET MANAGEMENT 2022/23

<u>Projected General Fund Reserve at 31st March 2023</u>		2022-26
		MTFP
		(Feb 2022)
Medium Term Financial Plan (MTFP) :-		£000
MTFP Planned Opening Balance 01/04/2022		24,595
Approved net contribution from balances		(582)
Planned Closing Balance 31/03/2023		24,013
Increase in opening balance from 2021-22 results		384
Projected corporate underspends / (overspends) :-		
Council Wide		(1,426)
Additional income received		230
Projected General Fund Reserve (excluding Departmental)	at	23,201
31st March 2023		
Planned Balance at 31st March 2023		24,013
Improvement/(Decline)		(812)

<u>Departmental projected year-end balances</u>		Improvement / (decline)
		compared with 2022-26 MTFP
		£000
People Group		(1,054)
Services Group		533
Operations Group		(78)
Chief Executive		60
TOTAL		(539)

<u>Summary Comparison with :-</u>		2022-26
		MTFP
		£000
Corporate Resources - increase in opening balance from 21/22 results		384
Corporate Resources - additional in-year Improvement/(Decline)		(1,196)
Departmental - Improvement / (Decline)		(539)
Improvement / (Decline) compared with MTFP		(1,351)
Projected General Fund Reserve at 31st March 2023		22,662

GENERAL FUND REVENUE BUDGET MANAGEMENT 2022/23

	Budget			Expenditure	Variance
	Original 2022/23	Approved Adjustments	Amended Approved Budget	Projected Outturn	
	£000	£000	£000	£000	
Departmental Resources					
People Group	66,018	2,257	68,275	69,329	1,054
Services Group	18,126	1,747	19,873	19,340	(533)
Operations Group	16,341	1,871	18,212	18,290	78
Chief Executive	1,288	258	1,546	1,486	(60)
Total Departmental Resources	101,773	6,133	107,906	108,445	539
Corporate Resources					
Council Wide	1,037	(373)	664	2,090	1,426
Financing Costs	637	0	637	637	0
Joint Venture - Investment Return	(1,864)	0	(1,864)	(1,864)	0
Contingencies Budget					
Apprentice Levy	202	0	202	202	0
Risk Contingencies	323	0	323	323	0
Total Corporate Resources	335	(373)	(38)	1,388	1,426
Net Expenditure	102,108	5,760	107,868	109,833	1,965
Contributions To / (From) Reserves					
Planned Contribution to General Fund Reserves (MTFP)	468	0	468	468	0
Departmental Brought Forwards from 2021/22	0	(5,760)	(5,760)	(5,760)	0
General Fund Total	102,576	0	102,576	104,541	1,965

REVENUE BUDGET MANAGEMENT UPDATE 2022/23

	<i>Budget</i>			<i>Expenditure</i>			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Council Wide</u>							
Airport	27	0	27	0	27	27	0
Council Wide Savings	0	0	0	0	0	0	0
National Insurance Increase	373	(373)	0	0	(150)	(150)	(150)
Procurement Savings	(19)	0	(19)	(5)	(14)	(19)	0
Strengthening Families Grant	0	0	0	0	(503)	(503)	(503)
Pay Award	656	0	656	0	2,735	2,735	2,079
In Year Over/(Under) Spend	1,037	(373)	664	(5)	2,095	2,090	1,426

REVENUE BUDGET MANAGEMENT UPDATE 2022/23

	<i>Budget</i>			<i>Expenditure</i>			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
	<u>People Group</u>						
Group Director of People	638	94	732	347	369	716	(16)
<u>Children & Adult Services</u>							
Transformation & Performance	631	189	820	366	384	750	(70)
Business Support	1,392	0	1,392	668	717	1,385	(7)
	2,023	189	2,212	1,034	1,101	2,135	(77)
<u>Children's Services</u>							
Children's Services Management & Other Services	480	137	617	275	363	638	21
Assessment Care Planning & LAC	4,009	81	4,090	2,048	2,190	4,238	148
First Response & Early Help	3,529	(43)	3,486	882	2,490	3,372	(114)
Youth Offending/ASB	277	19	296	29	267	296	0
Adoption & Placements	13,999	13	14,012	6,414	9,310	15,724	1,712
Disabled Children	1,584	(163)	1,421	335	877	1,212	(209)
Quality Assurance & Practice Improvement	138	0	138	(137)	275	138	0
	24,016	44	24,060	9,846	15,772	25,618	1,558
<u>Development & Commissioning</u>							
COVID 19 costs	0	0	0	472	(472)	0	0
Commissioning	2,267	239	2,506	684	1,649	2,333	(173)
Voluntary Sector	273	0	273	205	68	273	0
Workforce Development	149	0	149	(118)	288	170	21
	2,689	239	2,928	1,243	1,533	2,776	(152)
<u>Education</u>							
Education	608	10	618	9,372	(9,151)	221	(397)
Schools	0	0	0	4,949	(4,949)	0	0
Transport Unit	2,443	0	2,443	2,579	138	2,717	274
	3,051	10	3,061	16,900	(13,962)	2,938	(123)
<u>Public Health</u>							
COVID 19 costs	0	0	0	(116)	116	0	0
Public Health	0	0	0	1,048	(1,048)	0	0
	0	0	0	932	(932)	0	0
<u>Adult Social Care & Health</u>							
External Purchase of Care	27,507	1,477	28,984	5,088	23,717	28,805	(179)
Intake & Enablement	632	(30)	602	957	(366)	591	(11)
Older People Long Term Condition	1,506	29	1,535	744	809	1,553	18
Physical Disability Long Term Condition	5	0	5	32	(14)	18	13
Learning Disability Long Term Condition	1,711	164	1,875	707	1,094	1,801	(74)
Mental Health Long Term Condition	1,182	0	1,182	562	517	1,079	(103)
Service Development & Integration	1,058	41	1,099	9	1,110	1,119	20
	33,601	1,681	35,282	7,591	27,375	34,966	(316)
In Year Over/(Under) Spend	66,018	2,257	68,275	37,893	31,256	69,149	874
<u>Carry Forward Requests</u>							
<u>Previously Approved</u>							
Transformation & Performance - Analyst post							70
Commissioning - Prevention/Voluntary Sector developments							110
							180
Revised In Year Over/(Under) Spend							1,054

REVENUE BUDGET MANAGEMENT UPDATE 2022/23

	Budget			Expenditure			(Under)/ Over Spend £000
	Original	Approved	Amended	Expenditure to August £000	Projected Spend £000	Total Projection £000	
	Budget £000	Adjustments £000	Budget £000				
Services Group							
Group Director of Services	160	3	163	66	97	163	0
Capital Projects, Transport & Highways							
Planning							
AD Transport & Capital Projects	131	1	132	52	80	132	0
Building Design Services	20	4	24	36	165	201	177
Capital Projects	309	20	329	125	204	329	0
Car Parking R&M	497	52	549	484	65	549	0
Concessionary Fares	3,436	50	3,486	1,079	1,802	2,881	(605)
Flood & Water Act	89	97	186	(195)	381	186	0
Highways	3,762	152	3,914	1,057	3,035	4,092	178
Highways - DLO	(520)	97	(423)	517	(820)	(303)	120
Investment & Funding	4	544	548	44	504	548	0
Sustainable Transport	42	9	51	(409)	460	51	0
	7,770	1,026	8,796	2,790	5,876	8,666	(130)
Community Services							
AD Community Services	143	1	144	58	86	144	0
Allotments	11	1	12	1	12	13	1
Building Cleaning - DLO	144	1	145	226	(81)	145	0
Cemeteries & Crematorium	(941)	(22)	(963)	18	(945)	(927)	36
Dolphin Centre	877	143	1,020	185	683	868	(152)
Eastbourne Complex	(7)	0	(7)	83	(70)	13	20
Emergency Planning	101	0	101	4	82	86	(15)
Head of Steam	266	1	267	119	180	299	32
Hippodrome	195	173	368	(251)	619	368	0
Indoor Bowling Centre	18	5	23	0	23	23	0
Libraries	824	3	827	318	509	827	0
Move More	35	1	36	(110)	146	36	0
Outdoor Events	428	64	492	81	411	492	0
School Meals - DLO	55	31	86	27	59	86	0
Strategic Arts	115	7	122	45	77	122	0
Street Scene	5,559	213	5,772	882	4,853	5,735	(37)
Transport Unit - Fleet Management	(9)	3	(6)	313	(319)	(6)	0
Waste Management	3,452	0	3,452	1,225	2,139	3,364	(88)
Winter Maintenance	547	32	579	218	361	579	0
	11,813	657	12,470	3,442	8,825	12,267	(203)

REVENUE BUDGET MANAGEMENT UPDATE 2022/23

	<i>Budget</i>			<i>Expenditure</i>			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Services Group</u>							
<u>Community Safety</u>							
CCTV	202	4	206	(67)	314	247	41
Community Safety	641	71	712	(344)	1,056	712	0
General Licensing	5	20	25	(27)	52	25	0
Parking	(2,111)	(44)	(2,155)	(1,254)	(1,157)	(2,411)	(256)
Parking Enforcement	9	0	9	52	(17)	35	26
Private Sector Housing	86	26	112	24	78	102	(10)
Stray Dogs	46	1	47	20	31	51	4
Taxi Licensing	45	1	46	(3)	49	46	0
Trading Standards	237	2	239	90	144	234	(5)
	(840)	81	(759)	(1,509)	550	(959)	(200)
<u>Building Services</u>							
Construction - DLO	(592)	42	(550)	(2,650)	2,100	(550)	0
Maintenance - DLO	(412)	(67)	(479)	4,066	(4,545)	(479)	0
Other - DLO	0	5	5	327	(322)	5	0
	(1,004)	(20)	(1,024)	1,743	(2,767)	(1,024)	0
<u>General Support Services</u>							
Works Property & Other	112	0	112	0	112	112	0
<u>Joint Levies & Boards</u>							
Environment Agency Levy	115	0	115	115	0	115	0
In Year Over/(Under) Spend	18,126	1,747	19,873	6,647	12,693	19,340	(533)

REVENUE BUDGET MANAGEMENT UPDATE 2022/23

	Budget			Expenditure			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Operations Group</u>							
Group Director of Operations	208	(94)	114	74	39	113	(1)
<u>AD Resources</u>							
AD Resources	109	36	145	54	91	145	0
Financial Services	1,396	185	1,581	1,302	86	1,388	(193)
Financial Assessments & Protection	249	35	284	115	151	266	(18)
Xentrall (D&S Partnership)	1,766	0	1,766	782	984	1,766	0
Human Resources	605	253	858	338	455	793	(65)
Health & Safety	170	0	170	121	49	170	0
	4,295	509	4,804	2,712	1,816	4,528	(276)
<u>Head of Strategy Performance & Communications</u>							
Communications & Engagement	902	329	1,231	527	645	1,172	(59)
Systems	905	477	1,382	876	592	1,468	86
	1,807	806	2,613	1,403	1,237	2,640	27
<u>AD Law & Governance</u>							
AD Law & Governance	130	0	130	63	68	131	1
Complaints & FOI	281	0	281	117	179	296	15
Democratic Services	1,262	3	1,265	545	720	1,265	0
Registrars	(33)	0	(33)	(167)	134	(33)	0
Administration	608	0	608	260	308	568	(40)
Legal Services	1,195	0	1,195	1,162	194	1,356	161
Procurement	169	0	169	158	9	167	(2)
Coroners	225	0	225	271	(11)	260	35
	3,837	3	3,840	2,409	1,601	4,010	170
<u>AD Xentrall Shared Services</u>							
ICT	723	0	723	30	743	773	50
COVID 19 costs	0	0	0	46	(46)	0	0
	723	0	723	76	697	773	50
<u>Corporate Landlord</u>							
Corporate Landlord	4,138	636	4,774	1,326	3,358	4,684	(90)
	4,138	636	4,774	1,326	3,358	4,684	(90)
<u>AD Housing & Revenues</u>							
Local Taxation	481	4	485	298	185	483	(2)
Rent Rebates / Rent Allowances / Council Tax	(132)	0	(132)	5,522	(5,654)	(132)	0
Housing Benefits Administration	214	4	218	186	47	233	15
Customer Services	291	2	293	194	118	312	19
Homelessness	326	1	327	(801)	1,128	327	0
Service, Strategy & Regulation and General Services	153	0	153	4,976	(4,822)	154	1
	1,333	11	1,344	10,375	(8,998)	1,377	33
In Year Over/(Under) Spend	16,341	1,871	18,212	18,375	(250)	18,125	(87)
<u>Carry Forward Requests</u>							
<u>Previously Approved</u>							
Financial Assessments - Staffing							18
Community Survey							15
Strategy, Performance & Communications - Analyst Post							44
Finance - Staffing							88
							165
Revised In Year Over/(Under) Spend							78

REVENUE BUDGET MANAGEMENT UPDATE 2022/23

	Budget			Expenditure			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	Projected Spend £000	Total Projection £000	
<u>Chief Executive</u>							
Chief Executive	203	1	204	84	120	204	0
<u>AD Economic Growth</u>							
AD - Economic Growth	134	1	135	53	80	133	(2)
Building Control	148	38	186	34	146	180	(6)
Consolidated Budgets	146	4	150	0	150	150	0
Development Management	(25)	4	(21)	(79)	58	(21)	0
Economy	253	60	313	(920)	1,223	303	(10)
Environmental Health	306	3	309	169	112	281	(28)
Place Strategy	579	39	618	(382)	986	604	(14)
Property Management & Estates	(521)	107	(414)	(331)	(83)	(414)	0
	1,020	256	1,276	(1,456)	2,672	1,216	(60)
<u>Darlington Partnership</u>							
Darlington Partnership	65	1	66	(77)	143	66	0
	65	1	66	(77)	143	66	0
In Year Over/(Under) Spend	1,288	258	1,546	(1,449)	2,935	1,486	(60)

BUDGET MANAGEMENT 2022/23

SCHOOLS PROJECTED BALANCES 2022/23					
School Name	Opening Balance at 1st April 2022	Formula Budget Allocation*	Total Available	Closing Balance at 31st March 2023	Projected Closing Balance as proportion of Formula Budget Allocation
	£000	£000	£000	£000	%
Primary					
Federation of Darlington Nursery Schools	43	833	876	11	1%
Rise Carr College, Clifton House & Eldon House	133	1,341	1,474	163	12%
Red Hall Primary	338	1,332	1,670	175	13%
Whinfield Primary	354	2,307	2,661	295	13%
Harrowgate Hill Primary	200	2,611	2,811	164	6%
Primary Total	1,068	8,424	9,492	808	

*Federation of Darlington Nursery Schools/Rise Carr College original budget. Actual allocation based on attendance.

HOUSING REVENUE ACCOUNT 2022/23

	Budget			Total Projection £000	(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000		
Housing Revenue Account					
Income					
Rents Of Dwellings (Gross)	(21,150)	0	(21,150)	(20,983)	167
Sundry Rents (Including Garages & Shops)	(475)	0	(475)	(385)	90
Charges For Services & Facilities	(3,029)	0	(3,029)	(3,126)	(97)
Contribution towards expenditure	(275)	0	(275)	(275)	0
Interest Receivable	(6)	0	(6)	(6)	0
Total Income	(24,935)	0	(24,935)	(24,775)	160
Expenditure					
Management	6,090	0	6,090	6,426	336
Maintenance	4,334	0	4,334	5,137	803
Capital Financing Costs	3,688	0	3,688	2,889	(799)
Revenue Contribution to Capital Outlay	17,618	0	17,618	25,270	7,652
Rent Rebate Subsidy Limitation	0	0	0	0	0
Increase in Bad Debt Provision	350	0	350	250	(100)
In year contribution to/(from) balances	(7,145)	0	(7,145)	(15,197)	(8,052)
Total Expenditure	24,935	0	24,935	24,775	(160)
(Surplus)/Deficit	0	0	0	0	0

HRA Balances	£000
Opening balance 01/04/2022	27,008
Contribution to/(from) balances	(15,197)
Closing balance	11,811

**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
3 November 2022**

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

SUMMARY REPORT

Purpose of the Report

1. To consider the work programme items scheduled to be considered by this Scrutiny Committee during the 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.

Recommendation

4. 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.

**Luke Swinhoe
Assistant Director Law and Governance**

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

5. The format of the proposed work programme has been reviewed to enable Members of this Scrutiny Committee to provide a rigorous and informed challenge to the areas for discussion.
6. 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'.
7. 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.
8. 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

9. The vision for the Resources Portfolio is :-

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

Forward Plan and Additional Items

10. 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.
11. Details of the items included on the Forward Plan has been attached at **Appendix 2** for information.

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ECONOMY AND RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME

	Topic	Timescale	Lead Officer	Scrutiny's Role
RESOURCES				
	Performance Management Framework	Work to be undertaken to look at relevant PI's. Informal meeting to be arranged	Relevant Assistant Directors	To understand/monitor and challenge the indicators
	Medium-Term Financial Plan - Monitoring	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee	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	December – February 2022/23	Brett Nielsen	To provide a response to Cabinet on the proposals in relation to the Medium-Term Financial Plan
	Capital Programme and project Position Statement	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee	Anthony Hewitt	To look at the position
	Council Tax Support Scheme	3 November 2022	Anthony Sandys	To provide comment to Cabinet on the proposed scheme
	Council Tax Exemption for Care Leavers	3 November 2022	Anthony Sandys	

	Customer Services and Digital Strategy	3 November 2022	Anthony Sandys	To brief Members on the work being undertaken
ECONOMY				
106	Economic Strategy	3 November 2022	Mark Ladyman	Development of Strategy
114	Housing Strategy	TBC	David Hand	Development of the Strategy and Actions
209	Climate Change	On-going	Cabinet Member	To update on the work of the Review Group
	Levelling Up	TBC	Mark Ladyman	
	Business Week 2022	3 November 2022	Mark Ladyman	To update Scrutiny
	Markets Update	Presentation to be arranged November 2022	Mark Ladyman	To update Scrutiny on compliance with the contract
	Towns Fund	Presentation to be arranged November 2022	Mark Ladyman	To update Scrutiny

ARCHIVED ITEMS

	Topic	Timescale	Lead Officer	Scrutiny's Role
RESOURCES				
	Sickness Absence Year-end turn out	Briefing note circulated to Members of the Scrutiny Committee	Brett Nielsen	N/A
	Health and Safety Year-end turn out	Briefing note circulated to Members of the Scrutiny Committee	Brett Nielsen	N/A
	Complaints, Compliments and Comments - Annual Report 2019/20	1 September 2022	Lee Downey	To look at the position
	Complaints Made to Local Government Ombudsman	1 September 2022	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
	Investment Fund	1 September 2022	Brett Nielsen	To consider progress against the agreed investments being funded through the Investment Fund.

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