



**DARLINGTON**

Borough Council

# Economy and Resources Scrutiny Committee Agenda

10.00 am

Thursday, 2 November 2023

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 –  
To approve the minutes of the meeting of this Scrutiny Committee held on 31 August 2023  
(Pages 5 - 8)
4. Project Position Statement and Capital Programme Monitoring - Quarter 2 2023/24 –  
Report of the Assistant Director – Highways and Capital Projects  
(Pages 9 - 44)
5. Council Tax Support - Scheme Approval 2024-25 –  
Report of the Assistant Director – Housing and Revenues  
(Pages 45 - 94)
6. Performance Indicators - Quarter 4 2022/23 –  
Report of the Assistant Director - Resources  
(Pages 95 - 122)
7. Council Tax Changes to Empty Property Premiums 2024-25 –  
Report of the Assistant Director – Housing and Revenues

(Pages 123 - 134)

8. Revenue Budget Monitoring 2023/24 - Quarter 2 –  
Report of the Assistant Director – Resources  
(Pages 135 - 152)
9. Economic Growth Strategy and Impact Reports –  
Verbal update by the Assistant Director – Economic Growth
10. Market Updates –  
Presentation by Assistant Director – Economic Growth & Managing Director – Market  
Asset Management
11. Update on Towns Fund - 6 Monthly –  
Verbal update of Assistant Director – Economic Growth
12. Work Programme –  
Report of the Assistant Director – Law and Governance  
(Pages 153 - 168)
13. 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
14. Questions



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

**Wednesday, 25 October 2023**

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

**Membership**

Councillors Baker, Coe, Dillon, Durham, Haszeldine, Henderson, Marshall, McGill, Ray and  
Mrs Scott

If you need this information in a different language or format or you have any other queries on this agenda please contact Michael Conway, Mayoral and Democratic Officer, 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: [michael.conway@darlington.gov.uk](mailto:michael.conway@darlington.gov.uk) or telephone 01325 4056309

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## ECONOMY AND RESOURCES SCRUTINY COMMITTEE

Thursday, 31 August 2023

**PRESENT** – Councillors Baker (Chair), Dillon, Coe, Haszeldine, Henderson, McGill, Ray and Mrs Scott

**APOLOGIES** – Councillors Durham and Marshall,

**ABSENT** – Councillors

**ALSO IN ATTENDANCE** – Councillors

**OFFICERS IN ATTENDANCE** – Mark Ladyman (Assistant Director Economic Growth), Brett Nielsen (Assistant Director Resources), Anthony Hewitt (Assistant Director Highways and Capital Projects), Brian Robson (Head of Capital Projects), Anthony Sandys (Assistant Director - Housing and Revenues), Michael Conway (Mayoral and Democratic Officer), Claire Gardner-Queen (Head of Housing) and Lee Downey (Complaints and Information Governance Manager)

### ER54 DECLARATIONS OF INTEREST

There were no declarations of interest reported at the meeting.

### ER55 MINUTES

**RESOLVED** – That the Minutes of the meeting of this Scrutiny Committee held on 29 June 2023 be taken as read and approved as an accurate record

### ER56 CUSTOMER SERVICES DIGITAL STRATEGY UPDATE

Presentation delivered by the Assistant Director Housing and Revenues and the Head of Housing updating members on the Customer Services and Digital Strategy Review 2023

Details were provided of current customer engagement procedures and options available to the public and the current vision covering the use of digital technology to help deliver a more effective service.

Statistics and graphs were provided to visualise the various aspects of the strategy and its impact thus far and the current roadmap for the next twelve months which included the introduction of online chat features and continual upgrades to the Council website.

The positive work and progress that has been made was noted by members and discussions were held which highlighted that in-person facilities are still available for those unable to utilise online facilities, clarifying that the online chat system will be manned rather than a wholly A.I. system and being assured that increased engagement in certain areas are still manageable.

**RESOLVED** – That the presentation be noted

#### **ER57 REVENUE BUDGET MONITORING 2023/24 - QUARTER 1**

The Assistant Director Resources submitted a report (previously circulated) providing an early forecast of the 2023/24 revenue budget outturn as part of the Council's continuous financial management process to be presented at 5 September Cabinet.

Members were provided with the early forecast of the 2023/24 financial position which included current over / underspends in specific departments, MTFP projections and council-wide budget information including upcoming pay increases.

A £2.5m overspend in Children's Services was highlighted alongside a £500k underspend in Adult Services and a £1.2m clawback from savings (primarily energy savings) with an overall decline of £773k on the 2023-27 MTFP.

The report was discussed, and questions were asked regarding impact on MTFP with assurances provided that officers are doing their utmost to avoid negative outcomes and make positive adjustments. Further questions included ways in which extra income could be brought into the Council, the Assistant Director Resources informing members that he is willing to hear any suggestions or invest-to-save opportunities members may have going forward.

**RESOLVED** – That the report be noted.

#### **ER58 ANNUAL REVIEW OF THE INVESTMENT FUND - UPDATE**

Assistant Director Resources provided an update on progress against the agreed investments being funded through the Investment Fund to be presented at 5 September Cabinet

Details provided including a summary of the purpose of the Investment Fund which has been used to fund 15 schemes in total, projected returns from current ventures and progress reports on joint ventures.

Questions included information on the rate of return on current investments taking into account inflationary concerns. Further discussion was held on the scope for the fund being used to develop office-space in the town for outside companies for which Economic Growth are looking into with a mind that any investments must stack up against returns and fit current criteria.

**RESOLVED** – That the report be noted

#### **ER59 PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING QUARTER 1 2023/24**

Assistant Director Transport & Capital Projects presented the report which is to be presented at 5 September Council.

Members considered the report which provides information on the delivery of the Council's capital programme and a summary of current construction projects and were pleased to be informed that the majority of projects are running to time and as projected.

**RESOLVED** – That the report be noted

**ER60 WORK PROGRAMME**

It was proposed that the Housing Service Climate Change Strategy be moved to the 4 January meeting which met no objections.

**RESOVLED** – That the work programme be updated to reflect proposals at this meeting.

**ER61 SUPPLEMENTARY ITEMS**

**Complaints Made to Local Ombudsman**

The Complaints & Information Governance Manager attended 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) to be presented 5 September Cabinet

Members received an explanation of the report and its purpose to provide insight into services with 21 complaints registered for Darlington Borough Council. A summary of each case was provided, and members were pleased that 100% of recommendations have been implemented with a satisfactory remedy.

**Complaints, Compliments and Comments Annual Reports 2022 / 2023**

We received the report of the Complaints & Information Governance Manager providing annual reports of Adult Social Care, Children's Social Care, Corporate, Housing and Public Health to be presented at 5 September Cabinet.

Members considered the reports and information was provided on comparison with previous years' statistics.

Members stated that the reports provided a valuable insight.

**RESOLVED** – That members considered and discussed the above reports.

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
2 November 2023**

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**PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING – QUARTER 2  
2023/24**

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**SUMMARY REPORT**

**Purpose of the Report**

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

**Summary**

2. Attached at **Annex 1** is the Project Position Statement and Capital Programme Monitoring – Quarter 2 report. which is due to be considered by Cabinet at its meeting on 7<sup>th</sup> November 2023.

**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  
7 NOVEMBER 2023**

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**PROJECT POSITION STATEMENT & CAPITAL PROGRAMME MONITORING  
QUARTER 2 2023/24**

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**Responsible Cabinet Member -  
Councillor Mandy Porter, Resources Portfolio**

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

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**SUMMARY REPORT**

**Purpose of the Report**

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

**Summary**

3. The projected outturn of the current Capital Programme is £315.846m against an approved programme of £316.805m. 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 2023/24 – 2026/27.
4. The Council has a substantial annual construction programme of work. The current project position statement (PPS) shows there are 43 live projects currently being managed by the Council with an overall projected outturn value of £167.583m. 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 24.

## 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.

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

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

## Background Papers

- (i) Capital Medium Term Financial Plan 2023/24 – 2026/27
- (ii) Project Position Statement and Capital Monitoring Outturn 2022/23

Brian Robson : Extension 6608  
Steve Wake : Extension 5424

S17 Crime and Disorder	This report has no implications for crime and disorder.
Health and Well Being	There are no issues relating to health and wellbeing which this report needs to address.
Carbon Impact and Climate Change	There are no 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.
Efficiency	The recommendations support the effective and efficient use of resources.
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers

## MAIN REPORT

### Information and Analysis

#### 2023/24 Capital Spend and Resources

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 2023/24 schemes previously released by Cabinet, is £169.499m.
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.
11. **Appendix 4** is the final outturn report for the Education SEND Capital Schemes at Red Hall Primary School and Rise Carr College.

#### Project Position Statement

12. Project management procedures require the production by project managers of a Project Position Statement (PPS) for all projects over £75,000. This report brings together the pertinent data from the current PPS with financial information from the Financial Management System (FMS) and approvals by Cabinet.
13. The Project Position Statement (Appendix 1) details the current live construction projects, up to the end of August 2023, 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.
14. The overview of live construction projects is as follows:

	Projects	Current Approved Budget £ / p	Projected Outturn £ / p	Variance %	Variance (Value) £ / p
Chief Executive & Economic Growth	10	27,874,947	27,539,947	(1.2)	(335,000)
Operations	16	57,098,203	56,610,347	(0.9)	(487,856)
People	3	5,278,616	5,066,039	(4.0)	(212,577)
Services	14	78,059,233	78,366,211	0.4	306,978
<b>TOTAL</b>	<b>43</b>	<b>168,310,999</b>	<b>167,582,544</b>		<b>(728,455)</b>

15. The table shown above includes a column for current approved budget. In certain cases this budget figure may be different from the original approved budget. This could be as a result of variances identified during construction or other variables not known at the initiation stage. The original budget and all subsequent changes have been reported to and approved by Cabinet.

16. The live projects are at the following stages:

Department	Brief	CP1	CP2	CP3	CP4	CP5	Total
Chief Executive & Economic Growth	0	4	0	2	3	1	10
Operations	0	6	1	7	2	0	16
People	0	0	0	0	1	2	3
Services	0	2	2	6	1	3	14
<b>TOTAL</b>	<b>0</b>	<b>12</b>	<b>3</b>	<b>15</b>	<b>7</b>	<b>6</b>	<b>43</b>

**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.

17. The status on live projects is as follows:

Department	Red	Blue	Green
Chief Executive & Economic Growth	2	6	2
Operations	1	14	1
People	0	1	2
Services	1	13	0
<b>TOTAL</b>	<b>4</b>	<b>34</b>	<b>5</b>

- (a) Colours (Green better, Red worse, than) 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 the colour Blue.
- (c) In addition to cost, the same colours are used to indicate similar levels of variances in time and quality/outputs/outcomes.

18. Current projects with the Red colour are as follows:

<b>Project</b>	<b>Reason for Variance</b>	<b>Action</b>
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. It has also been impacted by the Nutrient Neutrality issue which will have an impact on the start on site date.	The design team are working on the Stage 4 design. An application to seek the purchase of 'credits' will be made to Natural England in the next application phase closing on 27th October
Ingenium Parc Masterplan + Infrastructure	Delays have been encountered due to ground conditions. Phase II works are underway.	The contractor is on site and has completed drainage works. Final fencing and landscaping work is underway and will be complete in November 2023.
Demolition of 12-18 King Street	The expected outturn cost currently sits above the initial budget.	Forecast outturn cost to be market tested.
Crown Library Refurbishment	Delays and additional costs have been encountered from the withdrawal of the originally appointed roofing contractor.	No further issues have been experienced and scheme is expected to complete in September 2023.

19. 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 Education SEND Capital Schemes at Red Hall Primary School and Rise Carr College have been reviewed (CP5) and the results and final outturn are shown in **Appendix 4**.

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

## Reconciliation of Project Position Statement to Capital Programme

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

	Value £m
<b>Live Projects from Project Position</b>	167.583
Schemes closed or on hold within CP but awaiting PPS post project review.	22.221
Annualised Schemes excluded from PPS - Housing Repairs & Maintenance	9.890
Annualised Schemes excluded from PPS - Highways Maintenance	10.123
Annualised Schemes excluded from PPS - Childrens Services School Maintenance	0.230
Non construction excluded from PPS	16.094
Capital Investment fund excluded from PPS	34.640
Projects under 75k excluded from PPS	2.323
Capital Schemes not yet integrated into PPS reporting	31.730
Included in PPS & CMR	0.000
Funding not yet allocated	21.012
<b>Capital Programme</b>	<b>315.846</b>

22. The table below shows the split of the approved capital programme of £316.805m, 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 £0.959m underspend on the approved capital programme. However, it should be noted that this underspend relates to funding that is coming from grants and housing borrowing and therefore not an additional resource.

Area	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				
	£m	£m	£m	£m	£m	£m	£m	£m
Housing	60.099	10.021	0.627	0.033	1.205	0.000	15.673	87.658
Economic Growth	41.593	0.080	3.388	0.337	10.817	33.481	3.476	93.172
Highways/Transport	63.152	10.011	14.949	1.380	1.645	1.877	1.512	94.526
Leisure & Culture	29.883	0.000	2.618	0.176	0.000	0.000	0.000	32.677
Education	5.279	0.230	0.007	0.361	0.079	0.000	0.290	6.246
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	2.455	0.000	0.000	2.455
<b>Total</b>	<b>200.006</b>	<b>20.342</b>	<b>21.589</b>	<b>2.287</b>	<b>16.272</b>	<b>35.358</b>	<b>20.951</b>	<b>316.805</b>

## Capital Programme

23. Paragraph 24 shows the movements in the Capital Programme since the approval of the 2023/24 Capital MTFP, some of which have not yet been approved by Members.



24. Adjustment to resources requested by departments:

**Adjustments needing approval release**

<b>Department</b>	<b>Scheme</b>	<b>Value £</b>	<b>Reason for adjustment</b>	<b>Resource type adjusted</b>
Services	Firthmoor MUGA Works	£20,000	S106 - George Wimpey Geneva Lane - Firthmoor MUGA	Release
Services	Open Space Teesdale Way Footpath	£12,223	S106 - Homes Finance Robertson Homes - Field at Low Coniscliffe	Release
Services	West Park Travel Planning	£38,851	S106 - West Park JV LTD - Travel Programme Contribution	Release
Services	West Park Travel Planning	£56,962	S106 - Bussey & Armstrong - Travel programme	Release
Services	Capitalised Repairs	£250,000	Council Capital (MTFP) for repair of corporate assets.	Release
<b>TOTAL</b>		<b>£378,036</b>		

**Outcome of Consultation**

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

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Project	CP1 Start Up	CP2 Initiate	CP3 Design	CP4 Delivery	CP5 Review	Status	Status	Client Dept	Delivery Dept	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
Yards Phase 2							Live	CE & Economic Growth	Economic Growth	Mark Ladyman	Mike Bowron	R0180		£800,000	£0	£800,000	£450,000	-44%	-£350,000	31-Mar-23	29-Mar-24
Whinfield School Roof Replacement							Live	People	People	Tony Murphy	Julia McCabe	E1907		£1,124,000	£0	£1,124,000	£1,124,000	%	£0	28/11/23	08/02/24
Stannergate Re-development Housing							Live	Operations	Operations	Anthony Sandys	Brian Robson	H6748		£4,950,000	£0	£4,950,000	£4,950,000	%	£0	31-Mar-22	31-Oct-23
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	
Neasham Rd Housing							Live	Operations	Operations	Anthony Sandys	Richard Storey	H6745		£31,069,000	£1,008,203	£32,077,203	£31,589,347	-2%	-£487,856	02-May-25	

Innovation Central							Live	CE & Economic Growth	Economic Growth	Anthony Hewitt	Joanne Wood	R0157	£500,000	£50,000	£8,287,854	£8,337,854	£8,337,854	%	£0	31-Dec-21	31-Aug-22
Ingenium Parc Masterplan + Infrastructure							Live	CE & Economic Growth	Economic Growth	Anthony Hewitt	Joanne Wood	R0144		£611,500	£4,265,593	£4,877,093	£4,877,093	%	£0	31-Aug-18	23-Dec-22
Eastbourne Sports Pitches & Drainage							Live	Services	Services		Rebecca Robson	L0154		£1,610,000	£941,843	£2,551,843	£2,551,843	%	£0	31/03/23	31/07/23
Demolition Sports Direct Building							Live	CE & Economic Growth	CE & Economic Growth	Guy Metcalfe	Brian Robson	R0177		£300,000	£0	£300,000	£220,000	-27%	-£80,000	30-Jun-22	30-Jun-22
Demolition of 12-18 King Street							Live	CE & Economic Growth	CE & Economic Growth	Guy Metcalfe	Rebecca Robson	R0163		£220,000	£0	£220,000	£315,000	43%	£95,000		
Darlington Station Enabling Works							Live	Services	Services	Anthony Hewitt	Ben Waldie	R0181		£2,015,190	£295,807	£2,310,997	£2,310,997	%	£0	28/04/23	

Darlington Station Demolitions							Live	Services	Services	Dave Winstanley	Ben Waldie Julia McCabe	R0165		£1,322,940	£0	£1,322,940	£1,322,940	%	£0	01-Mar-23	
Darlington Station CPO & Acquisitions							Live	Services	Services	Dave Winstanley	Julia McCabe	R0170		£8,077,262	£0	£8,077,262	£8,077,262	%	£0	21-Sep-22	
Crown Street Library Refurbishment							Live	Services	Services	Ian Thompson	Richard Storey	L0148		£3,281,436	£141,500	£3,422,936	£3,729,914	9%	£306,978	09-Feb-23	01-Sep-23
Corporate CCTV Replacement							Live	Services	Services	Ian Thompson	Mike Bowron	L0156		£513,500	£16,082	£529,582	£529,582	%	£0	31/08/23	24/11/23
Civic Theatre Refurbishment & Theatre Hullabaloo							Live	Services	Services	Ian Thompson	Brian Robson	L0115	£50,000	£50,000	£16,019,000	£16,069,000	£16,069,000	%	£0	01/08/13	06/11/17
Central Park Mound Removal & Transformation							Live	CE & Economic Growth	CE & Economic Growth	Dave Winstanley	Michael Bowron	R0172	£2,350,000	£2,650,000	£250,000	£2,900,000	£2,900,000	%	£0	31/03/22	31/03/23
156 Northgate							Live	CE & Economic Growth	CE & Economic Growth	Mark Ladyman	Joanne Wood	R0194		£1,000,000	£0	£1,000,000	£1,000,000	%	£0	31/08/24	
A68 Woodland Road Outram Street Duke Street							Live	Services	Services	Andy Casey	Ben Waldie	TP240		£460,000	£2,153,631	£2,613,631	£2,613,631	%	£0	31/03/22	17/10/23
Adaptions - Lifts 23-24							Live	Operations	Housing Services	Cheryl Williams	Matthew Plews	H6230		£200,000	£118,000	£318,000	£318,000	%	£0	31/03/24	

Communal Works 23-24							Live	Operations	Housing Services	Cheryl Williams	Matthew Plews	H6243		£150,000	£157,000	£307,000	£307,000	%	£0	31/03/24	
Coniscliffe Road Highway works							Live	CE & Economic Growth	Highways	Mark Ladyman	Michael Bowron	R0193		£940,000	£0	£940,000	£940,000	%	£0	01/03/24	
Dolphin Centre - Pool Repairs							Live	Services	Services	Ian Thompson	Ben Waldie	D0191		£220,000	£734,908	£954,908	£954,908	%	£0	14/09/23	20/09/23
Page 22 Dolphin Centre M and E Refurb							Live	Services	Services	Lisa Soderman	Ben Waldie	D0191	£230,000	£2,200,000	£0	£2,200,000	£2,200,000	%	£0	01/10/25	01/12/25
Energy Efficiency 23-24							Live	Operations	Housing Services	Cheryl Williams	Matthew Plews			£1,000,000	£1,054,000	£2,054,000	£2,054,000	%	£0	31/03/24	
External Works 23-24							Live	Operations	Housing Services	Cheryl Williams	Matthew Plews	H6237		£200,000	£301,000	£501,000	£501,000	%	£0	31/03/24	
Feethams House							Live	CE & Economic Growth	Chief Exec and Economic Growth	Ian Williams	Jenny Dixon and Jane Sutcliffe Project/ Richard Storey PM-building delivery	D0161	£246,000	£8,500,000	£0	£8,500,000	£8,500,000	%	£0	30/07/19	31/05/20

Garages 23-24							Live	Operations	Operations	Cheryll Williams	Matthew Plews	H6236			£25,000	£51,000	£76,000	£76,000	%	£0	31/03/24	
Houghton Road - Tornado Way							Live	Services	Services	Andy Casey	Noel Walecki	TP722			£1,539,433	£0	£1,539,433	£1,539,433	%	£0	31/03/20	
Heating Replacement 23-24							Live	Operations	Housing Services	Cheryll Williams	Matthew Plews	H6231			£1,225,000	£722,000	£1,947,000	£1,947,000	%	£0	31/03/24	
Home Upgrade Grant							Live	Operations	Private Sector Housing	Graham Hall	Christine Booth	H6755 supported by 16063			£6,210,000	£0	£6,210,000	£6,210,000	%	£0	31/05/25	
Page 23 IPM 23-24							Live	Operations	Housing Services	Cheryll Williams	Matthew Plews	H6242			£676,000	£2,760,000	£3,436,000	£3,436,000	%	£0	31/03/24	
Lifeline 23-24							Live	Operations	Housing Services	Cheryll Williams	Matthew Plews	H6233			£150,000	£43,000	£193,000	£193,000	%	£0	31/03/24	
Northern Echo Building							Live	CE & Economic Growth	Chief Exec and Economic Growth	Mark Ladyman	Ian Stewart/Rebecca Robson	TBC			£0	£0	£0	£0	%	£0	01/09/24	
Pre-Paint Repairs External Decoration 23-24							Live	Operations	Operations	Cheryll Williams	Matthew Plews	H6234			£60,000	£99,000	£159,000	£159,000	%	£0	31/03/24	
Red Hall Send							Live	People	People	Tony Murphy	Rebecca Robson	E1888			£1,457,054	£180,994	£1,638,048	£1,453,319	-11%	-£184,729	01/09/20	31/10/21
Rise Carr Send							Live	People	People	Tony Murphy	Rebecca Robson	E1889			£1,526,920	£989,648	£2,516,568	£2,488,720	-1%	-£27,848	01/09/20	22/04/22
Roof replacement & Repointing 23-24							Live	Operations	Housing	Cheryll Williams	Matthew Plews	H6235			£980,000	£1,000,000	£1,980,000	£1,980,000	%	£0	31/03/24	
SHDF Wave 1							Live	Operations	Operations	Cheryll Williams	Cheryll Williams	H6754			£275,000	£0	£275,000	£275,000	%	£0	31/03/23	

SHDF Wave 2							Live	Operations	Housing Services	Cheryl Williams	Matthew Plews	TBC		£0	£0	£0	£0	%	£0	31/03/25		
Victoria Road Access to Station							Live	Services	Services	Andy Casey	Noel Walecki	TP818		£1,025,000	£121,701	£1,146,701	£1,146,701	%	£0	31/03/20	31/07/22	
Walking Cycling Route MSG Yarm Road Mill Lane							Live	Services	Services	Andy Casey	Noel Walecki	TP241		£180,000	£0	£180,000	£180,000	%	£0	31/03/22		
Window & Door Replacements 23-24							Live	Operations	Housing Services	Cheryl Williams	Matthew Plews	H6240		£1,400,000	£1,215,000	£2,615,000	£2,615,000	%	£0	31/03/24		
<b>Total</b>														<b>Sum of Original Project Budget</b>	<b>Sum of Original Approved Budget</b>	<b>Sum of Increase To OAB</b>	<b>Sum of Current Approved Budget</b>	<b>Sum of Project Expected Outturn Cost</b>		<b>Sum of Variance Value</b>		
<b>Total</b>														<b>£3,586,000</b>	<b>£110,244,235</b>	<b>£58,066,764</b>	<b>£168,310,999</b>	<b>£167,582,544</b>		<b>-£728,455</b>		



Anticipated Project Completion Date	Schedule Variation (Days)	CDM Notifiable Project	Principal Designer	Previous Plan Progress	Plan Progress	Budget Progress Report	Issue Status Report
29-Mar-24	0	Y	Lee Darvill	The current budget has been profiled to maximise the spend. Further properties and locations are being identified which will be prioritised through the Steering Group to maximise impact.	Working with the Client, additional properties have been identified to be done. A full financial assessment is being carried out to identify funding requirements and available resources.		Additional properties and works have been identified and will need to be assessed against the available budget which is currently maximised.
08/02/24	0	31	Lee Darvill	The discovery of deficiencies with the existing roof frame has led to an eight week delay whilst structural calculations, sourcing and re-pricing of new materials was carried out.	70 days of lost time (65 days + 5 days inclement weather). Delay due to: Structural calculations, Repricing & procurement, Revisiting completed areas to install strapping (structural solution) Phase 8 works (critical shared spaces for the school & unable to be decanted: kitchen/hall/dining hall) was started and completed during the school holiday as required.		Further phases and required classroom decant agreed with the school. Some areas of water damage following summer rain storms. Damage to be recorded and repaired alongside areas of historic water damage - addressed at end of each roof replacement phase.
1-Oct-23	0	Y	Andrew Bumfrey	The scheme has been caught in the Nutrient Neutrality (NN) issue which will have an impact on start on site date. JBA consulting have been appointed to work through the NN calculator process and indications are some mitigation work will be required. Once the NN work is complete discussions will be held with Natural England. Due to the NN issue it is unlikely that the foundations can be cast prior to the current Building Regulations deadline of June 2023.	A temporary works design to support the method statement for the partial demolition works required to No.12 is currently being prepared and will aid the Party Wall process and will be finalised for 22nd September. An updated pre-tender estimate for the scheme is due shortly. We have recently been notified that following a recent court case unfortunately the scheme will now be back in scope for Nutrient Neutrality		Initial surveys undertaken, which reveal major loss of structure to heritage building and adjacent property. 2. Historic England opposition to designs are now addressed but significant delays have ensued.
30-Sep-24	0	Y	Space Architects	The new Engineering shed on Bonomi Way is now complete and the A1 Trust are in the process of moving in to it. Works on the 1861 shed, Goods Shed and Head of Steam are ongoing. The works to the Carriageworks are due to commence on 5th June.	Works on the 1861 shed, Goods Shed and Head of Steam are ongoing. Some delays have been encountered due to asbestos removal works. The new entrance works from McNay Street are progressing well.		Issues with land acquisition with Network Rail is now resolved
02-May-25	0	Y	Lee Darvill	Foundations complete across site.	scheme progressing well across site. DPC level for all houses. November for handover of first 20 properties.		

31-Aug-22	0	Y	Napper Architects	The project is now in a 12 month defect period until end of August 2023. The Operator has 5 business occupiers, 4 within office spaces and 1 within a lab space. The telephone mast is still to be constructed and installed on the building. The delay has been caused through the telephone provider not undertaking the correct fibre survey. This is hopefully due to take place to enable the build team to construct and install.	The final project review meeting has taken place with DBC, NE BIC and Willmott Dixon. A latent defect list has been produced. The installation of the telephone mast is due to take place w/c 11th September. This is due to take 5 working days. 3 months commissioning will be required prior to the existing mast on Central Park to be removed.		
31-Aug-23	0	Y	Noel Walecki	Official handover of the drainage infrastructure works was undertaken on 21st July 2023. Some defects were identified following review of the CCTV survey and these have been provided to the contractor to rectify within 3 weeks.	Additional Landscaping works will be taking place from August 2023 with additional tree/shrub planting from November 2023.		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.
30/09/23	61	Y	SPACE	Construction Phases Key dates; Track floodlights renewal - Complete. Track resurfacing works 13/03/23 - 26/05/23. 3G pitch 06/04/23 - 07/07/23. All other remaining construction works 06/04/23 - 28/07/23.	Construction Phases Key dates; Track floodlights renewal - COMPLETE. Track resurfacing works - COMPLETE. 3G pitch COMPLETE. Changing room installation 11/09/23 – 15/09/23. Drainage works to the Zone 8 and changing units – 29/09/23. Site electrical upgrade works (NPG) 25/09/23 – 29/09/23.		61 days delay in total due to the following 1. Late issue of construction drawings and drainage / tank detail for the zone 8 building, drainage detail only issued on 14/07/23, but there is a 6-week lead in time on the tank. 2. New electrical supply, PO and forms submitted late April but they are not able to undertake the works until 25th September. Pre Fab changing unit – due to only one company responding and the quality of their tender return, we have had to approach another supplier which in turn has caused a delay.
30-Jun-22	0	Y	A & N Consultants	Demolition works now complete, perimeter fencing to be installed	Demolition works now complete, perimeter fencing to be installed		Contractor will be working to DBC Building Services
	0	Y	A & N Consultants	Structural investigations and party wall works still ongoing, due to more intrusive surveys being needed within our building and the adjoining occupied property. Surveys anticipated completion is Mid-September with the structural scope of works and drawings to follow 4 weeks after.CP1 needs signing and returning to Capital Projects Team.	Structural investigations and party wall works still ongoing, due to more intrusive surveys being needed within our building and the adjoining occupied property. Surveys anticipated completion is Mid-September with the structural scope of works and drawings to follow 4 weeks after.CP1 needs signing and returning to Capital Projects Team.		Demolition cannot proceed until a Bat License has been issued and the party wall agreement has been drawn up, current programme to start the works in late 2023.
28/04/23	0	Y	Graeme Smith Fairhursts	March 23 -DBC Highways works completed now, LNER contractors awaiting ducting completion date station side before works can be complete. Awaiting LNER electrical meter installation date. TVCA require car park operational by 20/04/23 to avoid delays to East Gateway- risk of delay medium.	Project completed. Lease agreed & car park accepted for use by LNER 26/4/23.		Apr 23- Project completed. ESS to gain access via LNER permit to work system to remove existing electrical cabinet. Date to be agreed.

01-Mar-23	0	Y	A & N Consultants	<b>GATEWAY WEST:</b> Hogans demolition complete and site secured by timber hoarding. TVCA have installed Station Improvements Project imagery	<b>GATEWAY WEST:</b> Pensbury/Victoria road: Utility disconnections complete and party wall agreement process restarted. 1-4 Park Lane & 1 Waverley Terrace (single property): quotes being gathered for TVCA approval of expenditure: disconnections, biological clean, temp roof repairs, structural assessment and party wall surveyor		The former Hogans pub site will be surrounded by timber hoarding (design and layout subject to highway Inspector approval) displaying promotional material for the scheme. A party wall agreement is also required prior to the demolition of the 1 Waverley Terrace.
21-Sep-22	0	N	N/A	Possessions complete (21/09/22). Compensation for three former property owners (businesses) still to be settled. Budget figures inc. contingency for these are included in the expected outturn cost.	Compensation settled for former S&L Motor Vehicle Services (Freehold). Two compensations yet to settle. Sanderson Weatherall are engaged by the Council to progress negotiations.		DBC & TVCA and Sanderson Weatherall to meet late September to discuss negotiation strategy on final two compensations.
01-Sep-23	0	Y	Andrew Bumfrey	Completion with fit out back to 1st sept. Still ahead of planned opening date	Completion with fit out back to 1st sept. Still ahead of planned opening date		ensuring fit out contractor meet their obligations concern
24/11/23	0	Y	Paul Branch	Works have been completed around the Town Hall. Stanhope and South Park are commencing.	Town Hall Additional Cameras - Complete and Operational South Park Scheme - Complete and Operational Stanhope Park - Scheme Complete and Operational Commencing works on the Town Centre cameras. The new servers have been installed in a secure temporary location within the control room and have been set up by the Contractor helpdesk team.		Project has commenced as per the programme with a completion still expected November 23
06/11/17	0	Y	Todd Milburn	Works Complete. Following some remedial works on the Parkgate Elevation the defects certificate can be issued	Works Complete. Following some remedial works on the Parkgate Elevation the defects certificate has now been issued		
31/03/23	0	Y	WDC	Final Evaluation report to be completed.	Meeting being arranged with the contractor to carry out the project Lessons evaluation and closure report.		Interpretation Panels being made for the art features.
31/08/24	0	Y		Discussions have been undertaken with Building Control and DAD regarding level access into the building. The Architect has produced 4 options which has been presented to the client. Awaiting decision as to which option is preferred.	The project sponsor has agreed an option and the architect is presently finalising the design.	No issues at present.	Building is grade II* listed so could be limited as to what internal alterations can happen. Discussions ongoing with Conservation Officer.
17/10/23	0	Y	Noel Walecki	Phase 6 excavation/drainage/kerbing commenced. Northern footpath Larchfield Street>Raby Terrace now completed.	Cycle path construction underway to eastern side of Duke Street. Scheme due for completion Oct 23.	Project being delivered within budget. Awaiting full utility costs and Larchfield Street >Raby Terrace surface redesign from specialist before final cost projection can be issued.	No H&S or resident issues reported in August
31/03/24	0	Y	Matthew Plews	Works to BHD lifts are expected to start in June, earlier than originally thought.	Works to BHD lifts are expected to start in June, earlier than originally thought.		

31/03/24	0	Y	Matthew Plews	Scheme was delayed due to use of 2g sims, but we now have resolved the issue and are working on 4g sims and work is planned to deliver on target by end of year	Roll out has recommenced and expected to deliver by end of March 24. Currently completed phase 1 of 3 and due to commence phase 2 in September.	4g sims have increased costs, however we anticipate we can link more blocks by doing this therefore can create efficiencies to offset those increased costs.	Some of the existing units (PAC512) are failing as part of the upgrade so we are working to resolve this.
01/03/24	61	Y	Noel Walecki	Planning Application being prepared. Tender documentation being prepared.	Planning Application submitted. Revised cost assessment being carried out. Vehicle Barrier review ongoing. Traffic Regulation Order being prepared.	£940,000	Vehicle Restraint system requirements being agreed and to be costed up. This may impact the budget depending upon impact of services below ground.
20/09/23	6	Y	Michael Johnson	Concrete repair package completed. Tiling preparation works commenced. Order placed for stainless steel pool furniture.	Screed & render progressing to pool base to allow tiling start Oct. Final tiling sample approvals are to be confirmed Sept. Approval received to commence construction planning and design for phase 2a works surrounding toddler pool.	This is a complex project and the extent of the work required was difficult to identify until the tiling had been removed and further intrusive investigation carried out which has identified the need to carry out additional work to ensure the pool will be water tight once complete. Whilst the costs are over the initial resource allocation additional funds to cover the project have been set aside from underspends in the Dolphin centre budget. Additional funding approved by Cabinet to commence design & planning for phase 2a of concrete repairs surrounding toddler pool. .	Pool closure extended to allow essential repair works to toddler pool walkway to be undertaken. Existing walkway tiling which surrounds main pool does not conform to British Standards, bespoke detailing required to remove potential trip hazard. Cost to follow once design is confirmed.
31/12/25	61	Y	A & N Consultants Andrea Nicholls	Building Services tendering Phase 1 basement refurbishment. Phase 2 design underway, due for completion Q4 2023. BGP appointed to provide structural design to basement plinths	Phase 1 basement works tender return due October from Building Services. Phase 2 design due to be submitted for review Nov 23. Roof condition survey complete to aide decision on investment to PV infrastructure.	Scheme approved budget £2,200,000	Fire Engineer appointment has been rescinded due to lack of accreditation, delay appointing new consultant. Delay appointing contractor for phase 1 works increases risk to pool project planned reopening date.
31/03/24	0	Y	Matthew Plews	To support Matched funding for the Social Housing Decarbomisation Fund Wave 2. Scheme to be delivered over a 2 year programme	To support Matched funding for Housing energy schemes including: Social Housing Decarbomisation Fund Wave 2. Scheme to be delivered over a 2 year programme	Match Funding for Wave 1 - £275k (Already transferred to H6754) Match Funding for Wave 2 - £1.461m	
31/03/24	0	No	Matthew Plews	Work to include balcony balustrade replacements, waterproofing, insulation and guttering. Alongside this is the ongoing fencing responsive replacements schemes.	Balcony Work (John Flowers) to start on site in September - estimated to complete by January 2024. Ad hoc fencing ongoing (Westwood timber)		
15/05/20	-16	Y	Tim Rainford (Nappers)	Project complete and handed over. Treasury to take lease of whole building for min 3 years. Lease in travelling draft form to be completed shortly.	Project complete and handed over. Treasury to take lease of whole building for min 3 years. Lease in travelling draft form to be completed shortly. The remain budget will be used towards Archeological reporting	Remaining budget to cover Archeological reporting costs.	Treasury occupying under licence for enabling works. A licence has been issued to GPA/Wates 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 Rose at DWF.

31/03/24	0	Y	Matthew Plews	Programme is currently delayed to allow housing to vacate all garages and resolve tenancy issues	Programme is currently delayed to allow housing to vacate all garages and resolve tenancy issues. Demolition of 10 garages once vacated. Additional 5 garages to demolish from 22/23 awaiting Court of protection for vacation of 2 of those to enable those works to commence.		Awaiting garages to be vacated. Awaiting Court of Protection approval for clearance of 2 other garages - currently awaiting approval.
31/07/21	487	Y	Noel Walecki	Still awaiting closure report. Head of Capital Projects to chase	Still awaiting closure report. Head of Capital Projects to chase	Budget comprises £1,367,433 NPIF + £172,000 LTP match funding.	
31/03/24	0	Y	Matthew Plews	Ongoing work progressing as planned	Ongoing work progressing as planned		
31/05/25	0	Y	TBA		2023-2024 Costs £76,849.39 Hartlepool Borough Council (Consortium member, Project Support) £31,500 Hartlepower (Customer Engagement) £15,000 Stockton Borough Council (Consortium member, Project Support) £15,000 Recar and Cleveland Borough Council (Consortium member, Project Support)	£1,117,800 upfront funding received for 2023-24 for HUG2 £631,800 being capital funding. The remainder will be drawn down on approval during the project during batch submissions.	Contracts being negotiated with - Esh for measure delivery and management of works - Storm Tempest for Retrofit Co-ordination, Assessment and Design. Direct Award for works up to £175,000 value - Retrofit Coordinators for Retrofit Co-ordination, Assessment and Design. Direct Award for works up to £175,000 value.
31/03/24	0	Y	Matthew Plews	Housing Services are on-site to completed 22-23 delayed properties. This is due to finish in August. 23-24 programme is currently with Procurement	Some 2022-23 properties still to complete. Delays to 23/24 tendering means Building maintenance team will commence work on the 23/24 programme also.	Potential underspend but won't be identifiable until the tender exercise has concluded.	Awaiting procurement for 23/24 scheme. If tender process is unsuccessful this may mean some properties are pushed back into 24/25 and will require further agreement on delivery options internally with the maintenance team.
31/03/24	0	Y	Matthew Plews	Work ongoing as planned	Digital roll out of Lifeline equipment ongoing.		
01/09/24	0	Y			We are currently out to tender for a design, build and operators contract, which is set to close in early November	TBC	
31/03/24	0	Y	Matthew Plews	Mitie on site carrying out full survey prior to works starting	All survey work is completed. Estimated start on site early October 2023		
31/10/21	0	Y	Mike Brown	£1m closure report now complete, awaiting Cabinet's sign off, then it can be removed from PPS.	£1m closure report now complete, awaiting Cabinet's sign off, then it can be removed from PPS.	Final account agreed and code closed.	
22/04/22	0	Y	Aecom - Mark McIntosh	£1m closure report now complete, awaiting Cabinet's sign off, then it can be removed from PPS.	£1m closure report now complete, awaiting Cabinet's sign off, then it can be removed from PPS.	Final account agreed and code closed.	
31/03/24	0	Y	Matthew Plews	Contract has been awarded to John Flowers, we anticipate the works to start Sept 23 for 10 weeks. For Phase1 & 2.	Start on site due end of September 2023. Phase 1 & 2 to complete by end of March '23. With anticipation Phase 3 will commence in April 2024	Budget £1m for 22/23 + Slippage £86k from 21/22	
31/05/23	61	Y	Matthew Plews	Works now complete, just awaiting all documentation for Trustmark lodgement.	Works now complete, some snagging works and replacements to incorrect installs are ongoing but the scheme has been fully trustmarked and claim submitted.	The £516k scheme is funded by: TVCA Grant £241k DBC Matched funding from Energy Efficiency funds £275k	

31/03/25	0	Y	Matthew Plews	Work is ongoing to do pre-surveys and establish a programme. This will enable procurement activity to commence fully.	Currently at tender stage - the initial retrofit services will be carried out by Storm Tempest. The retrofit works for External Wall insulation, Ventilation and LED Lighting are currently at procurement stage. The scheme is a 2 year delivery (to end of March 25)	Scheme Value of £2.922m, which is funded by £1.461m 50% matched grant funding from DESNZ and £1.461m supported by Housing Energy Efficiency funding	
31/07/22	0	Y	Noel Walecki	Still awaiting closure report before cost centre can be closed and removed from PPS. Head of Capital Projects to chase. No further progress.	Still awaiting closure report before cost centre can be closed and removed from PPS. Head of Capital Projects to chase. No further progress.	Funding is £675,000 LGF + £300,000 LTP. Additional LTP funding of £171,701 supplied to cover increased costs.	
31/03/24	0	Y	Noel Walecki	Design team to present options on costing, based on solutions for paving over tree routes. Costings expected mid July. CP documentation will also be brought up to date.	The costs that came in during July, were too high. The design team are going to look into cheaper surfacing options and also the possibility of using hybrid options to reduce costs.	LTP plus Section 106 developer contributions	Project required additional drainage and bridge design, completion date revised to be 31/03/24 dependent on final bridge design being received from Jacobs.
31/03/24	0	Y	Matthew Plews	Programme is established for doors and windows. Primarily fire door installations. If standard external doors, those will also be completed. Windows will be access issues on single glazed to be readdressed and also old double glazing properties from previous programmes	Programme is established for doors and windows. Primarily fire door installations. If standard external doors, those will also be completed. Windows will be access issues on single glazed to be readdressed and also old double glazing properties from previous programmes		
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### 2023/24 Capital Resources Summary

Row Ref.		Approved Commitments £M	Virement of Resources £M	Variance £M	Total £M
1	<b>Capital Commitments</b>				
2	Brought forward from 2022/23	131.645			
3	2023/24 Capital Programme (released by Cabinet)	37.854			169.499
4	Projected (Under)/Over Spend				
5	<b>Total Commitments</b>	<b>169.499</b>	<b>0.000</b>	<b>0.000</b>	<b>169.499</b>
	<b>To Be Funded By:</b>				
	<b>External and Departmental Resources</b>				
6	External Funding and Departmental Supported Borrowing	0.997	-	-	0.997
7	Departmental Unsupported Borrowing	0.000	-	-	0.000
8	Capital Grants	69.441	-	-	69.441
9	Capital Contributions	0.050	-	-	0.050
10	Revenue Contributions	41.152	-	-	41.152
11	Capital Receipts - HRA	0.000	-	-	0.000
	<b>Total</b>	<b>111.640</b>	<b>0.000</b>	<b>0.000</b>	<b>111.640</b>
	<b>Corporate Resources</b>				
12	Capital Receipts (General Fund)/ Prudential Borrowing	57.859	-	-	57.859
	<b>Total</b>	<b>57.859</b>	<b>0.000</b>	<b>0.000</b>	<b>57.859</b>
13	<b>Total Resources</b>	<b>169.499</b>	<b>0.000</b>	<b>0.000</b>	<b>169.499</b>

### Corporate Resources Analysis

	£M	
14	Required Resources to fund 2023/24 expenditure (see above)	57.859
15	<b>Total Planned Use of Corporate Resources</b>	57.859
16	Less: Total Projected net Capital Receipts 23/24 (as per Appendix 3)	(11.483)
17	Add: projects already released and included in the capital commitments above	7.920
18	<b>Corporate Resources required to fund capital programme</b>	<b>54.296</b>

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**Capital Receipts Utilisation - Latest projection**

	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>
Projected Opening Balance as at 1 April	2.454	11.083	13.778
Projected net Capital Receipts	9.029	3.095	0.000
Total projected Capital Receipts	11.483	14.178	13.778
<b><u>Less (as per approved capital programme)</u></b>			
Capitalisation utilisation as per MTFP	0.000	0.000	0.000
Council funded schemes	(0.400)	(0.400)	(0.400)
Economic Growth Investment Fund	0.000	0.000	0.000
Slippage from previous years	0.000	0.000	0.000
Projected available Capital Receipts as at 31 March	11.083	13.778	13.378

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**FINAL OUTTURN REPORT FOR THE EDUCATION SEND CAPITAL**

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**Responsible Cabinet Member – Councillor Mandy Porter**

**Responsible Director – Dave Winstanley**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To report the final outturn in accordance with the Financial Procedure Rules.

**Summary**

2. The SEND Strategy that was approved by Cabinet in March identified a need to commission local provision to meet the need and manage demand. This included a primary and secondary SEMH base. Following a tendering exercise Red Hall Primary School came out as the successful bidder for the primary base and Rise Carr College for the secondary base.
3. The Red Hall project was made up of two classrooms with a central communal area and three 'break-out' rooms. The additional space was an extension to the existing school building with a separate entrance for pupils but with direct access to the main school for staff. An internal refurbishment of the existing staff toilets to meet current staffing number along with the resurfacing and expansion of the existing carpark to cater for the additional demand also formed part of the works.
4. The Rise Carr project saw a standalone building constructed on their site, made up of two classrooms, a communal area and four 'break-out' rooms. There is a separate dedicated access for pupils and access between both buildings via a covered walkway. The scheme also included for a small remodel to relocate main reception within the administration offices to remove a lone working issue, and a knock through to create a larger class base at the rear of the school. High priority condition related items were also addressed which saw a large proportion of the roofs being repaired or replaced along with all the windows on the front elevation.
5. 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.

6. The report reviews the actual cost, timeliness, and quality; 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**

7. It is recommended that:-
  - (a) Members note the final outturn of the Project.

### **Reasons**

8. 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.

**Brian Robson – Head of Capital Projects**

### **Background Papers**

*None*

S17 Crime and Disorder	There is no impact on crime and disorder as a result of this report.
Health and Well Being	No direct impacts.
Carbon Impact and Climate Change	
Diversity	No direct impacts.
Wards Affected	This project is in the North Road Ward
Groups Affected	
Budget and Policy Framework	No direct impacts.
Key Decision	This is not a Key Decision.
Urgent Decision	This is not an Urgent Decision
Council Plan	There is no impact on the Council Plan as a result of this report.
Efficiency	
Impact on Looked After Children and Care Leavers	

## MAIN REPORT

### Information and Analysis

9. The project was managed internally by the Education Projects Officer from inception through to completion, with valued support from the Capital Projects team, Design Services, Aecom and Building Services.
10. The Initial overall budget for the schemes was a combined £3,099,209.00, this was increased via Cabinet approval in June 2020 to £4,154,566.00 to include a Covid risk fund for each project and the inclusion of condition related items to the scope of works at Rise Carr. Both Projects were initially due to hand over in September 2020 however due to the coronavirus outbreak and lockdowns both services opened to pupils in September 2021, Red Hall’s external area followed in November 2021 and Rise Carr in April 2022 due to seasonal landscaping. The main contracts for these schemes were internal with Building Design and Building Services via a JCT contract, and Aecom for design services and contract administrator on Rise Carr via our internal partnership framework SCAPE.
11. 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.
12. The report reviews the actual cost, timeliness, and quality 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

13. The tables below summarise the project budgets and final outturn on each project.

#### RED HALL

Initial Approved Budget	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)
£1,572,289	£65,709	£1,637,998	£1,453,319	-11.3%	-£184,679

14. The increase in budget for Red Hall SEN Unit was to cover the potential increase to timescales due to Covid-19 social distancing rules. The project closed with £184,769 remaining due to the Covid risk fund and overall project contingency percentages not being needed. Changes were also made while on site that generated savings and there

were remaining funds left in the Clients Furniture, Fixtures and Equipment (FF&E) and Information and Communications Technology (ICT) budgets.

**RISE CARR**

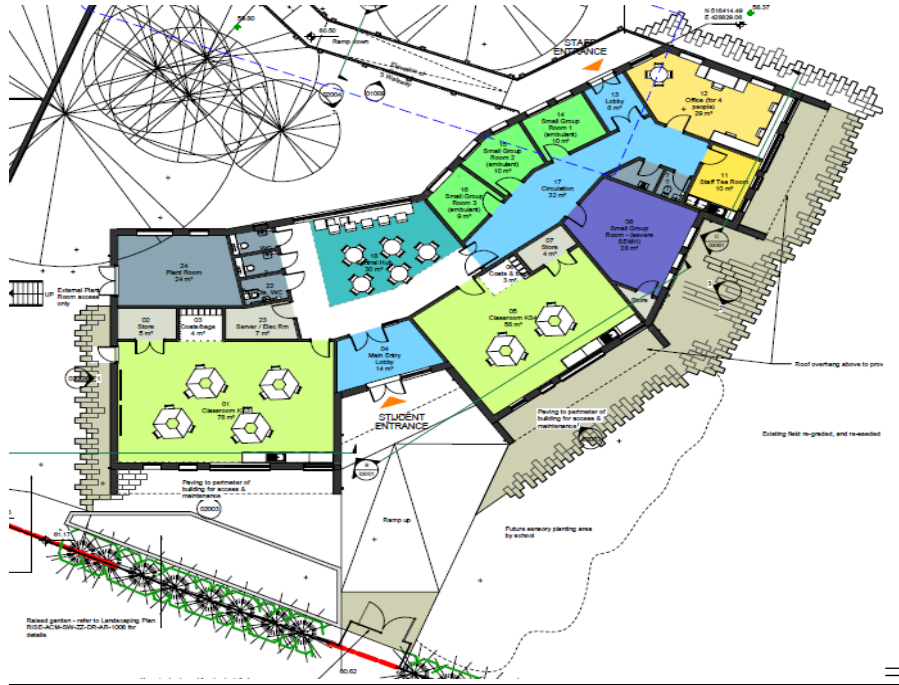
Initial Approved Budget (CP1)	Increase to Initial Approved Budget	Current Approved Project Budget	Project Expected Out Turn Cost	Variance (%)	Variance (Value)
£1,526,920	£989,648	£2,516,568	£2,488,720	-1.1%	-£27,848

- The increase in budget for Rise Carr was to cover planning and listed building requirements and subsequent design changes, condition works to the existing building roofs and windows. An internal refurbishment identified by the school to allow all three services to work together and a Covid 19 risk fund to cover potential delays on site.

**Quality**

- In terms of quality, the project has provided high quality SEMH bases with the most recent specifications and in line with current design guidance, to support the continued development for pupils with Social, Emotional and Mental Health (SEMH). Development of the SEMH units has provided an important link in the escalation process for children and young with SEND along with working to reduce the number who eventually progress into specialist provision, often out of area, as these dedicated SEMH's areas have provided Darlington with an additional 16 primary and 19 secondary places.
- Rise Carr's scheme included condition related items to their existing listed building to remove the pressure going forward on the school's repairs and maintenance budget. Large areas of the roofs were replaced or repaired where possible to target existing leaks and bring the building up to current standards. Along with a full window replacement to make the building more energy efficient and the use of a safety- glazing was specified that is in line with the needs of a Pupil Referral Unit.

### Rise Carr – Eldon House SEMH Floor Plan



### Eldon House SEMH Finished Images



**External View**



**Internal Central Hub.**



**Internal Large Classroom.**



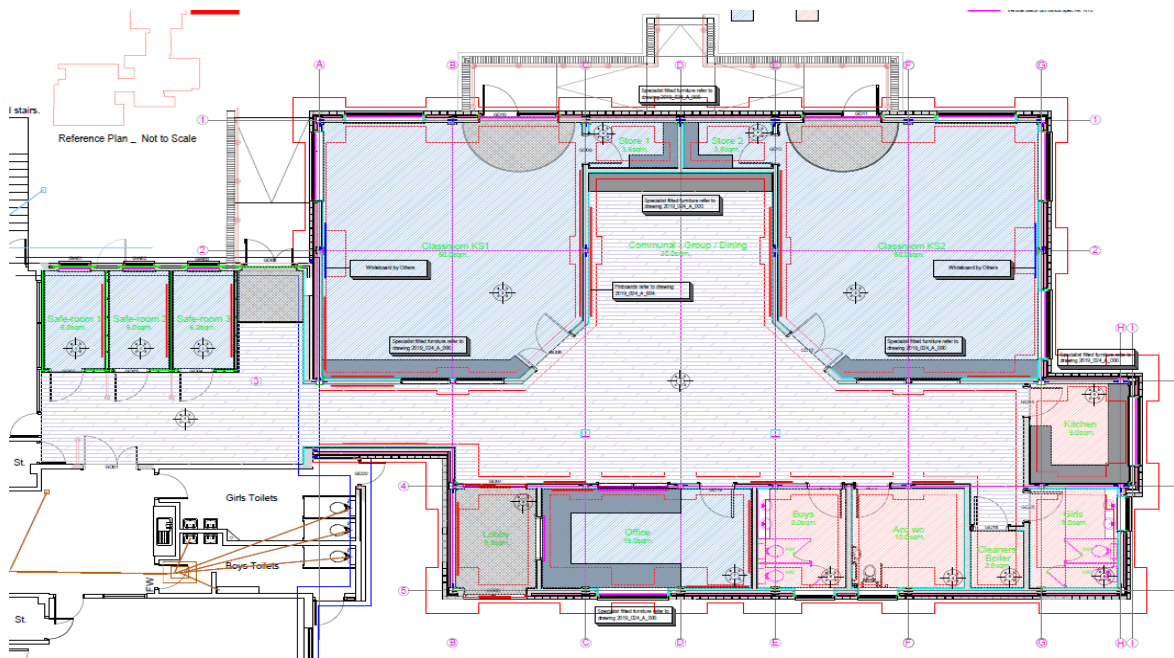


**Small Group Room.**



**Break out Space.**

**Red Hall – SEMH Floor Plan**



**Red Hall SEMH Finished Images**



**Classroom**



**Small Group Room**



**Central Hub & Dining Area**



**Resurfacing & Additional Parking Bays.**

**Time**

18. The tables below summarise the projects timelines, both were delayed a full calendar year due to Covid and the additional days are due to the carpark resurfacing works at Red Hall being moved to the October half term to minimize disruption to the school and the landscaping works at Rise Carr being best conducted in the spring of 2022. The dates used in the tables below incapsulate these externals works, but both units opened their provision to pupils in September 2021.

**RED HALL**

**RISE CARR**

Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Anticipated Project Completion Date / Actual Completion Date	Schedule Variation (days)
01-Sep-20	31-Oct-21	31-Oct-21	426

Original Planned Project Completion Date (CP1)	Revised Approved Project Completion Date	Anticipated Project Completion Date / Actual Completion Date	Schedule Variation (days)
01-Sep-20	22-Apr-22	22-Apr-22	599

**Lessons Learned**

19. 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.

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

- (a) Red Hall – The M&E design was quite complex particularly regarding the ventilation as it clashed with the roofing design. The team agreed that the consultant’s designs should be shared with all parties to avoid any future problems.
- (b) Red Hall - The roofing contractor had not performed as well as had been hoped for taking longer than expected on site. Building Services assured the team that in the future more checks, and if necessary, payment penalties could be used to ensure sub-contractors perform as they should.
- (c) Rise Carr - Several return visits had to be made to address the external doors within both buildings. These were all rectified by the sub- contractor and some additional changes were made to try and strengthen them. However, if a more robust design and checking producer had taken place prior to installation this could have been avoided.
- (d) Rise Carr – Due to Covid and the manufacturing delays this caused, along with the changes in the EU port restrictions, the CLT design and manufacturing was accelerated and stored within the UK to save a significant additional cost to the scheme. However, pulling this forward meant that the M&E designs were still being finalised and the sub-contractor appointment process had not taken place. Given this we were unable to get all the installations within the service voids and most of the ICT items had to be surfaced mounted.

## **Procurement**

- 21. It was agreed that the preferred procurement route for the design and construction contracts was to remain in house with Building Design and Building Services. Unfortunately, due to work commitments the design of Rise Carr was sub-contracted out to Aecom via our internal framework.

## **Contract Management**

- 22. In terms of contract management, the main construction contracts were delivered using JCT, any variations encountered during the on-site works phase were dealt with using Compensation Events which in each case were evaluated by the DBC Project Manager.

## **Health & Safety**

- 23. The Principal Designer role for the Rise Carr scheme was delivered externally and the services were provided by Aecom, who were also the lead designer for the scheme. Red Hall was designed internally via Building Design who also provided their own principal designer. There were no reportable accidents during either of the construction phases, and a representative from DBC’s Health and Safety team was present at all progress and site visits.

## **Risk Log**

24. The risk logs for both schemes were regularly reviewed, the most significant changes came in mid-2020 as both logs were updated to add in covid related items such as delays due to manufacturing lead in time and sub-contractors having to isolate, both came with a potential time and cost impact, so as a precaution an additional risk fund was agreed by cabinet in June 2020.

### **Communications**

25. The communications strategy for the scheme was low key as both developments were new services that had self-contained compounds. Local residents, Councillors, staff, and parents of each school were contacted before and during the construction phase to inform them of the works and any alternative access routes.

**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
2 NOVEMBER 2023**

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**COUNCIL TAX SUPPORT - SCHEME APPROVAL 2024-25**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To consider the draft Council Tax Support (CTS) scheme for 2024-25 before recommendation by Cabinet on 7 November 2023 and approval by Council on 30 November 2023.

**Summary**

2. On 22 November 2022, Council approved the local CTS scheme for 2023-24 and the scheme became operational on 1 April 2023.
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 2024-25. No significant changes are proposed to the existing scheme.

**Recommendation**

5. It is recommended that :-
  - (a) Members consider the draft CTS scheme for 2024-25 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 2024-25 by 11 March 2024.
  - (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

AnthonySandys: 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 are exempt from Council Tax and are therefore unaffected by the CTS scheme

## 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. From April 2023, care leavers under the age of 25 were made exempt from Council Tax, under our discretionary powers. Therefore, they are unaffected by the CTS scheme. Pensioners are protected under a national set of regulations.
12. No other changes are recommended for the 2024-25 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 2023-24 CTS scheme and will be uprated for 2024-25. 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 2024 and the CTS scheme for 2024-25 will therefore be amended before publication.
  - (b) Any other changes to the Prescribed Requirements regulations 2024 will also be incorporated into the CTS scheme for 2024-25 before publication. These changes are for reference only and do not represent a change to the local CTS scheme.

### Financial Implications

13. The recommendation 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**

**2024 - 2025**

## 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 24 November 2022, Darlington Borough Council approved the Council Tax Support scheme for 2023-2024, which became operational from 1 April 2023.
4. This document sets out Darlington Borough Council's scheme for 2024-2025 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.
- (m) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2023.

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

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

7. The requirements for Council Tax Support schemes are set out in an amendment to the Local Government Finance Act 1992, under Schedule 1A.
8. Council Tax Support for working aged people will be based on 80% of their Council Tax liability (as opposed to pensioners, 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 dependent 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 a 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 a 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 a 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 a 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 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

- (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 person in Great Britain who was residing in Ukraine immediately before 1 January 2022, left Ukraine in connection with the Russian invasion, which took place on 24 February 2022 and has been granted leave in accordance with immigration rules under section 3(2) of the Immigration Act 1971, or has a right to abode in the United Kingdom within the meaning given in section 2 of that Act, or does not require leave to enter or remain in the United Kingdom in accordance with section 3ZA of that Act,
- iv. 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,
- v. 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,
- vi. 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,
- vii. a frontier worker within the meaning of regulation 3 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020,
- viii. 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,
- ix. 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,
- x. a person who has been granted leave outside of the rules under section 3(2) of the Immigration Act 1971,
- xi. a person who has humanitarian protection granted under those rules,
- xii. 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,
- xiii. a person in receipt of Income Support or income related Employment and Support Allowance,
- xiv. 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,

- xv. 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 2023-2024 scheme and will be updated for 2024-2025. The updated amounts will be calculated with reference to the amended regulations and Social Security Benefits Up-rating 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**

<b>Personal allowances</b>	<b>Weekly amount 2023-2024</b>	<b>Weekly amount 2024-2025</b>
Single claimant aged 18 to 24	£67.20	
Working aged single claimant aged 25 or over	£84.80	
Single claimant entitled to main phase Employment and Support Allowance	£84.80	
Working aged lone parent	£84.80	
Working aged couple	£133.30	
Couple entitled to main phase Employment and Support Allowance	£133.30	
Single claimant or lone parent who has attained pensionable age before 1 April 2021	£217.00	
Couple where one or both members have attained pensionable age before 1 April 2021	£324.70	
Single claimant or lone parent who has attained pensionable age on or after 1 April 2021	£201.05	
Couple where one or both members have attained pensionable age on or after 1 April 2021	£306.85	
A child or young person until the day before their twentieth birthday	£77.78	
<b>Family premium</b>	<b>Weekly amount 2023-2024</b>	<b>Weekly amount 2024-2025</b>
A household which includes at least one child or young person (but see paragraphs 52 and 53)	£18.53	
<b>Employment and Support Allowance premiums</b>	<b>Weekly amount 2023-2024</b>	<b>Weekly amount 2024-2025</b>
The claimant or their partner are in receipt of the work related activity component of Employment and Support Allowance	£33.70	
The claimant or their partner are in receipt of the support component of Employment and Support Allowance	£44.70	
Special circumstances premiums (entitlement limited to only one of the premiums below)	<b>Weekly amount 2023-2024</b>	<b>Weekly amount 2024-2025</b>

<p>Disability premium (single) – the claimant is registered blind, or in receipt of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Attendance Allowance</li> <li>• Disability Living Allowance</li> <li>• Mobility Supplement</li> <li>• Long term Incapacity Benefit</li> <li>• Severe Disablement Allowance</li> <li>• The disability or severe disability element of Working Tax Credit</li> <li>• Personal Independence Payment</li> <li>• Adult Disability Payment</li> <li>• Armed Forces Independence Payment</li> </ul>	£39.85	
<p>Disability premium (couple) – the claimant or partner is registered blind, or in receipt of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Attendance Allowance</li> <li>• Disability Living Allowance</li> <li>• Mobility Supplement</li> <li>• Long term Incapacity Benefit</li> <li>• Severe Disablement Allowance</li> <li>• The disability or severe disability element of Working Tax Credit</li> <li>• Personal Independence Payment</li> <li>• Adult Disability Payment</li> <li>• Armed Forces Independence Payment</li> </ul>	£56.80	
<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>	£42.75	
<p>Special circumstances premiums (entitlement can be applied on top of any other premiums awarded)</p>	<b>Weekly amount 2023-2024</b>	<b>Weekly amount 2024-2025</b>
<p>Severe disability premium (single rate) - for a single claimant, lone parent or couple where:</p> <ul style="list-style-type: none"> <li>• The claimant or partner is receiving Attendance Allowance, or the care component of Disability Living Allowance at the higher or middle rate, or the daily living component of Personal Independence Payment, or the daily living component of Adult Disability Payment at the standard or enhanced rate, or Armed Forces Independence Payment, and</li> </ul>	£76.40	

<ul style="list-style-type: none"> <li>• No non-dependants aged 18 or over reside with them, and</li> <li>• No one is in receipt of a Carers Allowance, carers element, or carers addition for looking after them.</li> </ul>		
<p>Severe disability premium (double rate) – for a couple where:</p> <ul style="list-style-type: none"> <li>• Both the claimant and partner are receiving Attendance Allowance, or the care component of Disability Living Allowance at the higher or middle rate, or the daily living component of Personal Independence Payment, or the daily living component of Adult Disability Payment at the standard or enhanced rate, or Armed Forces Independence Payment, and</li> <li>• No non-dependants aged 18 or over reside with them, and</li> <li>• No one is in receipt of a Carers Allowance, carers element, or carers addition for looking after both of them.</li> </ul>	<p>£152.80</p>	
<p>Enhanced disability premium (single) – where:</p> <ul style="list-style-type: none"> <li>• The claimant has limited capability for work related activity, or</li> <li>• The highest rate care component of Disability Living Allowance is payable for the claimant or any member of the claimant’s family, or</li> <li>• The daily living component of Personal Independence Payment is payable for the claimant or any member of the claimant’s family,</li> <li>• The daily living component of Adult Disability Payment is payable at the enhanced rate for the claimant or any member of the claimant’s family, or</li> <li>• Armed Forces Independence Payment is payable for the claimant or any member of the claimant’s family.</li> </ul>	<p>£19.55</p>	

<p>Enhanced disability premium (couple) – where:</p> <ul style="list-style-type: none"> <li>• The claimant or partner has limited capability for work related activity, or</li> <li>• The highest rate care component of Disability Living Allowance is payable for the claimant or any member of the claimant’s family, or</li> <li>• The daily living component of Personal Independence Payment is payable for the claimant or any member of the claimant’s family,</li> <li>• The daily living component of Adult Disability Payment is payable at the enhanced rate for the claimant or any member of the claimant’s family, or</li> <li>• Armed Forces Independence Payment is payable for the claimant or any member of the claimant’s family.</li> </ul>	<p>£27.90</p>	
<p>Enhanced disability premium (disabled child) – where:</p> <ul style="list-style-type: none"> <li>• The highest rate care component of Disability Living Allowance is payable for a child or young person, or</li> <li>• The daily living component of Personal Independence Payment is payable for a child or young person, or</li> <li>• The daily living component of Adult Disability Payment is payable at the enhanced rate for a young person, or</li> <li>• Armed Forces Independence Payment is payable for a young person.</li> </ul>	<p>£30.17</p>	
<p>Disabled child premium – where a child or young person:</p> <ul style="list-style-type: none"> <li>• Receives Disability Living Allowance, or</li> <li>• Receives Personal Independence Payment, or</li> <li>• Receives the daily living component of Adult Disability Payment, or</li> <li>• Receives Armed Forces Independence Payment, or</li> <li>• Is registered blind.</li> </ul>	<p>£74.69</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 £167.00 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. Adult Disability Payments

- ii. Armed Forces Independence Payments
  - iii. Attendance Allowance
  - iv. Child Benefit
  - v. Disability Living Allowance
  - vi. Discretionary Housing Payments
  - vii. Education Maintenance Allowance
  - viii. Guardian's Allowance
  - ix. Housing Benefit
  - x. Income Support
  - xi. Income based Jobseekers Allowance
  - xii. Income related Employment and Support Allowance
  - xiii. Mobility supplements
  - xiv. Personal Independence Payments
  - xv. Any war pension, as defined by The Housing Benefit and Council Tax Benefit (War Pension Disregards) (Amendment) Regulations 2009
  - xvi. Widowed Mother's Allowance
  - xvii. 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
  - xvi. The Homes for Ukraine scheme
- (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
  - xvi. The Homes for Ukraine scheme
- (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 2023-2024 scheme (**Table 2**) and will be updated for 2024-2025 (**Table 3**). The updated amounts will be calculated with reference to the amended regulations.

**Table 2: Non-dependant deductions 2023-2024**

Non-dependant type	Weekly amount
A non-dependant aged 18 or over in remunerative work where their normal gross weekly income is:	
Less than £236.00	£4.60
Not less than £236.00 and less than £410.00	£9.40
Not less than £410.00 and less than £511.00	£11.80
Not less than £511.00	£14.15
A non-dependant aged 18 or over not in remunerative work	£4.60

**Table 3: Non-dependant deductions 2024-2025**

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

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, or the daily living component of Adult Disability 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, where:

- (a) The original decision was made in error, or
- (b) The original decision was made in ignorance of a material fact.

### 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

2 November 2023

ITEM NO. ....

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### PERFORMANCE INDICATORS QTR 4 2022/23

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#### Purpose of the Report

1. To provide Members with performance data against key performance indicators for 2022/23 at Quarter 4.

#### Background

2. This report provides performance information in line with an indicator set and scrutiny committee distribution agreed by Monitoring and Coordination Group on 4 June 2018, and subsequently by scrutiny committee chairs.
3. The indicators included in this report are aligned with key priorities. Other indicators may be referenced when appropriate in narrative provided by the relevant assistant directors, when providing the committee with performance updates.
4. 22 indicators are reported to the committee, 18 of them on a six-monthly basis and four annually.

#### 2022/23 comparison to 2021/22

5. The weekly average footfall in the town centre has decreased (274,444 to 251,691). The High Street Task Force report highlighted some areas to develop which are currently being addressed; overall feedback was positive. The Towns Fund programme continues to regenerate shop fronts.
6. The percentage of major planning applications decided within 13 weeks or within an agreed time decreased (100% to 85%). The investment in the development management team enabled 17 of the 20 applications to be decided within target time. This is an increase in number of applications with the previous year numbers being 7 of the 7.
7. The percentage of non-major planning developments decided within 8 weeks or within agreed time increased (88.5% to 92.7%). Over a 24-month period the percentage also increased for those non-major decisions made in 8 week (87.3% to 90.3%). The staffing investment increased the performance as 366 of the 395 applications were decided within target time. Last year's figures were 468 of the 529 applications.
8. The monthly unemployment claimant count percentage decreased (4.57% to 4.33%). The claimant count rate will be impacted by the current business environment, where rising costs and low business confidence mean that many businesses are generally

stagnating on growth plans, reviewing operating costs and suspending recruitment and taking on new staff.

9. The economically active percentage has decreased (81.1% to 80.2%). Working age economically inactive people have various reasons for not looking for and/or being able to start work. eg students, sickness, caring and family responsibilities and early retirement.
10. Darlington's resident average annual income has increased (£24,784 to £26,184). Resident's average wages have increased faster than employee average wages. Darlington resident and employee average incomes continue to be higher than the North-East averages.
11. Darlington's employee average annual income increased (£24,689 to £25,552). Reversing the post-covid trend of decline and stagnation and closing the gap on both the North-East and the English average.
12. The number of new homes delivered within the year decreased (511 to 495). Despite not granting any significant new housing permissions in the past financial year housing completions have still exceeded the annual local plan target.
13. The number of working days per full-time equivalent lost due to sickness by council employed staff increased (8.2 to 9.7). The largest increase in absence has been Coronavirus which accounts for over 56% of the increase in lost days. Managers at all levels continue to manage sickness absence within the sickness management policies with support provided by HR. The Wellbeing programme to promote health and wellbeing of staff continues to be a key priority.
14. The percentage of voluntary leavers decreased (10.5% to 10.0%). Although slightly lower than in 21/22, this level was expected as new employers have moved into Darlington and national recruitment issues have provided new opportunities. We continue to improve our employment package to make the council an employer of choice.
15. The number of reportable Darlington employee accidents / ill health increased (12 to 15). All accidents and ill health reports are investigated by management and the Health & Safety team to establish the causes, to identify issues or trends and make recommendations to prevent reoccurrence. Health and Safety is a key priority for the Council at all levels and is promoted through all working practices.
16. The number of complaints upheld by the Local Government Ombudsman/Housing Ombudsman decreased (7 to 6). Whereas the number of complaints upheld by the Information Commissioners Office increased (2 to 6).
17. The amount of Council Tax arrears collected for 2022-23 was £1.97 million, compared to £1.55 million for 2021-22, a 27.1% increase.



18. The amount of Housing Benefit overpayments collected in 2022-23 was £636k, compared to £568k collected for 2021-22, a 12.0% increase.
19. The percentage of Council Tax collected in-year in 2022-23 was 96.1%, compared to 94.9% in 2021-22. The overall amount collected in 2022-23 was £71.2 million, compared to £66.7 million in 2021-22, an increase of £4.5 million or 6.7%.
20. The percentage of Business Rates collected in-year in 2022-23 was 99.8%, compared to 98.1% in 2021-22. The overall amount collected in 2022-23 was £29.9 million, compared to £31.1 million in 2021-22. The reason for this difference is due to the amount of retail relief awarded in 2022-23.
21. The percentage of contracted spend as a percentage of total non-salary spend decreased (85.6% 83.9%). Increased communication and early engagement and a refreshed intranet page over the past year has helped officers to better understand the procurement rules.
22. The percentage of food premises which are inspected within the financial year in which they are due increased (43.5% to 65.7%). Officers are currently engaged in a Post Covid Recovery Plan which had resulted in a backlog of over 1000 inspections. All inspections were prioritised in terms of risk and only very low risk premises remain overdue.
23. The percentage of premises broadly compliant for food hygiene increased (98.5% to 99.0%). Officers have worked extremely hard to ensure that standards are maintained, which is illustrated by the continued high level of compliance of food premises within the Borough of Darlington
24. The percentage noise complaints investigated and completed within 6 weeks of the date of receipt increased (95.6% to 96.8%), even though there has been an increase in noise complaints particularly about barking dogs as a result of an increase in dog ownership during Covid and people continuing to work from home.

### **Performance Summary**

25. All of the 22 indicators have Quarter (Qtr) 4 data to report.
26. When taking into consideration what is best performance for each indicator:
  - a) 14 of the 21 indicators have increased when compared to the previous year.
  - b) Eight of the 21 indicators have decreased when compared to the previous year.
27. A detailed performance scorecard is attached at Appendix 1.
28. Detailed performance and narratives for each indicator is attached at Appendix 2.

### **Recommendations**

29. It is recommended that performance information provided in this report is reviewed and noted, and relevant queries raised with appropriate Assistant Directors.

**Ian Thompson**  
**Assistant Director – Community Services**  
**Mark Ladyman**  
**Assistant Director – Economic Growth**  
**Luke Swinhoe**  
**Assistant Director – Law and Governance**  
**Anthony Sandys**  
**Assistant Director – Housing and Revenues**  
**Brett Nielsen**  
**Assistant Director – Resources**

### Background Papers

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

S17 Crime and Disorder	This report supports the Councils Crime and Disorder responsibilities
Health and Wellbeing	This report supports performance improvement relating to improving the health and wellbeing of residents
Carbon Impact and Climate Change	There are no specific carbon impact issues in this report.
Diversity	This report supports the promotion of diversity
Wards Affected	This report supports performance improvement across all Wards
Groups Affected	This report supports performance improvement which benefits all groups
Budget and Policy Framework	This report does not represent a change to the budget and policy framework
Key Decision	This is not a key decision
Urgent Decision	This is not an urgent decision
Council Plan	This report contributes to the Council Plan by involving Members in the scrutiny of performance relating to the delivery of outcomes
Efficiency	Scrutiny of performance is integral to optimising outcomes.
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers

Economy and Resources												Scrutiny Committee 2022 - 2023 QUARTER 4			APPENDIX 1		
												Year on year Qtr 4 comparisons					
Indicator	Title	Return Format	Reported	What is best	2019/2020	2020/2021	2021/2022	2022/2023 - Qtr 1	2022/2023 - Qtr 2	2022/2023 - Qtr 3	2022/2023 - Qtr 4	Qtr 4 - 2020/2021 compared to 2019/2020	Qtr 4 - 2021/2022 compared to 2020/2021	Qtr 4 - 2022/2023 compared to 2021/2022			
CUL 080a	Town centre footfall weekly average	Number	Monthly	Higher	No data available	139,536	274,444	313,355	297,496	267,215	251,691	NA	↑	↓			
ECI 104	% of major planning applications decided within 13 weeks or within agreed time (EoT)	Percentage	Quarterly	Higher	87.1%	80.0%	100.0%	75.0%	77.8%	80.0%	85.0%	↓	↑	↓			
ECI 105	% of non major planning development decisions within 8 weeks or within agreed time (EoT)	Percentage	Quarterly	Higher	87.4%	76.4%	88.5%	97.4%	95.9%	94.2%	92.7%	↓	↑	↑			
ECI 106	24 months to date % of non major planning development decisions within 8 weeks or within agreed time (EoT)	Percentage	Quarterly	Higher	88.8%	86.7%	87.3%	88.1%	88.4%	89.8%	90.3%	↓	↑	↑			
ECI 321	Monthly unemployed claimant count	Percentage	Monthly	Lower	4.83%	7.22%	4.57%	4.15%	4.33%	4.26%	4.33%	↓	↑	↑			
ECI 327	Economically active rate	Percentage	Quarterly	Higher	80.0%	77.8%	81.1%	79.2%	79.0%	79.1%	80.2%	↓	↑	↓			
ECI 329	Average annual income - Darlington residents	£	Annually	Higher	£23,520	£24,146	£24,784	No data available			£26,184	↑	↑	↑			
ECI 330	Average annual income - Darlington employees	£	Annually	Higher	£23,658	£23,299	£24,689				£25,552	↓	↑	↑			
ECI 401	New homes delivered against annual target	Number	Quarterly	Higher	537	545	511	199	341	429	495	↑	↓	↓			
FHR 001	Number of FTE working days lost due to sickness (excluding schools)	Average Days	Monthly	Lower	8.7	6.7	8.2	2.1	4.9	7.5	9.7	↑	↓	↓			
FHR 003	Number of reportable employee accidents / ill health	Number	Quarterly	Lower	4	5	12	3	4	11	15	↓	↓	↓			
FHR 008	Number of complaints upheld by the Local Government Ombudsman/Housing Ombudsman	Number	Quarterly	Lower	6	5	7	0	3	5	6	↑	↓	↑			
FHR 009	Number of complaints upheld by the Information Commissioners Office	Number	Quarterly	Lower	2	1	2	0	1	3	6	↑	↓	↓			
FHR 019	Staff turnover - Voluntary Leavers	Percentage	Quarterly	Lower	7.1%	6.6%	10.5%	2.2%	5.1%	8.1%	10.0%	↑	↓	↑			
HBS 002	Amount in £s of Council Tax arrears collected	£	Monthly	Higher	£1,243,505	£1,234,774	£1,546,390	£399,427	£1,017,446	£1,588,231	£1,971,156	↓	↑	↑			
HBS 003	Amount in £s of Housing Benefit overpayments recovered	£	Quarterly	Higher	£939,792	£646,397	£568,423	£141,970	£259,293	£512,888	£635,633	↓	↓	↑			
HBS 009	% of Council Tax collected in year	Percentage	Monthly	Higher	96.2%	95.8%	94.9%	27.1%	53.0%	78.6%	96.1%	↓	↓	↑			
HBS 010	% of Business Rates collected in-year	Percentage	Monthly	Higher	99.4%	97.1%	98.1%	40.6%	62.5%	85.4%	99.8%	↓	↑	↑			
LGP 008	Contracted spend as a % of total non-salary spend	Percentage	Quarterly	Higher	86.7%	86.6%	85.6%	86.0%	83.7%	83.9%	83.9%	↓	↓	↓			
REG 301	Environmental Health : % of food premises which are inspected within the financial year in which they are due	Percentage	Annually	Higher	94.1%	18.1%	43.5%	No data available			65.7%	↓	↑	↑			

Economy and Resources Scrutiny Committee 2022 - 2023 QUARTER 4												APPENDIX 1		
												Year on year Qtr 4 comparisons		
Indicator	Title	Return Format	Reported	What is best	2019/2020	2020/2021	2021/2022	2022/2023 - Qtr 1	2022/2023 - Qtr 2	2022/2023 - Qtr 3	2022/2023 - Qtr 4	Qtr 4 - 2020/2021 compared to 2019/2020	Qtr 4 - 2021/2022 compared to 2020/2021	Qtr 4 - 2022/2023 compared to 2021/2022
REG 308	Environmental Health: % of premises broadly compliant for food hygiene	Percentage	Annually	Higher	96.1%	97.7%	98.5%				99.0%	↑	↑	↑
REG 312a	% of noise complaints investigated and completed within 6 weeks of the date of receipt (except where diary sheet returned)	Percentage	Quarterly	Higher	95.5%	97.7%	95.6%	96.7%	97.6%	96.6%	96.8%	↑	↓	↑
									Better than =	↑		8	12	14
									Not as good as =	↓		13	10	8
									The same as =	↔		0	0	0
									No comparative data	NA		1	0	0
									<b>Total</b>			<b>22</b>	<b>22</b>	<b>22</b>



DBC Number

**CUL 080a**

Indicator Name

## Town centre footfall weekly average for the month

Theme or Portfolio

**Stronger Communities Portfolio**

Priority or Key Action

**Support the development of the town centre economy by putting appropriate measures in place and demonstrating it is a safe place to visit**

Narrative

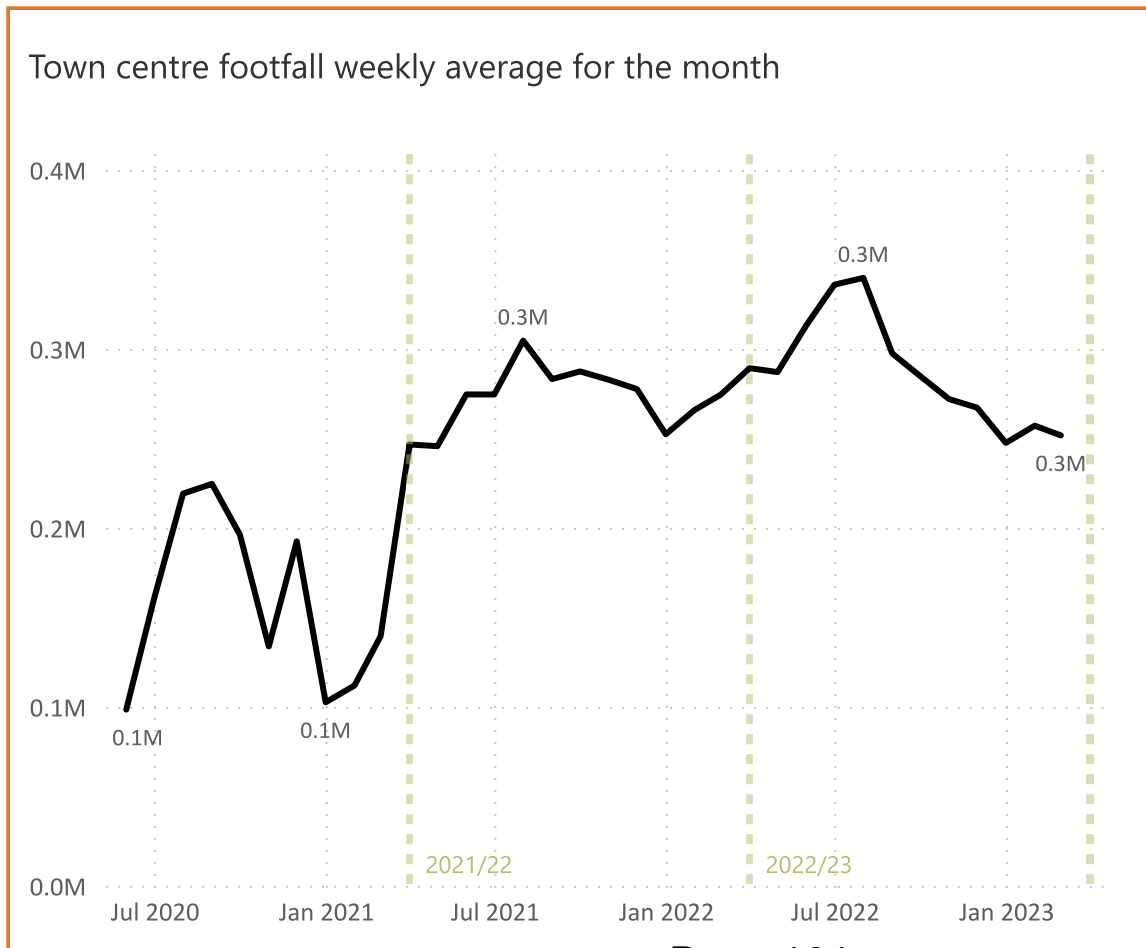
Footfall continues to follow a regular trend pattern. More new businesses have opened and attract new customers however a number of closures have also happened. The majority of have attracted a replacement business but a few buildings have remained empty, Darlington has retained the main High Street bank branches compared to other towns nationwide.

The High Street Task Force report highlighted some areas to develop which are currently being addressed; overall feedback was positive.

The Towns Fund programme continues to regenerate shop fronts.

Highways works are in place along Duke Street however this street is currently at 100% occupancy. These works aim to be completed within 12 months.

Graph/Table





DBC Number

**ECI 104**

Indicator Name

**Percentage of major planning applications decided within 13 weeks or within agreed time**

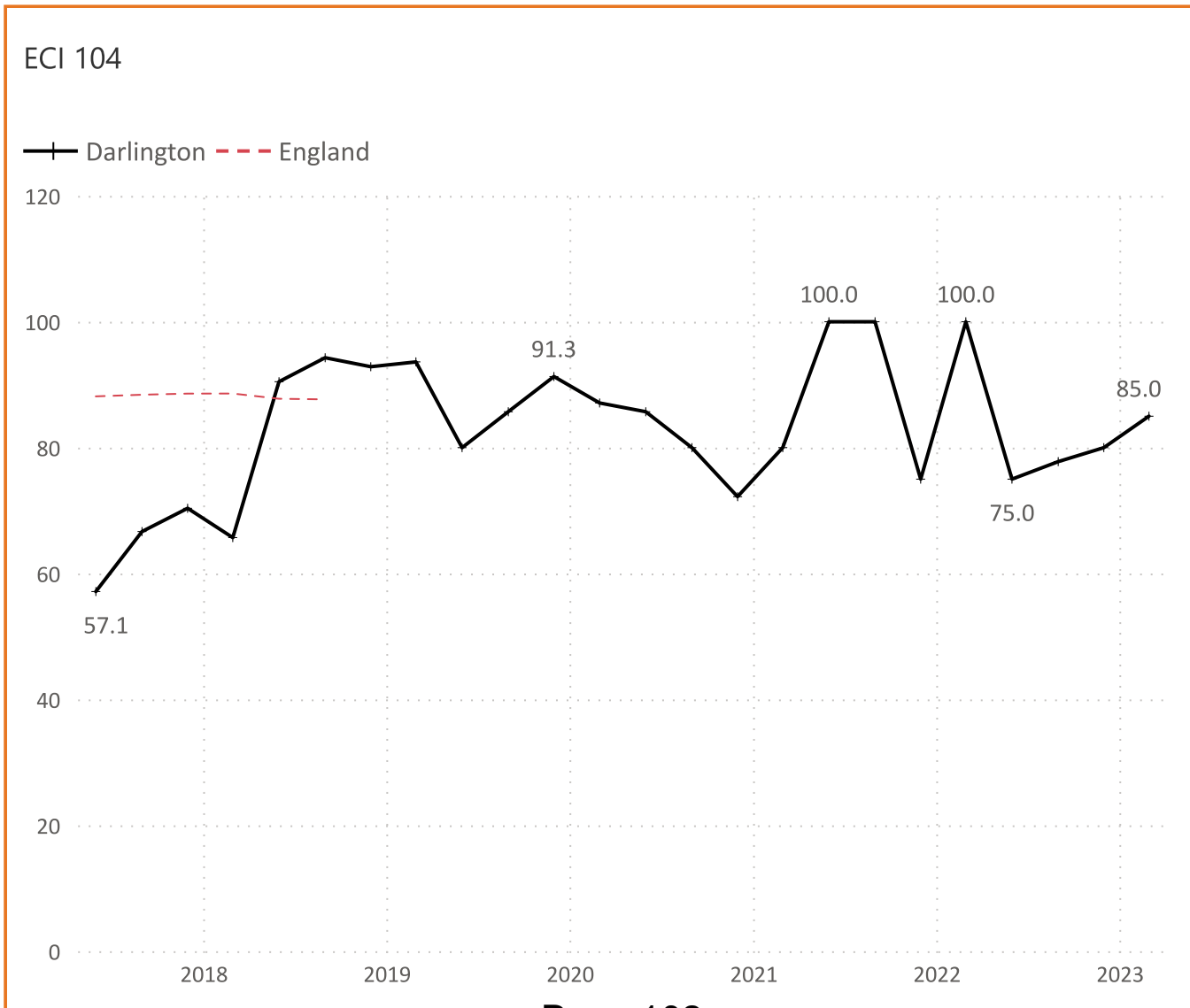
Theme or Portfolio

Priority or Key Action

Narrative

This year end indicator shows we decided 17 of the 20 applications for major developments within our target of 13 weeks or within an agreed time. This equates to 85 % of the total of these type of applications which is a great improvement from previous years and was bought about by the increase in resources to the development management team

Graph/Table





DBC Number

**ECI 105**

Indicator Name

## Percentage of non-major planning development decisions within 8 weeks or within agreed time

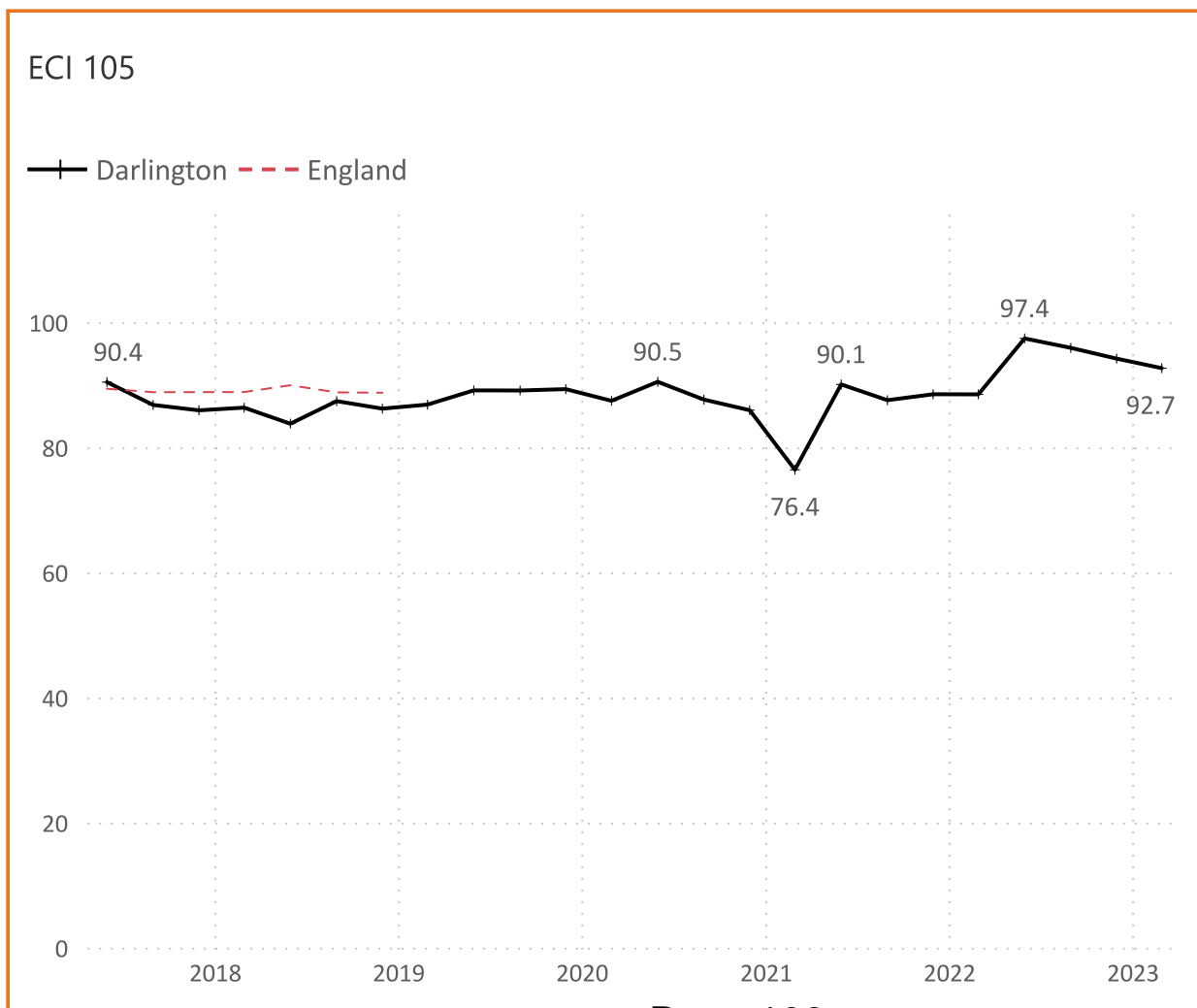
Theme or Portfolio

Priority or Key Action

Narrative

This year end indicator shows we decided 92% of non major or Household type applications within our target of 8 weeks or within an agreed time. This is down slightly from 94% of non major or Household type applications within 8 weeks or within an agreed time recorded in the previous quarter but this still equates to 366 decisions issued for the 395 applications received.

Graph/Table





DBC Number

**ECI 106**

Indicator Name

**Percentage of non-major planning development decisions within 8 weeks or within agreed time (24 months to date)**

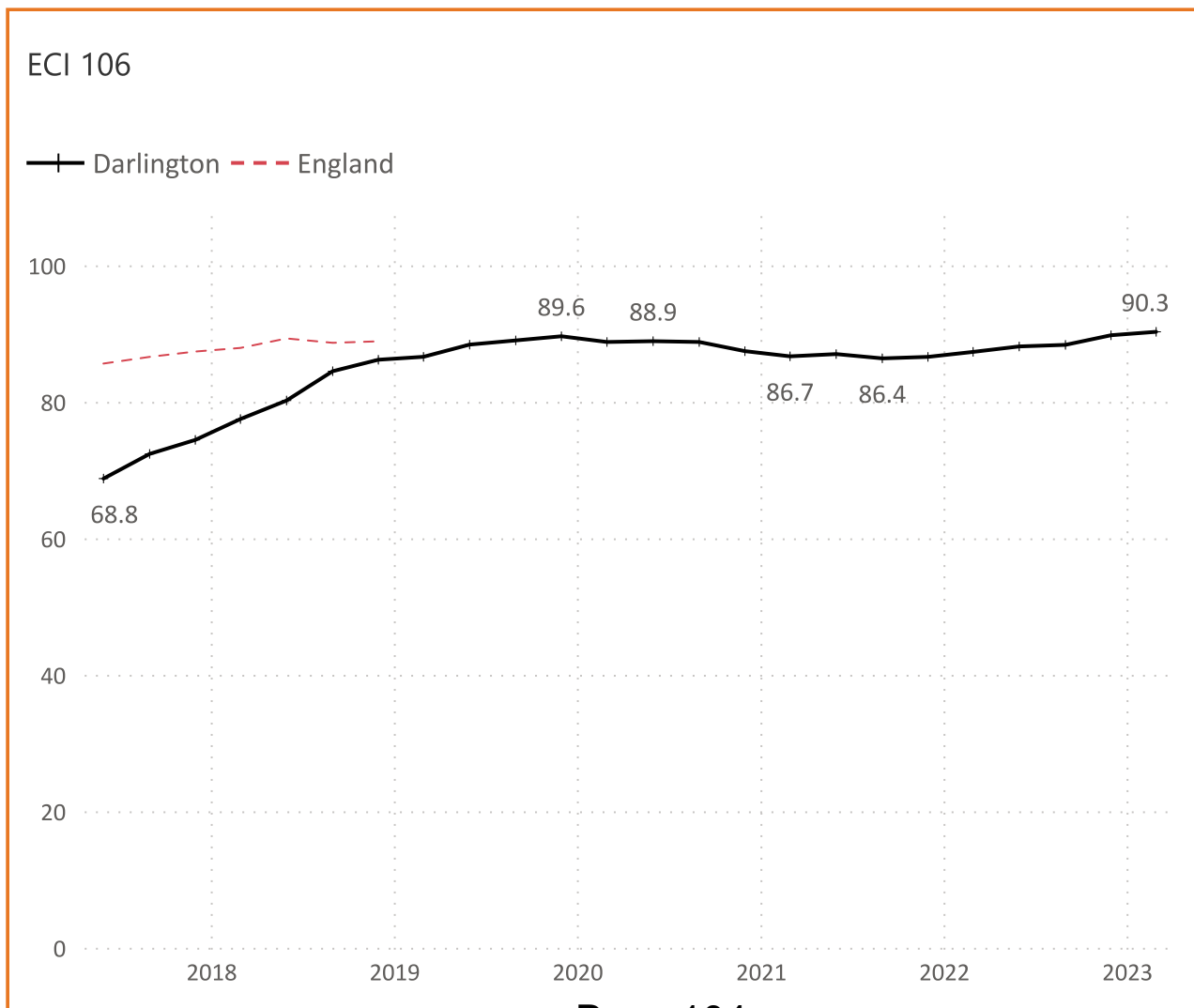
Theme or Portfolio

Priority or Key Action

Narrative

This year end indicator shows the trend over the last 24 months to date for the percentage of non-major planning decisions within 8 weeks or an agreed time. This shows we decided 90% of non major or Household type applications within our target of 8 weeks or within an agreed time. This is an improvement from 89% which continues to show how the service has recovered from the pandemic years.

Graph/Table







DBC Number

**ECI 321**

Indicator Name

## Monthly unemployed claimant count (%)

Theme or Portfolio

**GROWING DARLINGTON'S ECONOMY**

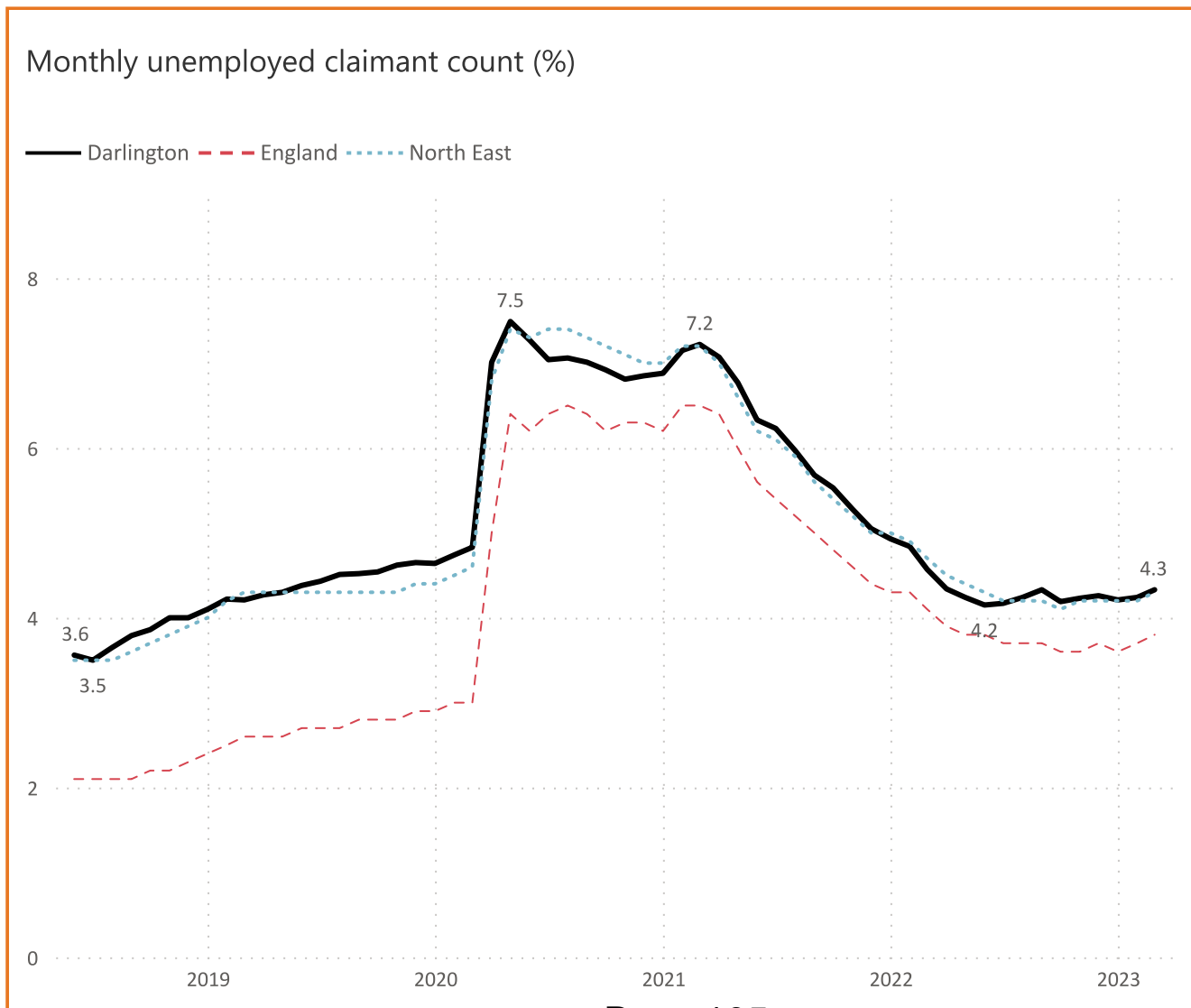
Priority or Key Action

**Delivering - More sustainable well-paid jobs**

Narrative

During the latter part of 2022 and early 2023, the monthly unemployed claimant count has remained relatively static - a trend which is mirrored in both regional and national statistics. The claimant count in March 2023 now stands at 4.3%. The claimant count rate will be impacted by the current business environment, where rising costs and low business confidence mean that many businesses are generally stagnating on growth plans, reviewing operating costs and suspending recruitment and taking on new staff.

Graph/Table





DBC Number

**ECI 327**

Indicator Name

## Percentage of working age adults who are economically active

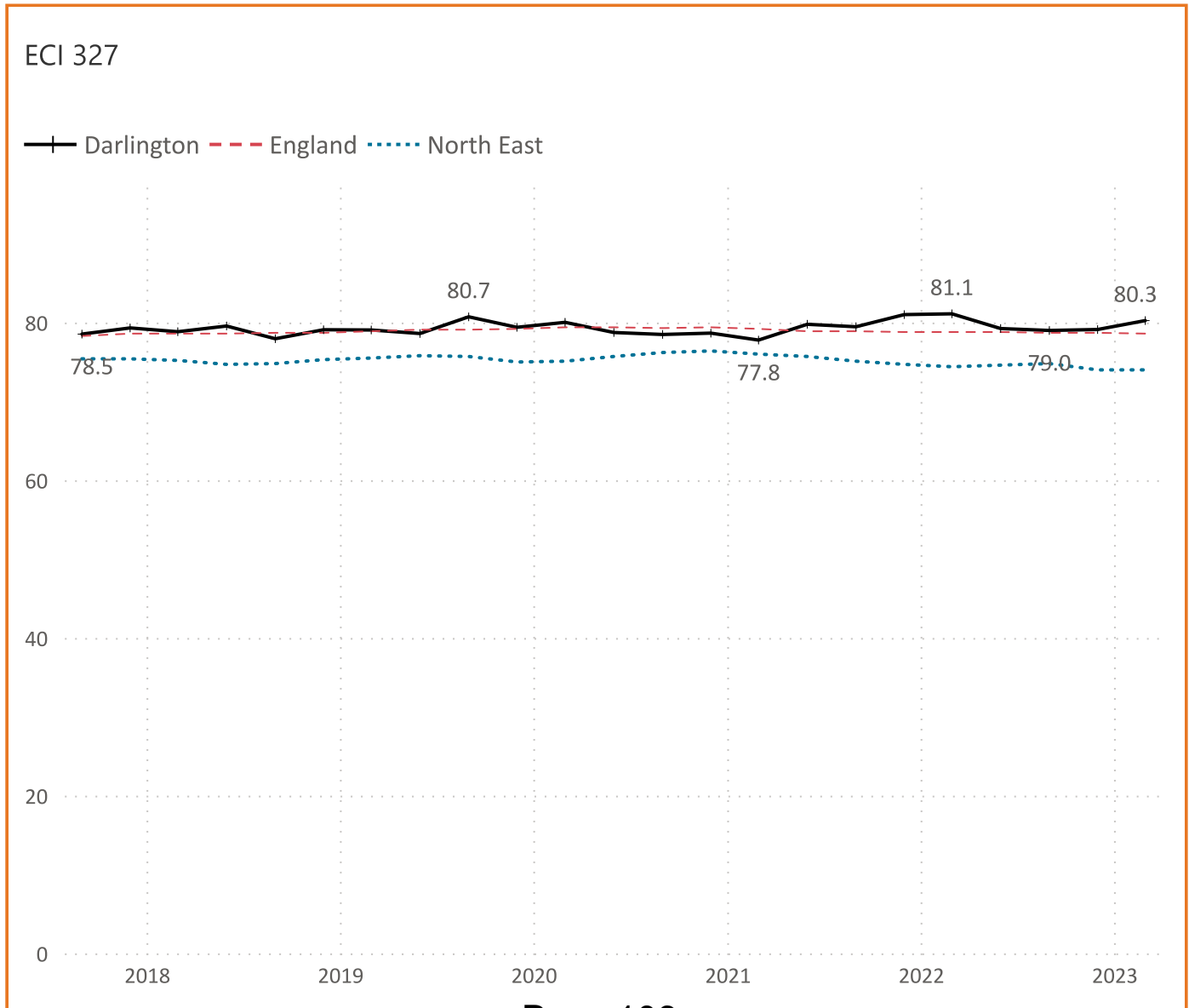
Theme or Portfolio

Priority or Key Action

Narrative

The economically active rate (employed and unemployed) has remained consistently around 80% throughout 2022. However, the long term trend shows slight improvements year on year. The current Darlington economically active rate is 80.3. Working-age economically inactive people have various reasons for not looking for and/or being able to start work. eg students, sickness, caring and family responsibilities and early retirement.

Graph/Table





DBC Number

**ECI 329**

Indicator Name

### Average (median) annual income: Darlington residents

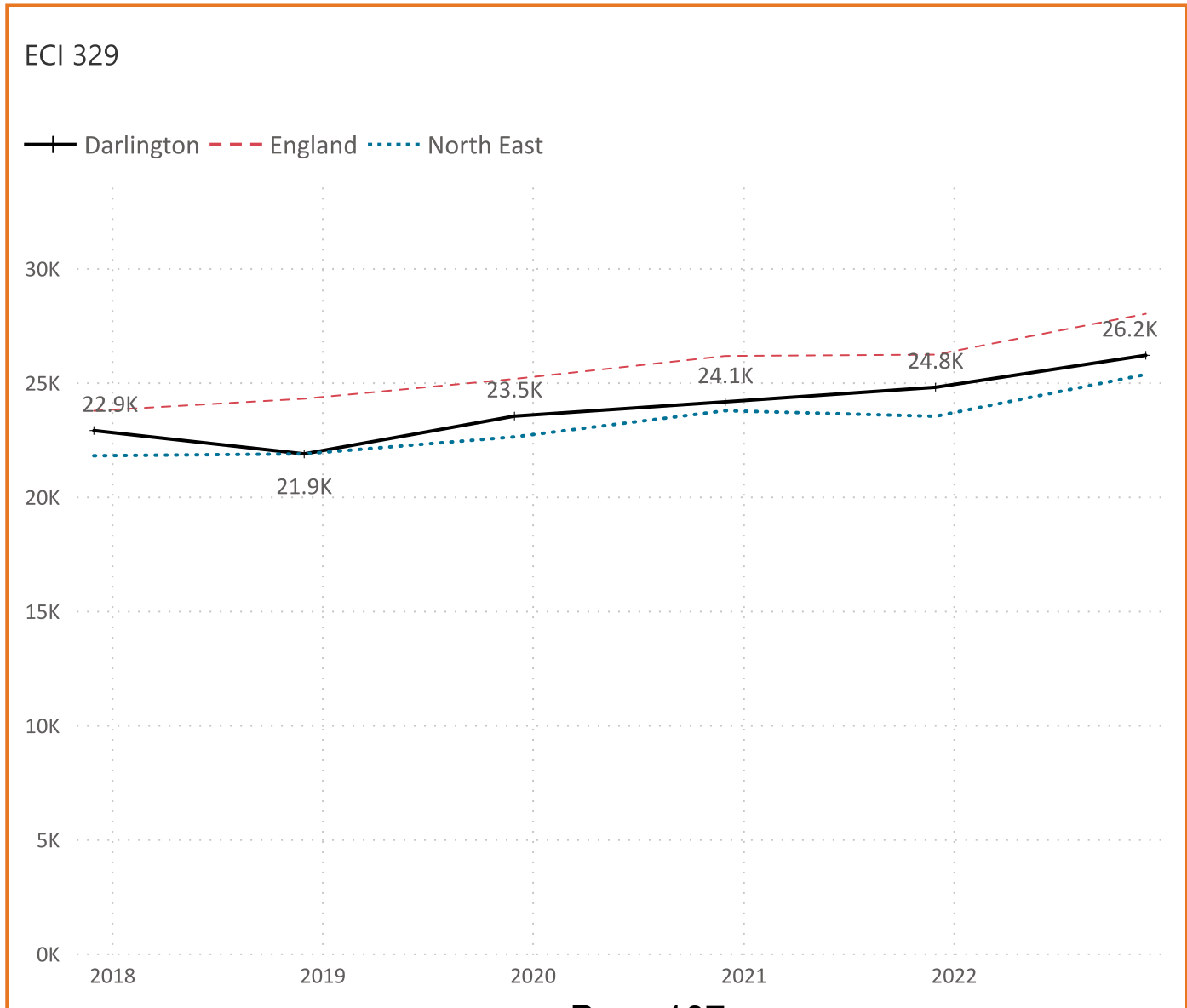
Theme or Portfolio

Priority or Key Action

Narrative

Residents average income has risen for the 4th year in succession to £26,184. Residents who live in the town have a higher average income than those employees who work in the town. This is a positive trend where residents average wages have increased faster than employee average wages. Darlington resident and employee average incomes continue to be higher than the North East averages.

Graph/Table





DBC Number

**ECI 330**

Indicator Name

## Average (median) annual income: Darlington employees

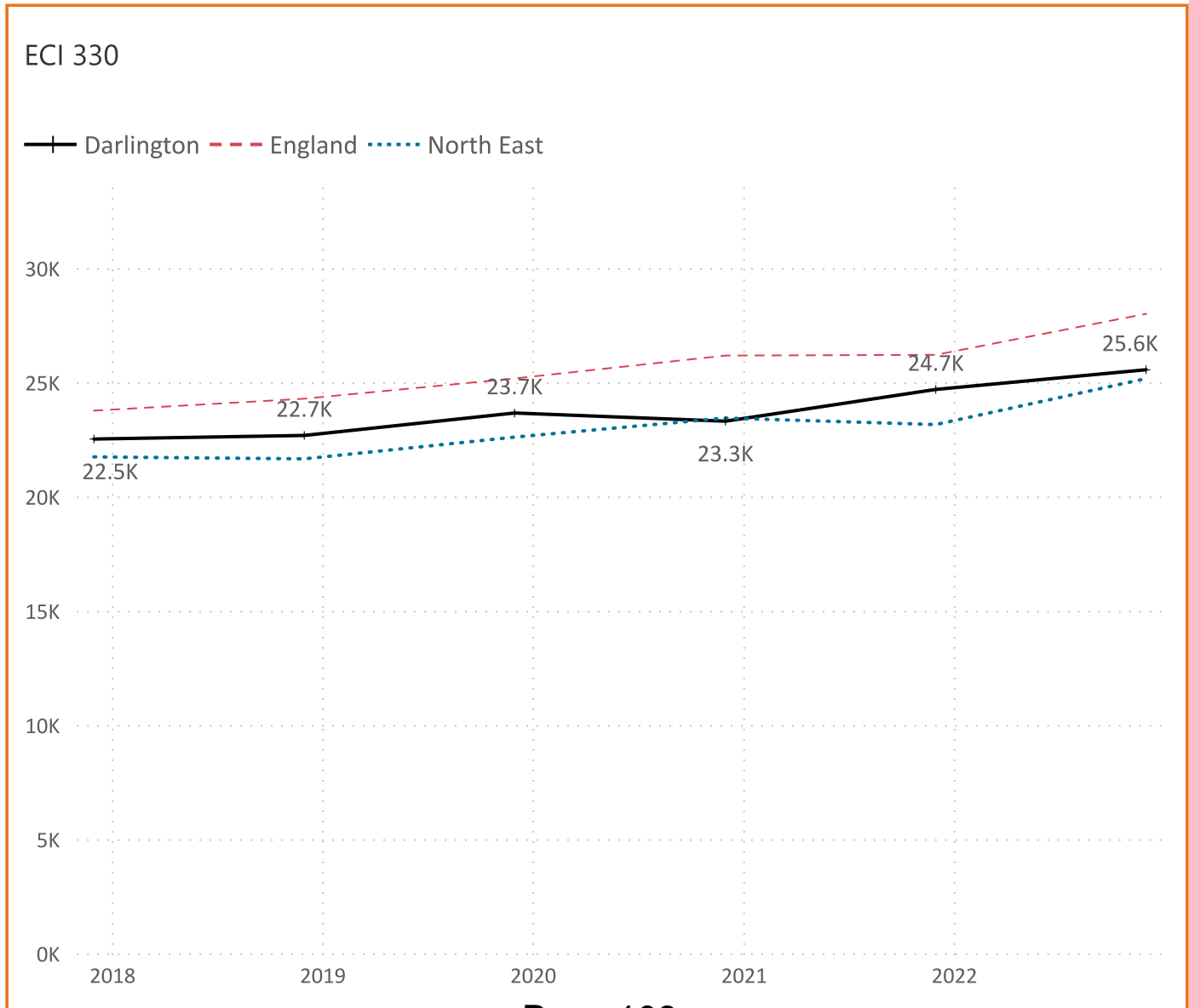
Theme or Portfolio

Priority or Key Action

Narrative

Employees average income has increased in 2022 to £25,552, finally reversing the post-covid trend of decline and stagnation and closing the gap on both the North-East and the English average. The rate of annual employee pay growth between 2017 and 2022 is 13.4%. The forward trajectory for the next few years shows year on year increases in employee wage levels.

Graph/Table





DBC Number

**ECI 401**

Indicator Name

**New homes delivered, annually**

Theme or Portfolio

**GROWING DARLINGTON'S ECONOMY**

Priority or Key Action

**Delivering - More homes**

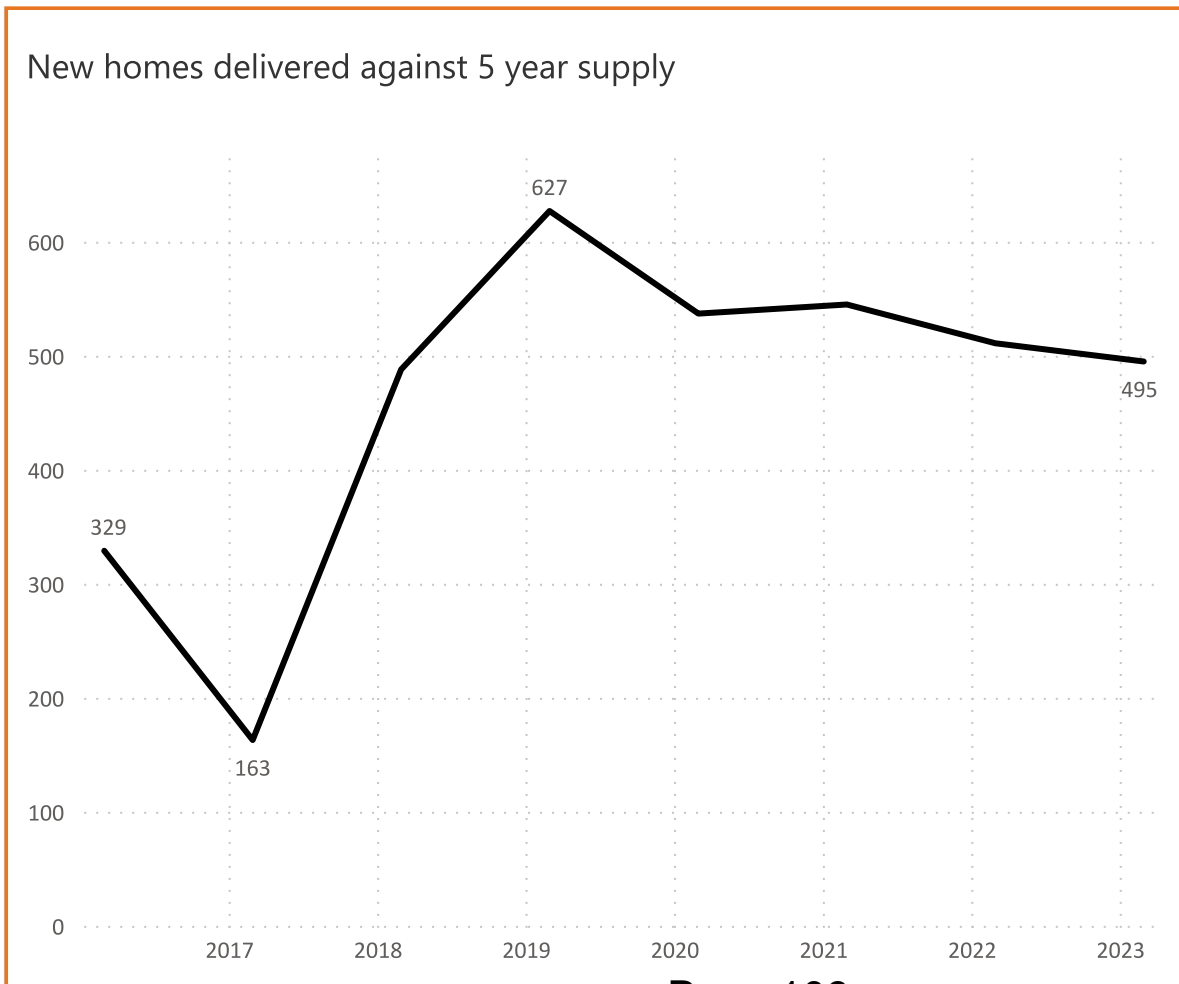
Narrative

Housing delivery continues to be strong within the borough despite ongoing challenges with Nutrient Neutrality.

Despite not granting any significant new housing permissions in the past financial year housing completions have still exceeded the annual local plan target.

Options to mitigate Nutrient pollution from new development are emerging and it is anticipated Natural England credits will be issued starting later this month (May 2023) which will hopefully unlock further permissions. Work has been undertaken to better understand the issues around nutrient pollution and council led mitigation solutions are being investigated.

Graph/Table





DBC Number

**FHR 001**

Indicator Name

**DBC number of working days per FTE lost due to sickness (excluding schools)**

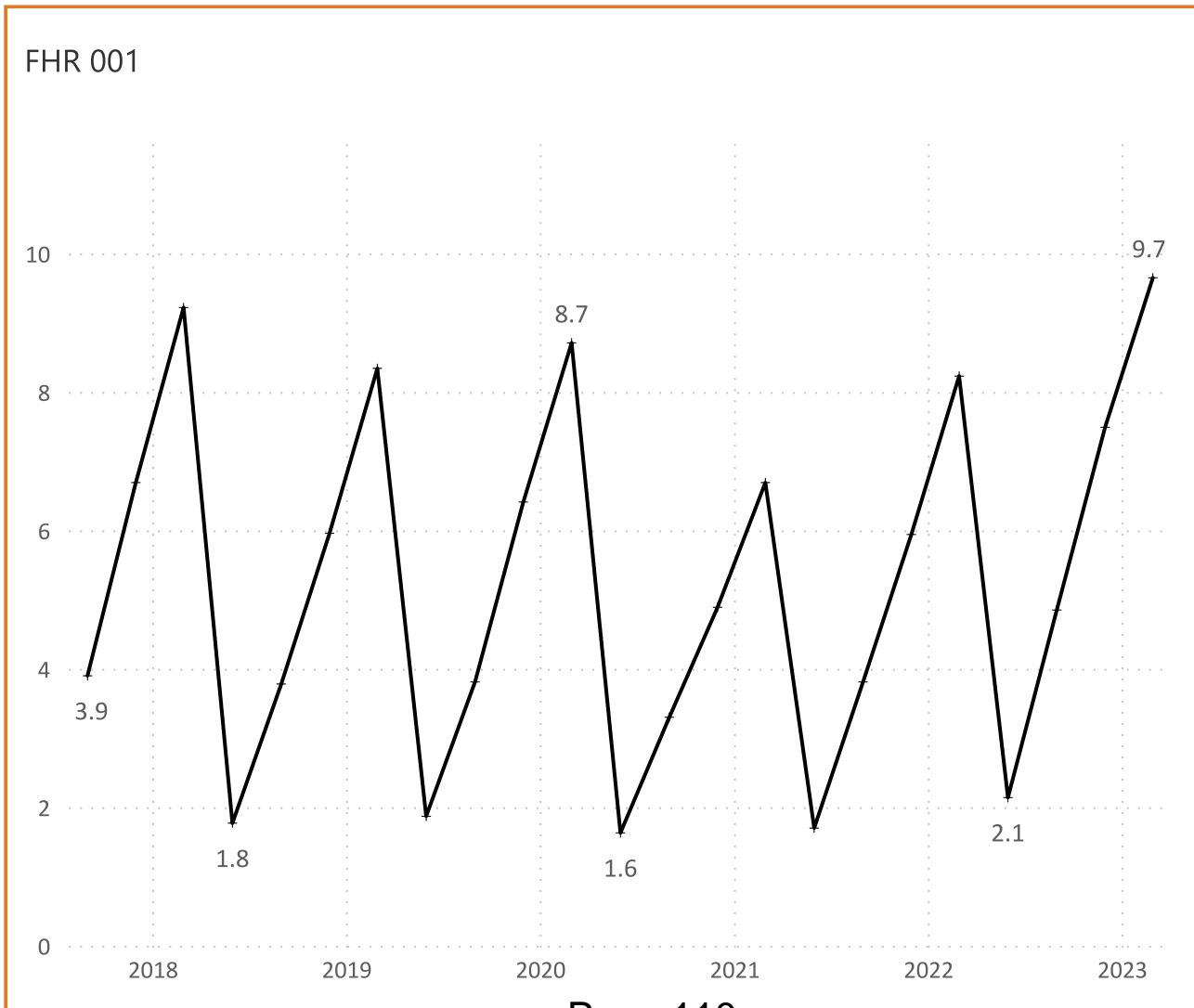
Theme or Portfolio

Priority or Key Action

Narrative

The number of days lost to sickness in 22/23 is higher than in 21/22. The largest increase in absence has been Coronavirus which accounts for over 56% of the increase in lost days. For the majority of 21/22 this was not recorded as sickness during the initial isolation period in line with national practice. Managers at all levels continue to manage sickness within the Council's sickness management policies with support provided by HR. The Wellbeing programme continues to be a key priority from our workforce strategy to promote the health and wellbeing of our staff, many activities were provided during 22/23, with further developments planned for health promotion and awareness in 23/24.

Graph/Table





DBC Number

**FHR 003**

Indicator Name

## Number of reportable employee accidents / ill health

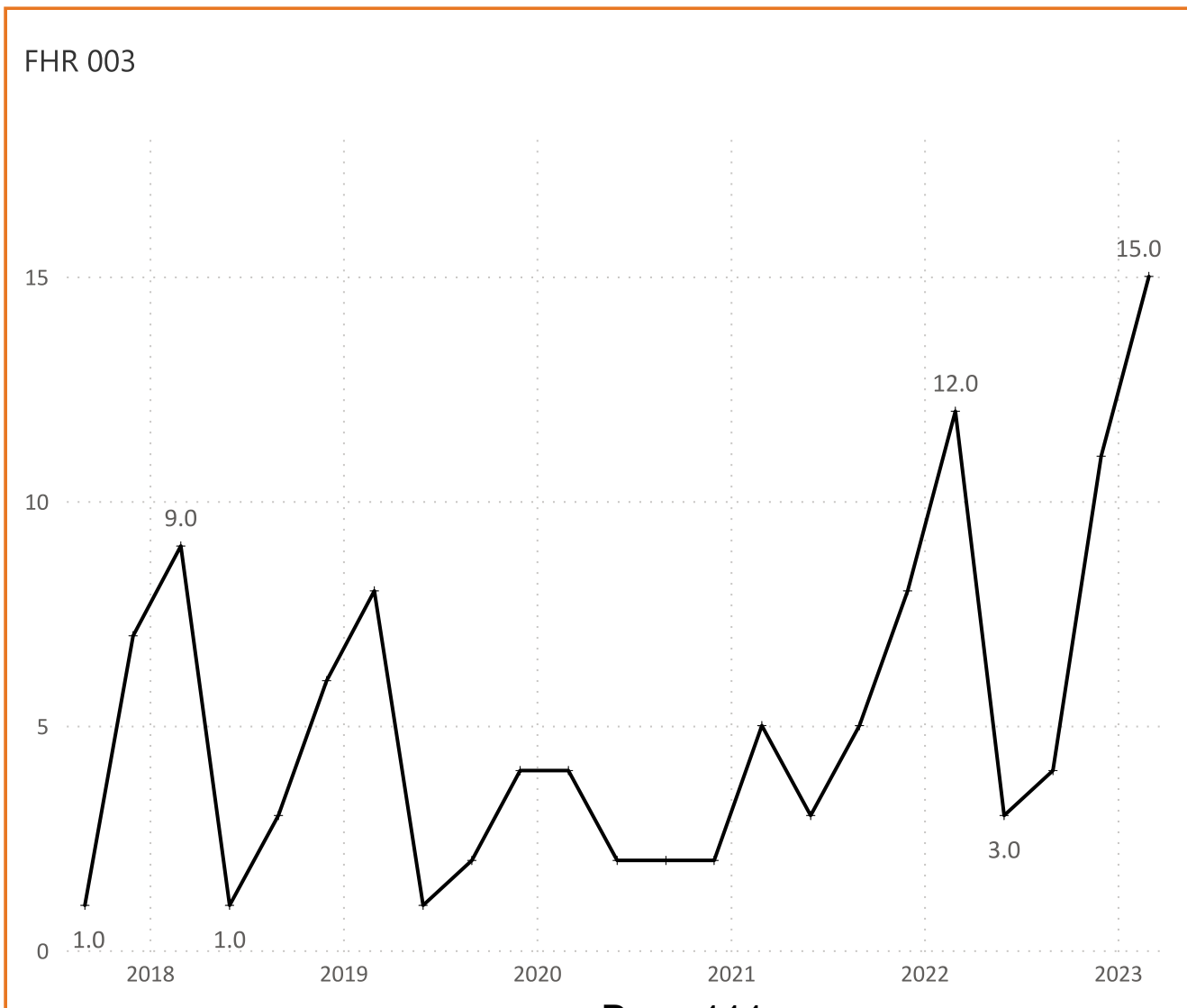
Theme or Portfolio

Priority or Key Action

Narrative

The total number of reports to the HSE as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) is 15 for 22/23, along with 2 Occupational ill health reports. Employees were either off work for over 7 days because of the accident or the accident resulted in a specified injury. All accidents and ill health reports are investigated by management and the Health & Safety team to establish the causes, to identify issues or trends and make recommendations to prevent reoccurrence. Health and Safety is a key priority for the Council at all levels and is promoted through all working practices.

Graph/Table





DBC Number

**FHR 008**

Indicator Name

**Number of complaints upheld by the Local Government Ombudsman/Housing Ombudsman**

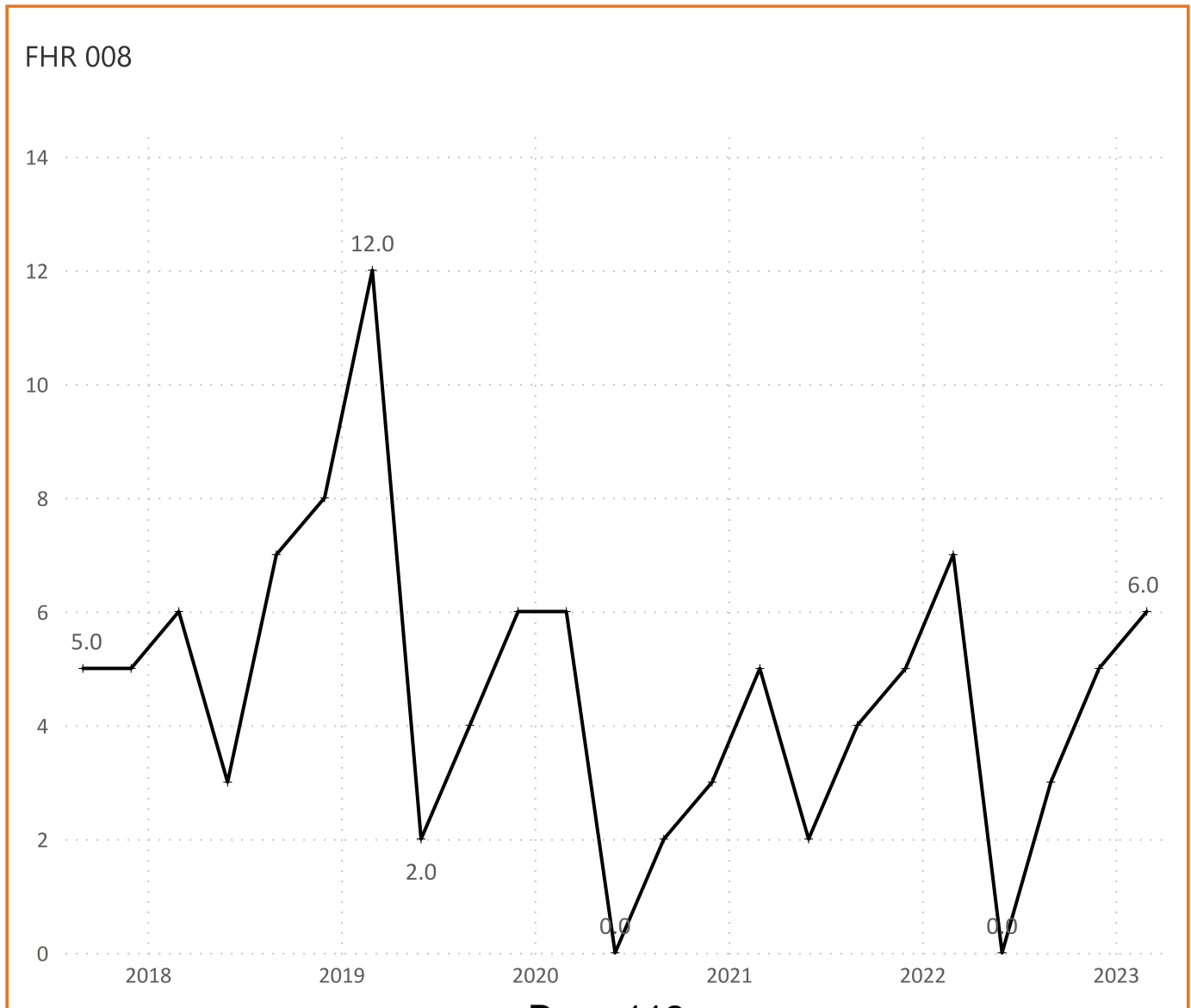
Theme or Portfolio

Priority or Key Action

Narrative

Six complaints were upheld during 2022/23, a decrease from seven in 2021/22. One was for Adult Services, Mental Health Team; one was for Resources, Finance (Adults/Housing); two were for Children's Social Care - one for Team C and one for the Children with Disabilities Team; and two were for School Admissions and Transport.

Graph/Table







DBC Number

**FHR 009**

Indicator Name

## Number of complaints upheld by the Information Commissioner's Office

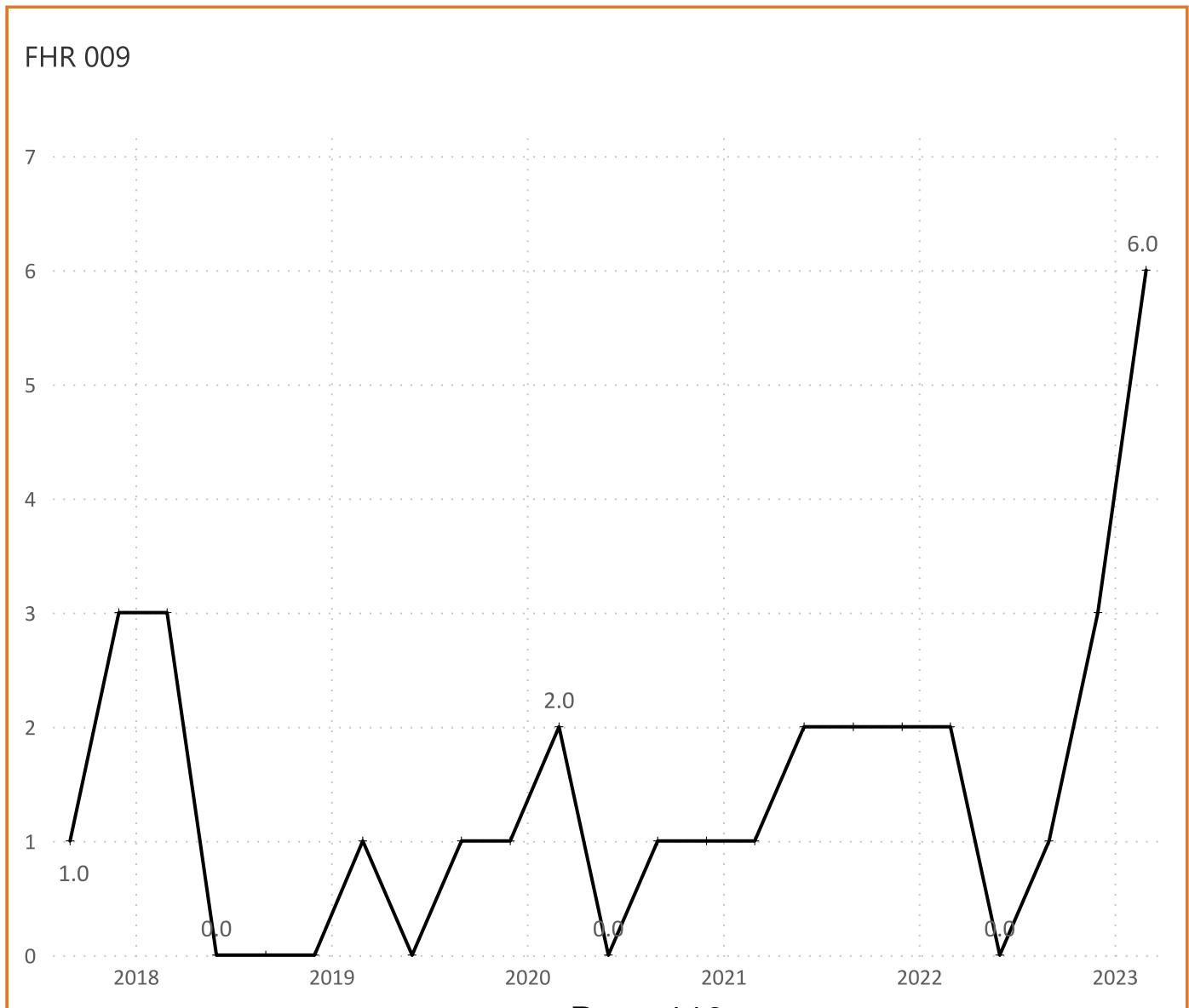
Theme or Portfolio

Priority or Key Action

Narrative

Six complaints were upheld by the ICO during 2022/23, an increase from two in 2021/22. One related to a delay in responding to an FOI request; four related to delays in responding to Subject Access Requests (SARs); and one concerned a data breach, where an officer inadvertently sent an email to the incorrect recipient using the auto-complete list in the 'To' field.

Graph/Table





DBC Number

**FHR 019**

Indicator Name

**Staff turnover - Voluntary Leavers (Divided by average number of staff in period)**

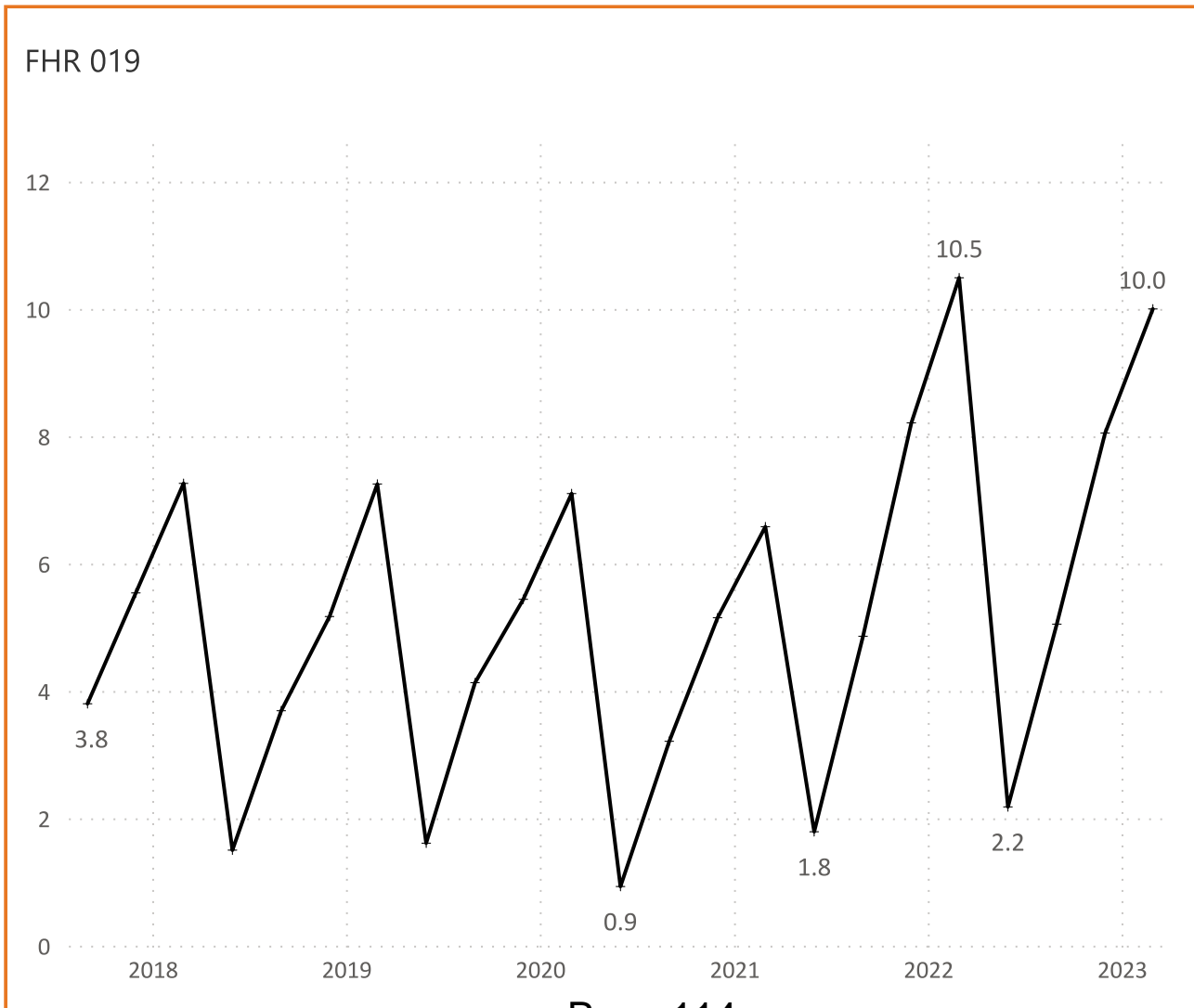
Theme or Portfolio

Priority or Key Action

Narrative

The number of staff leaving employment voluntarily in 22/23 is less than in 21/22 but above the pre pandemic level. This was expected as new employers have moved into Darlington and national recruitment issues have provided new opportunities. We undertake exit interviews to understand why staff leave and to inform on improvement. 92% of staff interviewed said they would work for DBC again. We work hard to recruit and retain the best talent in a very competitive employment market, through promotional events which have provided successful recruitment. We continue to improve our employment package through flexibility, wellbeing, benefits and other initiatives to make DBC an employer of choice.

Graph/Table





DBC Number

**HBS 002**

Indicator Name

**Amount of Council Tax arrears collected (£)**

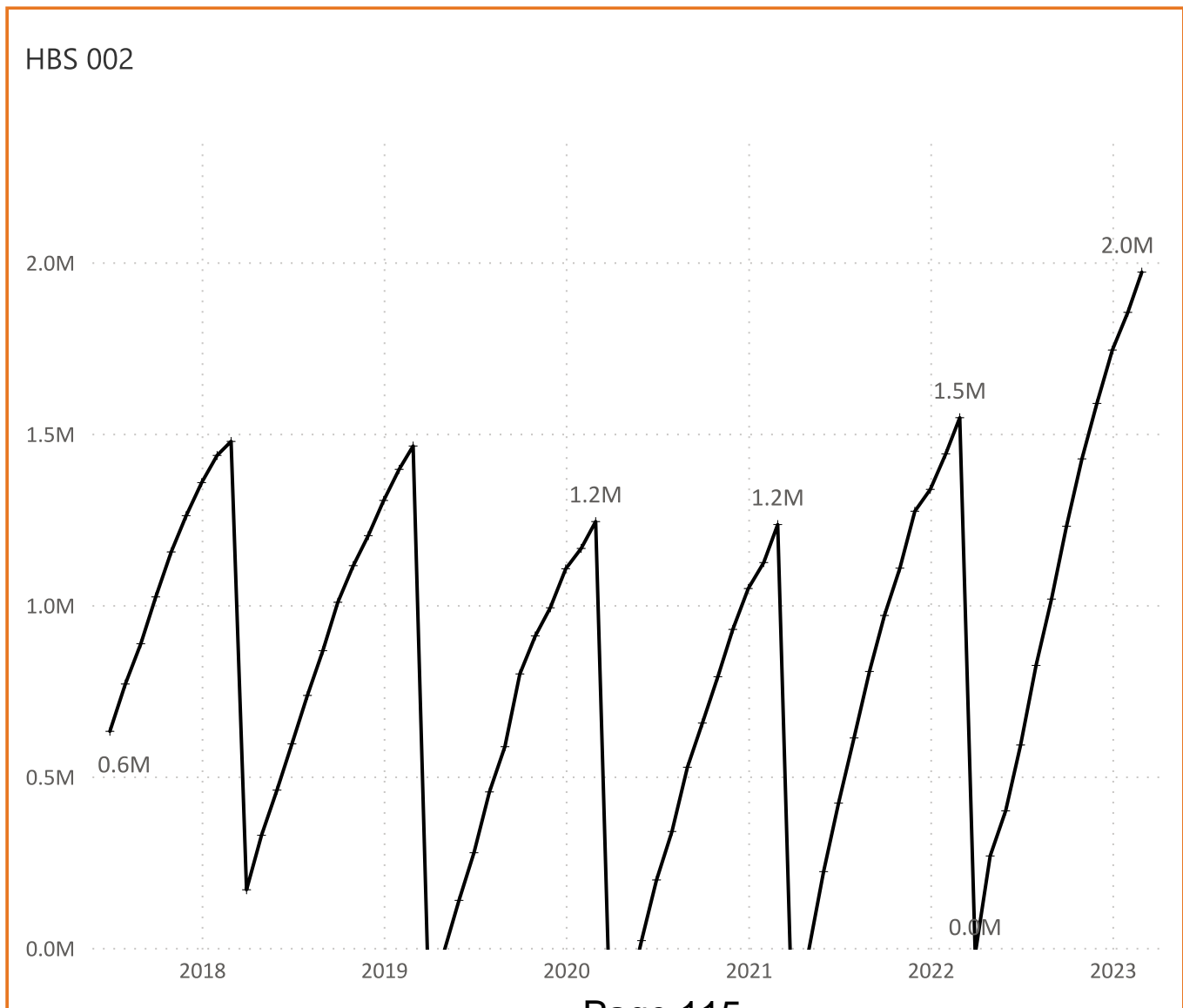
Theme or Portfolio

Priority or Key Action

Narrative

The amount of Council Tax arrears collected for quarter 4 has exceeded the target for 2022-23, with £1.97 million collected compared to £1.55 million for the same period in 2021-22. The amount of outstanding arrears increased from £3.9 million at the end of quarter 4 in 2021-22 to £4.3 million at the end of quarter 4 in 2022-23, but recovery action restarted in the first quarter of 2022-23, following the Covid pandemic, which explains the increase in arrears collection.

Graph/Table





DBC Number

**HBS 003**

Indicator Name

### Amount of Housing Benefit overpayments recovered (£)

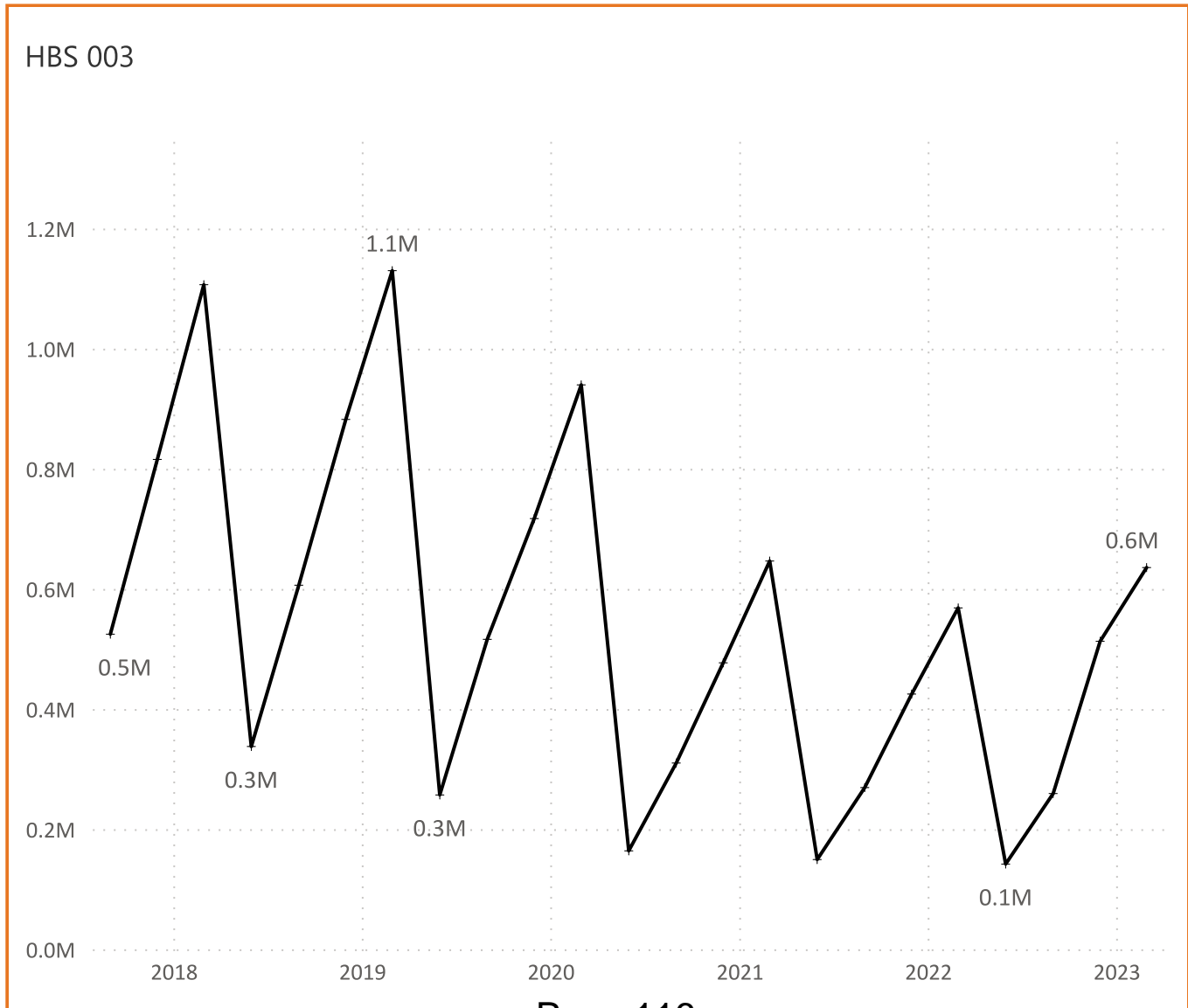
Theme or Portfolio

Priority or Key Action

Narrative

The amount of Housing Benefit overpayments collected in quarter 4 exceeded the target for 2022-23. £636k of overpayments were collected, compared to £568k collected for the same period in 2021-22. Collection rates are currently at 112% of the new overpayment debt created (£569k) and the overall outstanding debt is decreasing (currently at £1.54 million). It is likely that as Housing Benefit claims continue to transfer to Universal Credit, the amount of Housing Benefit overpayments created (and therefore the amount collected) will decrease.

Graph/Table





DBC Number

**HBS 009**

Indicator Name

**Percentage of Council Tax collected in-year**

Theme or Portfolio

**Resources Portfolio**

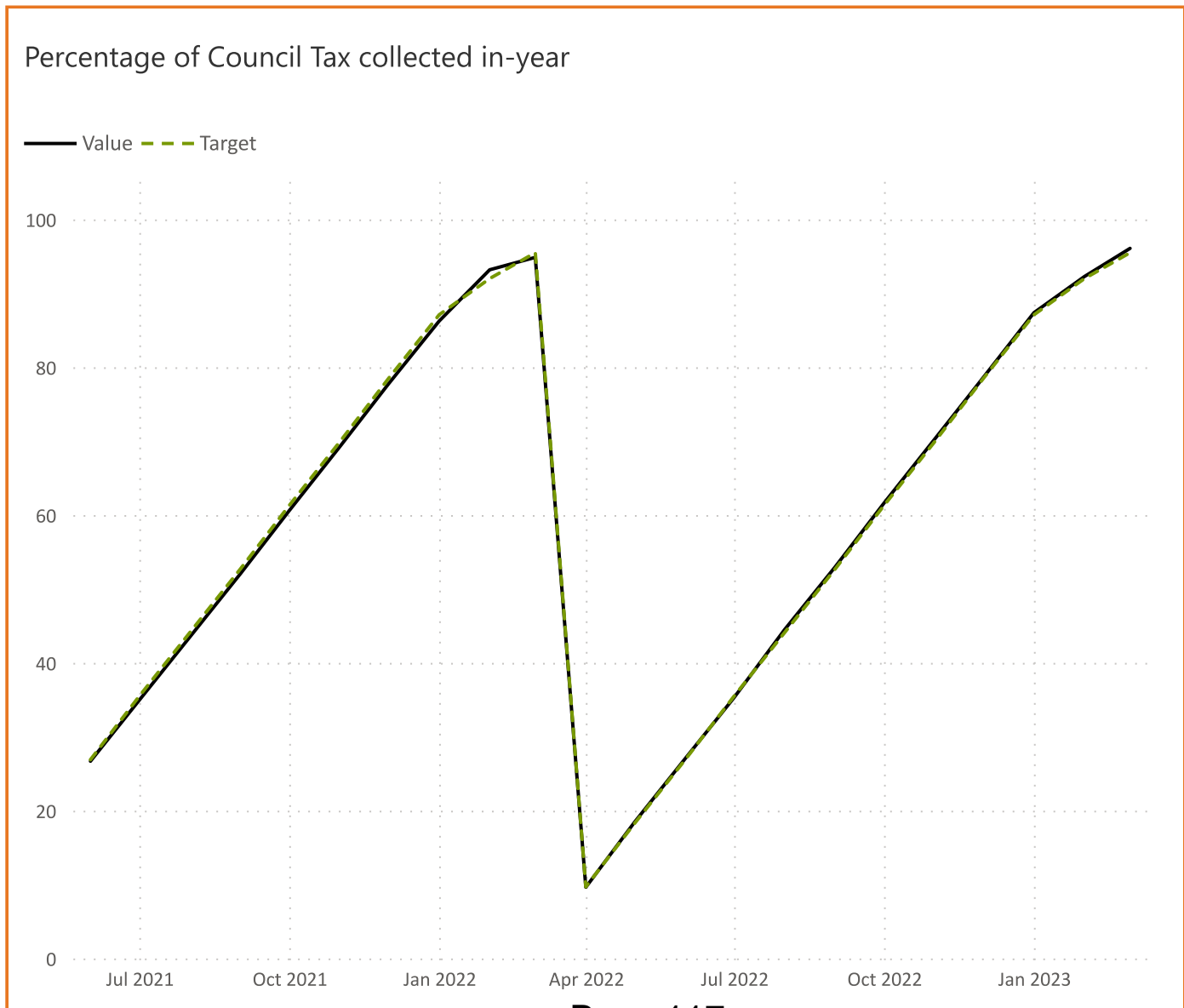
Priority or Key Action

**Maximise council tax and business rate income through robust income collection processes**

Narrative

The percentage of Council Tax collected exceeded the target for quarter 4, with 96.1% of Council Tax collected. The overall amount collected by quarter 4 was £71.2 million compared to £66.7 million by quarter 4 in 2021-22, an increase of £4.5 million or 6.7%. The overall Council Tax collection rate of 99% is still on course to be met.

Graph/Table





DBC Number

**HBS 010**

Indicator Name

## Percentage of Business Rates collected in-year

Theme or Portfolio

**Resources Portfolio**

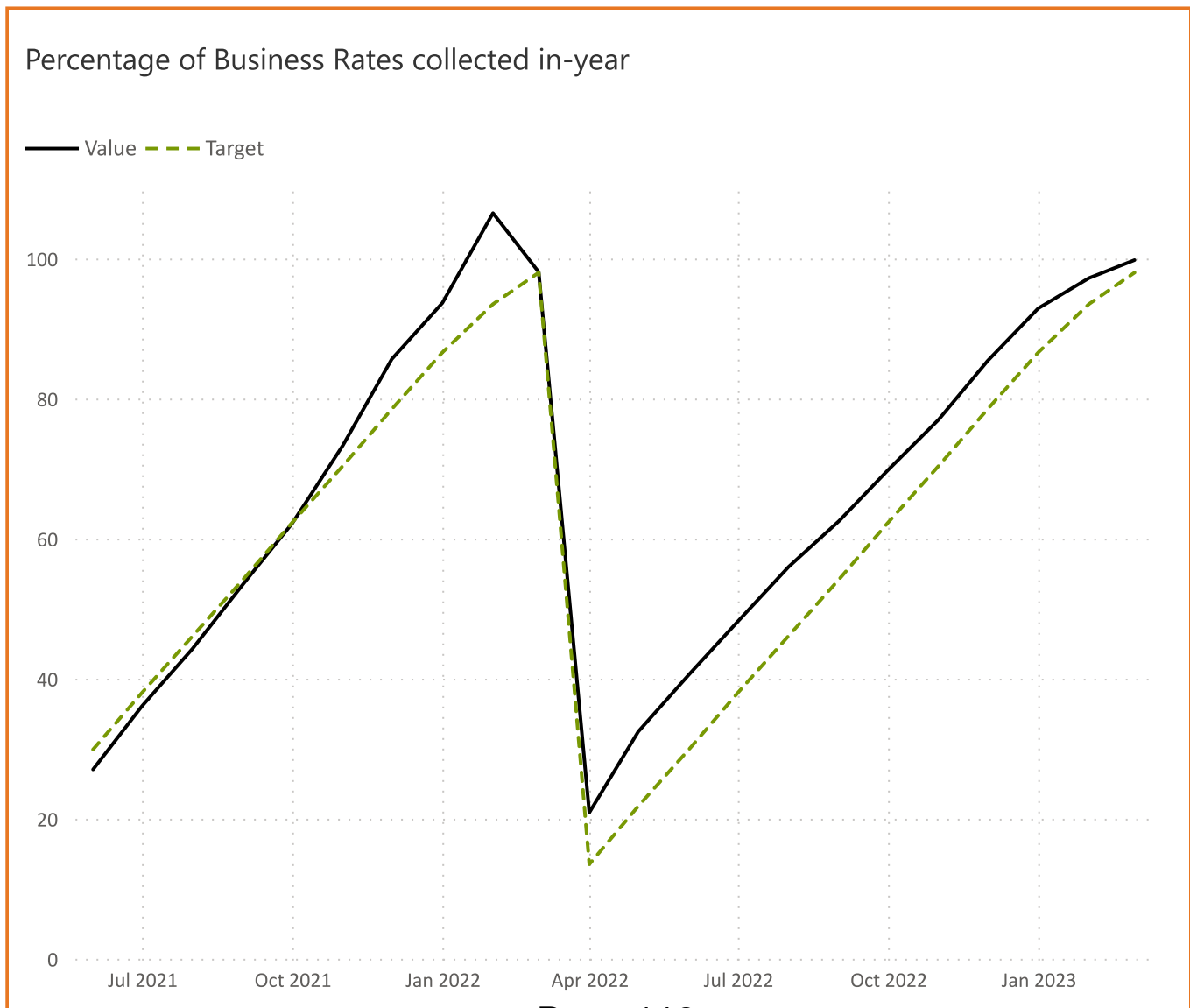
Priority or Key Action

**Maximise council tax and business rate income through robust income collection processes**

Narrative

The percentage of Business Rates collected exceeded the target for quarter 4, with 99.8% of Business Rates collected, compared to 98.1% in quarter 4 of 2021-22. The overall amount collected by quarter 4 was £29.9 million compared to £31.1 million by quarter 4 of 2021-22. The reason for this difference is due to the amount of retail relief awarded in 2022-23.

Graph/Table





DBC Number

## LGP 008

Indicator Name

### Contracted spend as a percentage of total non-salary spend

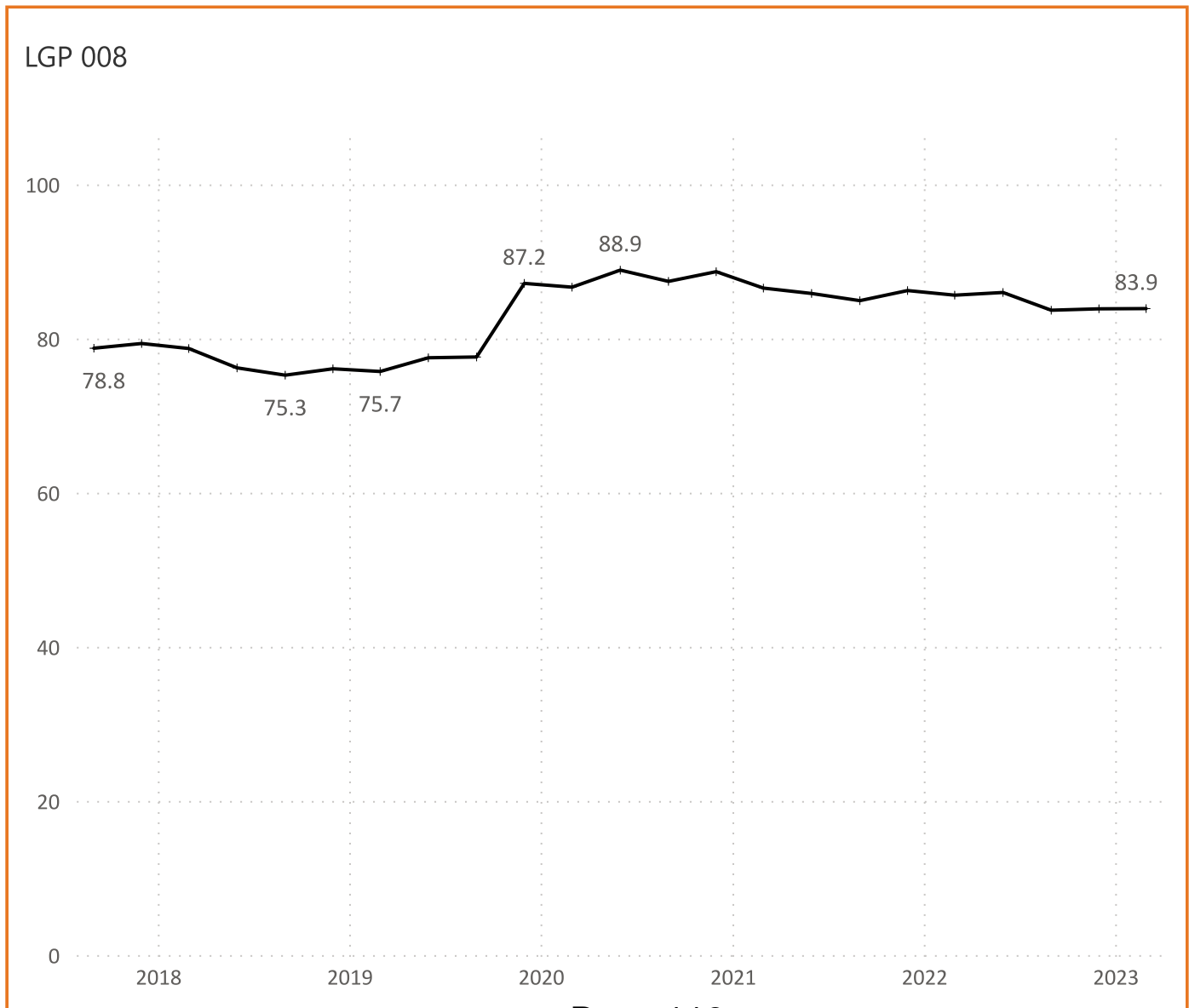
Theme or Portfolio

Priority or Key Action

Narrative

Increased communication and early engagement and a refreshed intranet page over the past year has helped officers to better understand and the procurement rules which has contributed to the figure remaining just below 85% for the third consecutive year. In quarter 3 and 4 there was a slight increase to this figure, with the figure 1-2 % lower than the previous years.

Graph/Table





DBC Number

**REG 301**

Indicator Name

## Percentage of food premises which are inspected within the year in which they are due

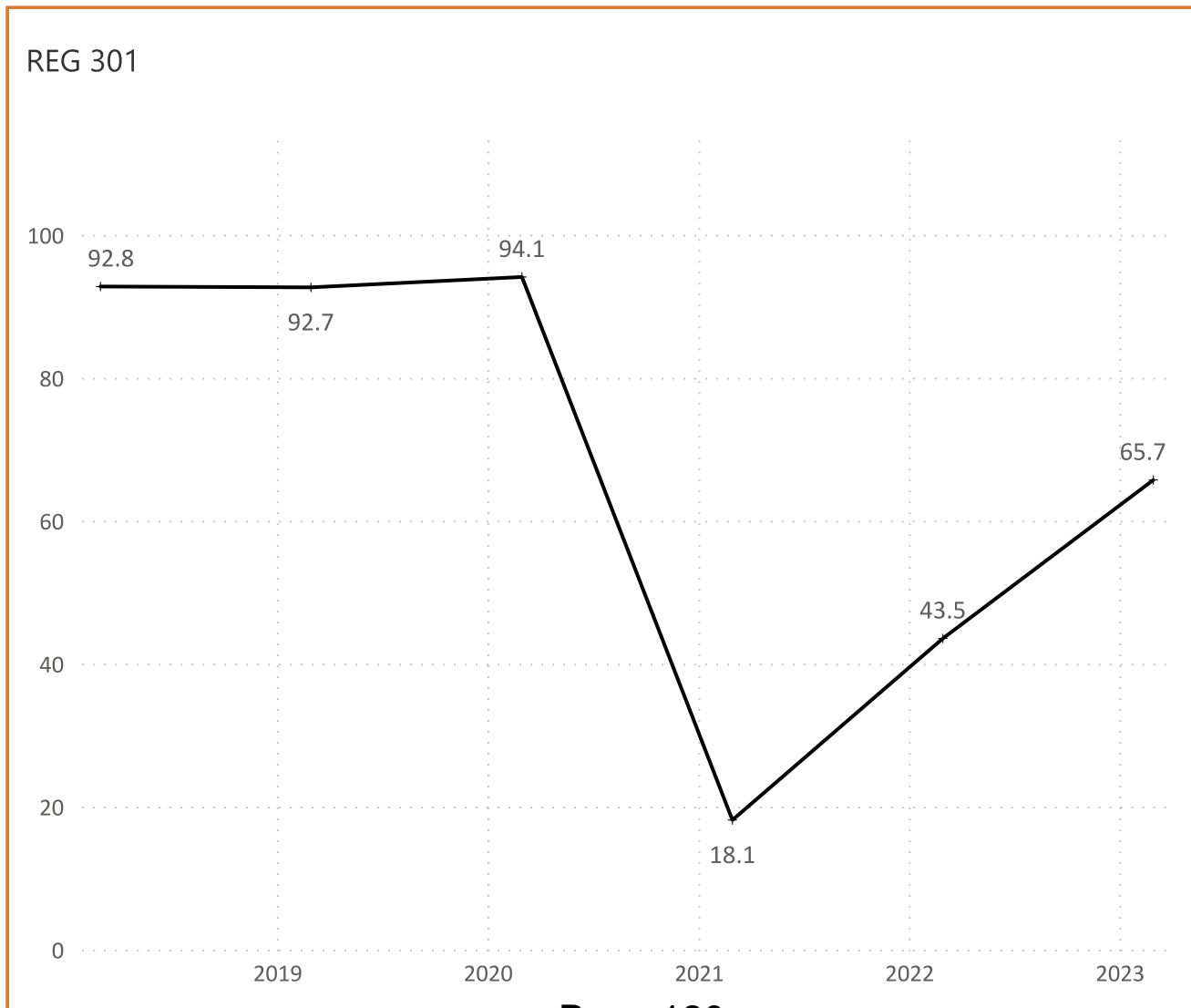
Theme or Portfolio

Priority or Key Action

Narrative

To limit the spread of Covid infection during the Pandemic Environmental Health officers were under instruction from the Food Standards Agency not to visit commercial premises unless they had evidence that there was a direct risk to public health. Officers are currently engaged in a Post Covid Recovery Plan which had resulted in a backlog of over 1000 inspections. All inspections were prioritised in terms of risk and only very low risk premises remain overdue. It is expected that the inspections will be carried out in the next 3 months.

Graph/Table







DBC Number

**REG 308**

Indicator Name

**Percentage of premises broadly compliant for food hygiene**

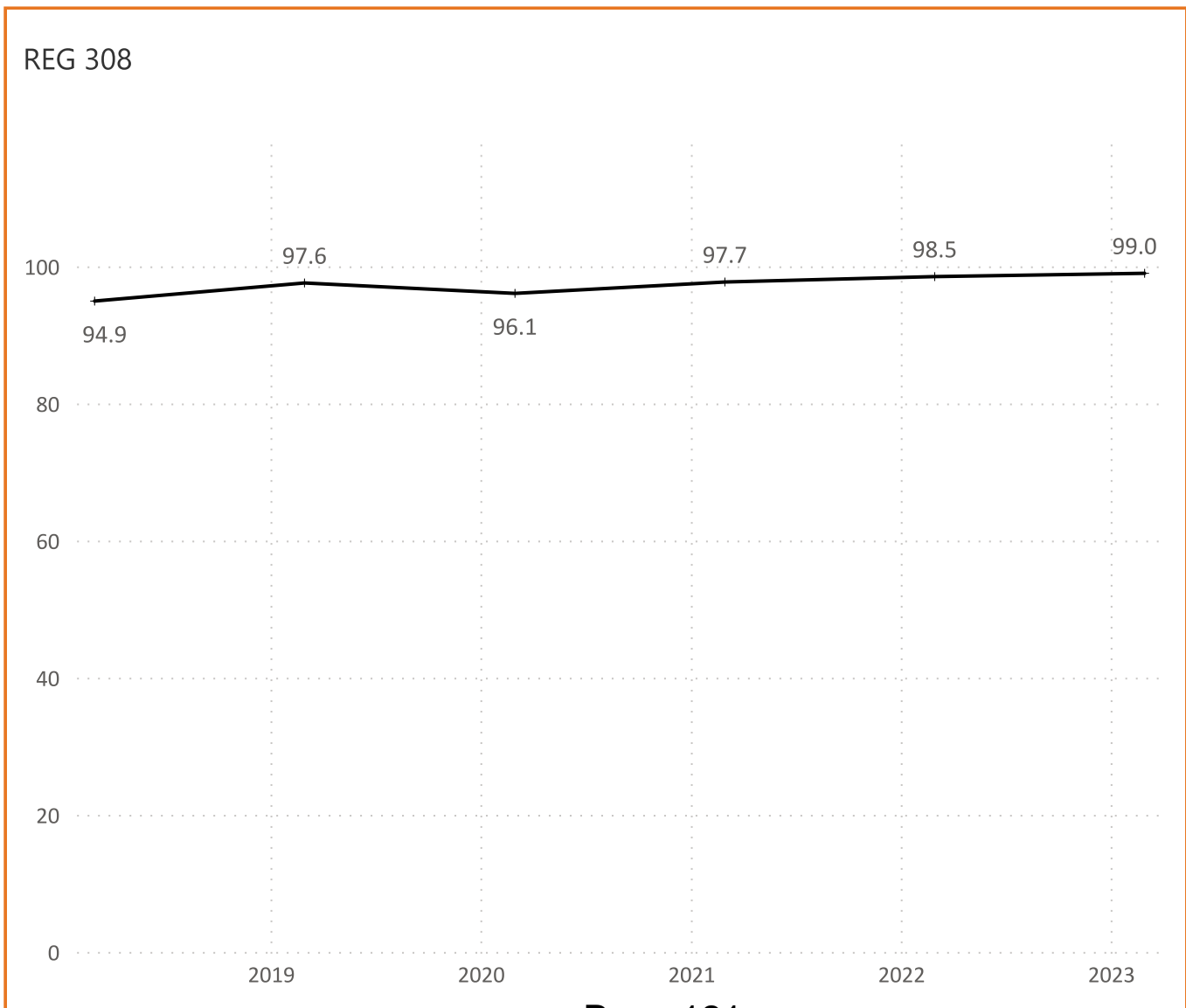
Theme or Portfolio

Priority or Key Action

Narrative

Premises within the Borough have shown a consistently high level of compliance year on year. This is due to a robust, consistent, and proportionate advice, inspection, and enforcement regime by officers. Officers have worked extremely hard to ensure that standards are maintained. This Indicator illustrates the continued high level of compliance of food premises within the Borough of Darlington. Officers have worked extremely hard to ensure that standards are maintained.

Graph/Table





DBC Number

**REG 312a**

Indicator Name

**Percentage of noise complaints investigated and completed within 6 weeks of the date of receipt (except where diary sheet returned)**

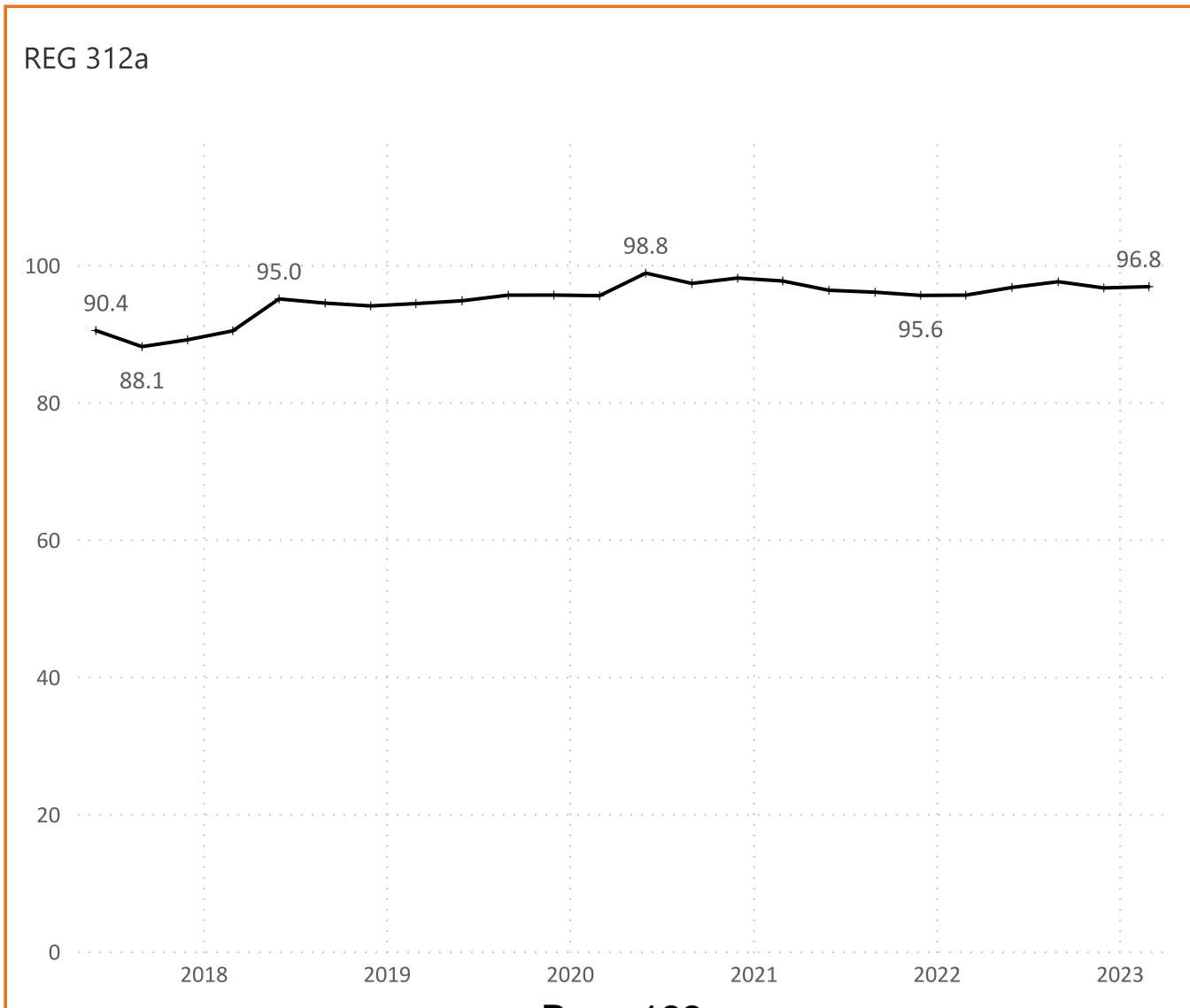
Theme or Portfolio

Priority or Key Action

Narrative

The 90% target continues to be achieved despite the increase in noise complaints particularly with regard to barking dogs as a result of an increase in dog ownership during Covid and people continuing to work from home. As well as domestic noise complaints Environmental Health also investigate noise from commercial and industrial premises and can take enforcement action when a statutory noise nuisance exists.

Graph/Table



**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
2 NOVEMBER 2023**

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**COUNCIL TAX CHANGES TO EMPTY PROPERTY PREMIUMS 2024-25**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To consider proposed changes to Council Tax Empty Property Premiums for 2024-25 before recommendation by Cabinet on 7 November 2023 and approval by Council on 30 November 2023.

**Summary**

2. A 50% Council Tax premium (additional charge) was introduced in April 2013 for all unoccupied and unfurnished domestic properties which had been empty for 2 years or more, this being the maximum the Council was permitted to charge.
3. New legislation was introduced in 2018 and changes were made to the Council Tax Empty Property Premiums, as follows:
  - (a) The Council Tax premium for unfurnished properties which had been empty for 2 years or more was increased to 100% from April 2020,
  - (b) The Council Tax premium for unfurnished properties which had been empty for 5 years or more was increased to 200% from April 2020,
  - (c) The Council Tax premium for unfurnished properties which had been empty for 10 years or more was increased to 300% from April 2021, and
  - (d) Protection was provided for those owners who are making genuine efforts to bring their long-term empty properties back into use.
4. The Levelling Up and Regeneration Bill, currently being considered by Parliament, contains a provision to amend the definition of long-term empty homes, so that from 2024-25 onwards, unfurnished properties that have been empty for one year or more are liable to the Empty Property Premium.
5. In addition, the Levelling Up and Regeneration Bill also includes a provision to introduce a 100% Council Tax Premium for furnished properties periodically occupied (referred to as “second homes”) from 2025-26.
6. This report sets out the proposals for the new Council Tax Empty Property Premiums and assumes that Royal Assent will be given to the Levelling Up and Regeneration bill.

## Recommendation

7. It is recommended that :-
- (a) Members consider the proposed changes at paragraph 19 of the main report to Council Tax Empty Property Premiums from 2024-25 and agree their onward submission to Cabinet.

## Reasons

8. The recommendations are supported by the following reasons :-
9. To further encourage landlords and property owners to bring their empty homes back into use as soon as possible and to penalise those owners who deliberately leave their properties empty for years.

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

## Background Papers

- (i) Levelling Up and Regeneration Bill

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 are no issues
Wards Affected	All wards may be affected but particularly those with high numbers of long-term empty properties and second homes
Groups Affected	Owners of long-term empty properties and second homes will be impacted by this report
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	Changes to the Council Tax empty property premiums will potentially generate extra income for the Council
Impact on Looked After Children and Care Leavers	There are no issues

## MAIN REPORT

### Information and Analysis

10. A 50% Council Tax premium (additional charge) was introduced in April 2013 for all unoccupied and unfurnished domestic properties which had been empty for 2 years or more, this being the maximum the Council was permitted to charge.
11. New legislation was introduced in 2018 and changes were made to the Council Tax Empty Property Premiums, as follows:
  - (a) The Council Tax premium for unfurnished properties which had been empty for 2 years or more was increased to 100% from April 2020,
  - (b) The Council Tax premium for unfurnished properties which had been empty for 5 years or more was increased to 200% from April 2020,
  - (c) The Council Tax premium for unfurnished properties which had been empty for 10 years or more was increased to 300% from April 2021, and
12. Protection was provided for those owners who are making genuine efforts to bring their long-term empty properties back into use.

### Levelling Up and Regeneration bill

13. The Levelling Up and Regeneration Bill, currently being considered by Parliament, contains a provision to amend the definition of long-term empty homes, so that from 2024-25 onwards, unfurnished properties that have been empty for one year or more are liable to the Empty Property Premium.
14. The Levelling Up and Regeneration Bill will also provide powers to Councils to charge a discretionary Council Tax premium of up to 100% for properties which are periodically occupied (referred to as a "second homes"). This is defined as a property that is substantially furnished and has no resident (it is not someone's sole or main residence). The change comes into effect from April 2024 although, because the owners of existing second homes require 12 months' notice of the changes, the earliest the Council Tax Premium can be charged will be from April 2025.
15. The same exemptions to the existing Council Tax Empty Property Premiums will also apply to second homes. These are:
  - (a) Properties where a statutory empty property Council Tax exemption applies, such as properties undergoing probate.
  - (b) Properties being actively marketed for sale or rent.

- (c) Properties undergoing substantial renovation or refurbishment to bring them back into use – time limited for 6 months.
  - (d) Properties where there is a legal or other reason preventing the property from being occupied, sold or rented.
16. There are some additional proposals for exemption for second homes, as follows:
- (a) Annexes forming part of, or being treated as part of, the main dwelling - certain annexes are exempt from Council Tax altogether and will therefore be exempt from the premium.
  - (b) Job-related dwellings - a property provided by reason of a person's employment or for the person's spouse or civil partner by reason of their employment. However, this exemption will not apply to cases where someone chooses to have an additional property to be closer to work while having a family home elsewhere or where an individual is posted to a new location but maintains their previous address.
  - (c) Occupied caravan pitches and boat moorings - a pitch occupied by a caravan, or a mooring occupied by a boat where they are not a person's sole or main residence.
  - (d) Seasonal homes where year-round or permanent occupation is prohibited or has been specified for use as holiday accommodation or prevents occupancy as a person's sole or main residence - properties that have restrictions or conditions preventing occupancy for a continuous period of at least 28 days in any 12-month period, or specifies its use as a holiday let, or prevents occupancy as a person's sole or main residence. If a second home is available as a holiday rental for 140 days or more and actually let for 70 days in the calendar year, it will be rated for Business Rates and not Council Tax.

### **Outcome of Consultation**

17. Earlier this year, the Revenues and Benefits service undertook a public consultation exercise about the proposed changes to the existing Council Tax Empty Property Premiums for unfurnished properties. Only 3 responses were received; one response supported the proposals and 2 were opposed to the proposals. The comments received are given at **Appendix 1**.
18. In addition, a consultation was undertaken with the existing owners of second properties about the proposed changes. We wrote to 190 second homeowners and received 48 responses (or 25%). 6 respondents supported the proposals and 42 opposed them. The comments received are given at **Appendix 2**.

### **Proposals**

19. It is proposed to implement the following changes to the Council Tax Empty Property Premiums:
- (a) Amend the definition of long-term empty homes, so that from 2024-25 onwards, unfurnished properties that have been empty for one year or more are liable to the

Council Tax Empty Property Premium from 1 April 2024.

- (b) Apply a 100% Council Tax Premium to second homes. As 12 months' notice to existing owners of second homes is required, the earliest that the new charges will apply is from 1 April 2025.
- (c) Implement exemptions for the second homes Council Tax Premium, as set out in paragraphs 15 and 16.

### **Financial Implications**

- 20. The recommendation in paragraph 7 will not have any significant financial implications and therefore it is not intended to amend the budget in the MTFP.
- 21. It is difficult to estimate the additional Council Tax income that these changes could generate, as we do not know how many properties will be subject to the exemptions. However, based on the existing Council Tax being charged, the potential numbers of properties affected and additional income is:
  - (a) For unfurnished empty properties, the number affected is currently 265 generating an estimated additional Council Tax income of £446,153 each year.
  - (b) For second homes, the number affected is currently 190 generating an estimated additional Council Tax income of £349,049 each year.

**Comments received in relation to the changes to the Council Tax Premiums for empty unfurnished properties**

“I am a landlord and feel it is wrong to charge 100% Council Tax as soon as a property becomes empty. There should be at least 3 months grace so a landlord can carry out refurbishments to prepare for a new tenant without getting penalised. As it stands some landlords do not do this properly due to the 100% council tax from day one yet local authorities want a good standard of accommodation for tenants.”

“I know of a property in my local area that has been empty since the owner’s parents died 30 years ago. This is a 3 bedroomed semi-detached house that has been left empty and not maintained by the owner. If the property was updated and refurbished, it would make a lovely family home. I feel sorry for the neighbouring property owners as this house blights the road and could become a target for vandalism or worse.”

“Classification of new build homes as 2nd homes is incorrect and unfair. We build houses to sell and need stock homes for our build programme and to retain long term employment. Our new homes are not furnished and incomplete until marketed and reserved.”



**Comments received in relation to the changes to the Council Tax Premiums for second homes**

“It will cost us even more money. We are in a situation where my late father left me this property, which we are having to refer to as a second home. We are currently living between two properties until we are in a position to sell one. The past few years have been very difficult. When we reach a decision, we will sell one of the properties and finally solve this problem.”

“It will increase my costs. My second home is where I grew up and is in my ownership since the death of my parents.”

“Living some distance away - I kept this property for visiting elderly relatives still living Darlington - the extra expense of Council Tax along with other expenses is not easy to absorb.”

“The substantial increase will make the payment unaffordable for our family farm business.”

“I already pay the Council Tax for the home in Darlington in addition to the other home. I would have to seriously look at ways of not paying.”

“The property is empty and due to letting rules and regs, would not meet tenants regs prefer to use as a holiday home for family scattered over the country. Property is within fifty yards, young children visit regularly so cannot have strangers letting out, the property is gated and locked within our grounds.”

“It will double the amount of Council Tax which we pay. We bought the flat in Darlington when my father-in-law died and we no longer had somewhere we could stay on our regular visits to see friends and family. We live in the south of England but still have many ties to Darlington and the surrounding area. We also have other family members who stay there when visiting the area.”

“I will most likely have to sell it, which will mean I will see less of my family, as I will no longer have somewhere to stay when I visit. This was my parents home and I bought it when they both passed away so I could keep in touch with family who remain in Darlington. I currently work elsewhere and had hoped to one day retire back to a home I have known and visited for around 25 years when my parents were alive. The increase in Council Tax will put a stop to this as it will no longer be affordable and my quality of life will suffer.”

“It will cost me extra money which I think is unfair as the property is used as a second home not held as an investment property and I think that is legitimate.”

“I will have to absorb another increase in costs which will diminish my spend on other local Darlington services etc. The house is actually my family home and is 'second' because I spend a larger proportion of each month away rather than in the town (originally required by work needs). Local authorities are always quick to raise revenue and slow to think about the effect.”

“This consultation will in no way alter the Council's intentions. I receive few services as it is, despite paying a full Council Tax. I do not accept that Darlington has a problem arising from a small number of second homes.”

“Individual circumstances have to be taken into consideration. Not all cases are the same. I don't agree with second homes that are permanently unoccupied, or second homes that are only used for a few weeks a year and are then left unoccupied. This deprives people of potential properties to buy if they want to move to an area to live permanently.”

“Every case is specific and there isn't really a one size fits all. In principle I support measures to discourage 2nd homes where there is no integration with the local community and where locals cannot afford homes and the 2nd home is mostly empty. However, I question whether Council Tax is the correct means of achieving this as it is nominally supposed to pay for local services which paradoxically will be used less by second homeowners. In my own case I have taken on the family home of 50+ years. I spend significant time in residence and maintain my connections with the community. I am now addressing long standing maintenance issues and an increase in Council Tax will affect my budget. I would be more in favour of a tax on a sliding scale to take account of 2nd home usage by the owners. This would mean paying normal Council Tax to cover local services but additionally being taxed for the proportion of time not in residence and therefore not being part of the local community. This should go hand in hand with closer control of new build properties which so often fail to address real local need for affordable homes in favour of the more profitable and often unsuitably sited luxury homes which are so often built on green spaces and which do not help those in real need locally.”

“The Council should have discretion over the amount by which the Tax is increased in respect of individual cases. In applying the extra levy, they should be able to take into account the reasons why a second home is needed within the Borough.”

“We don't think that this empty property has any impact on the community. Even if we could afford to renovate for letting any tenant would need more than a basic income. The bus service looks likely to disappear.”

“My view is that each case is potentially different. My situation is an inherited home which has needed a lot of renovation before it can be sold which, mainly due to work commitments has taken over a year.”

“My understanding is that the intention of this legislation is aimed at properties that are used infrequently and in rural areas where there is a housing shortage. The property is used by ourselves a significant amount of the year and we are active members of the local community despite.”

“I understand that in some areas second homes have a detrimental effect on the local community. However, I do not think that there is a very large number of second homes in Darlington - a figure of 200 is quoted in your letter. We have bought our flat so that we can maintain our close ties to the area and see family and friends on a regular basis. We contribute to the local economy when we are staying in the town, using local shops, cafes, restaurants and other services.”

“Darlington is not a tourist destination in the same way as Devon or Cornwall for example, where second home ownership can have a much more profound impact on local communities and people's ability to get on the housing ladder. The percentage of second homes in Darlington would have a negligible effect in comparison. If the Council needs to generate extra revenue then perhaps this could be done via a general increase to Council Tax that everyone

pays and who directly benefit from the services it is designed to cover.”

“I own a home which was rented out part furnished, I have been trying to sell it to cover my costs, not make a profit, for over 16 months. I would therefore not want to be additionally penalised for not being able to sell my property.”

“I agree that individuals who hold properties as investments or who use them very occasionally should be charged extra but I do not think this should apply to those who use them regularly. The 70 day limit applicable to holiday lets should in my opinion apply also to properties that are owner-occupied for 70 days a year or more. This would cover homes that are used every weekend or homes that are used only for work purposes. We intend to use our second home for almost half of the time and paying double Council tax in that situation would seem unfair.”

“I must point out however that my property is not a second home. Whilst it is true that my present employment is in Cambridgeshire, I am a lodger with family. I return home 2 days a week and now one week in a month.”

“As a landlord for many years, providing excellent furnished accommodation for individuals like training doctors and other professionals who are only needing accommodation within the Darlington area for a maximum of six months. I think if our rental property is empty we should not be penalised for having an empty property. As soon as our properties become untenanted we are required to pay the full Council Tax. Our bins will not be getting emptied by the council etc. Our profits have already been squeezed massively because of section 24 which now means we are the only businesses who cannot claim our finance costs before calculating our tax liability. This means Landlords have to pay tax on the gross income and not the net income. This can mean some Landlords paying tax exceeding their rental income such a crazy idea. Now our mortgages have increased thirteen times in the last year there is no way these increases can be passed on to our tenants who are struggling with the current living crisis. No wonder Landlords are exiting the market but where will the displaced tenants now go. Local Councils and our government have not built anywhere near the required amount of social housing. Most private Landlords run their businesses as a full time job making sure all our tenants live in decent high standard homes. The government think that what we earn is unearned income I say come and try running my small portfolio and see how hard you have to work every day to keep within the health and safety rules and keeping tenants happy in their rented homes. Government just see us as cash cows and a way to raise funds to prop up a BADLY run country. They squander our hard-earned taxes on unnecessary projects in my opinion its ridiculous so NO I do not agree with doubling our Council Tax payments after 12months of a property becoming empty after all we will be paying the full 100% council tax like any other homeowner.”

“Obviously it's unfair. Currently we are paying to have the bin emptied about once a month and we take the recycling home with us to our first home because there are no recycling facilities at the property, which we bought in 2018.”

“I understand the effect of second homes in popular tourist areas. The premium is likely to cause many to be let as Air bnbs which will not alleviate such problems but might make them worse. My own second home is in a non-tourist area, is tiny and has little effect on availability of homes. When we visit, we contribute considerable amount to the local economy.”

“Not everyone has a second home as a holiday home. My reason for having a second home near Darlington is so I can look after my elderly parents. Others have second homes because of work reasons. I agree, second homeowners should perhaps pay some extra Council Tax, but it should be realistic. If I didn't have a second home in the area my parents would have to rely on local social services costing the system more money. It's wrong to penalise individuals who have second homes for a specific reason. I am often at my second home; I count it as a home not a holiday or nice to have home. It's a necessity.”

“We and other family group members use the flat frequently. It is also used as my base when working in the UK. Rather than being a burden it provides Council services to others. The value of the flat had dropped, due to bad national government, so it does not cause any local housing inflation. Lack of affordable housing is a bad national government choice.”

“My property in Darlington is my sole property but due to working abroad it is classed by you as a second home. I feel it is already unfair to have to say my property is a second home when it is my sole home and therefore don't think the council should be able to charge double Council Tax as proposed.”

“Second homes could be in the process of being updated to comply with Government specifications regarding insulation and if this is the case then they should not be subject to Council Tax Premiums. If you are working in paid employment and only have evening and weekends to complete your project, if it unfair that you should be penalised because it is taking longer to complete the project.”

“Council Tax should be an even field - one tax one home or business - currently small businesses do not pay any Council Tax so why should someone else pay double.”

“Someone who has another home could improve their second property and improve their neighbourhood.”

“We bought a property last year which we use every two / three weeks for 4/5 days at least, but are mainly based in London. I grew up in the village and would like to settle back there one day. At the moment my parents who are in their late 70s still live in the village, so the property gives me the opportunity to help support them as they get older rather than relying on other Council services. I'd also say that we get actively involved in local events, make use of the pubs, restaurants, building + maintenance services and other local amenities and I think contribute well to the local economy. I feel we have been welcomed back into the local community and get involved as much as we can. I realise I am in a fortunate position, but as I've said I respect that, have solid links to the area and get involved where and when I can.”

“We are a pub/restaurant and the flat above is unoccupied and is part of a leased building. This is solely used as a storeroom and access is via the restaurant. The toilet/kitchen facilities in the flat are used by the staff. So this is not a 2nd home it is part of a business.”

“In Darlington second homes have a minimal effect on the community i.e. this is not a holiday area like the South-West of England. The 200 homes are a very small proportion of the housing stock so logically have a small impact on overall availability; also Darlington is currently seeing large amounts of new building which is in excess of the population growth of the Borough and the prices of 'used' homes are lagging as a consequence.”

“I own a Residential lodge in a Park Home which is classed as a second home although it has been unoccupied since 6 Feb 2023 and only furnished with the furniture and fittings which are an integral part of the property. It has been on the market, unoccupied, since 6 Feb 2023, the date we moved into a conventional house and on which I had to pay higher rate stamp duty as it was "a second home" despite it being my main residence. The park home had been bought in Oct 2021 with the remains of our savings after we had been defrauded of over £500,000, the proceeds from the sale of our previous house and was planned to be used to fund new house purchase. The rules of the park home required us to use the lodge as a main residence as a condition of purchase and it was not allowed to be used as a second home. The subsequent house purchase was funded by the compensation we eventually received for some of our earlier loss. However, the difference between the ways in which the markets for conventional housing and park home residences operate are such that matched exchange dates are not possible. Whilst I believe that it is appropriate for second homes to be as taxed at a higher rate, I consider such a policy should be nuanced to prevent those in circumstances such as ours to be exempt any punitive measures which might be considered to be Wednesbury unreasonable. As it is we pay Council Tax at full rate, site fees at full rate for a property we are trying to sell and don't use as well as being unable to reclaim the proportion of higher rate property transfer tax we had to pay on our new home.”

“I have lived in Darlington since the age of eight and inherited the property from my mother. I live, together with my wife, in the property for extended stays usually about twice a year. As there are only some 200 properties classed as second homes in Darlington, their sale would only have a negligible effect on the market.”

“We think that a small increase may be justifiable. Our property is used by us (the owners) for a week on average a month when visiting our family who live and work in the area. Initially the property was purchased so that we were able to support our family with childcare.”

“I spend 4 days every month in my second home visiting my family. I paid tax on earnings I used to buy it. I pay Council Tax and use very little of council services. If I rent it, I feel it is profiteering. Likewise, if I use it for holiday let's. I feel it is extremely unfair and unreasonable to expect metro pay double rates.”

“I use my second home for my son and his family to live in rent free while they save for a deposit. He works in the local area.”

“The overall numbers of second homes is small. In most instances the reasoning behind these will be vast and complex. From your letter it appears you believe these properties being owned is stopping others from getting on the property ladder. 1. Firstly it is not unlawful to be successful and own multiple properties. Paying Council Tax for each property is fair but being down taxed is simply not. 2. Some properties are not for sale/available to be rented out. For example, my flat is connected to my business and on site of the business. I do not wish to rent this out to a random third party nor could it be sold. Due to the unfair mechanism of business rates, there is not a lot to be done here. 3. Darlington has many low value properties say in a state of disrepair or neglect. Ownership of some of these properties should be encouraged via discounted Council Tax not increased. 4. Many second homes are probably when rentals are empty. Again, a good landlord business should be encouraged not hindered.”

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
2 NOVEMBER 2023**

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**REVENUE BUDGET MONITORING 2023/24 – QUARTER 2**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To consider the revenue outturn 2023/24 – Quarter 2 report.

**Summary**

2. Attached at **Annex 1** is the revenue outturn 2023/24 – Quarter 2 report which is due to be considered by Cabinet at its meeting on 7<sup>th</sup> November, 2023.

**Recommendation**

3. It is recommended that Members consider and discuss the revenue outturn 2023/24 – Quarter 2 report.

**Brett Nielsen**  
**Assistant Director Resources**

**Background Papers**

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

S17 Crime and Disorder	There are no specific crime and disorder implications in this report.
Health and 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  
7 NOVEMBER 2023**

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**REVENUE BUDGET MONITORING 2023/24 – QUARTER 2**

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**Responsible Cabinet Member -  
Councillor Mandy Porter, Resources Portfolio**

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

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**SUMMARY REPORT**

**Purpose of the Report**

1. To provide a forecast of the 2023/24 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 2023/24. The latest projections show an overall decline of £1.119m on the 2023-27 Medium Term Financial Plan (MTFP). This is due to £0.509m of additional balances following the 2022/23 outturn, and £1.200m of resources returned to reserves, offset by £2.602m of projected departmental overspends in 2023/24 and a £0.226m decline in corporate resources.
3. The decline relates to the significant demand being placed on our children's services, where numbers of children in care have increased by 33% from pre pandemic levels, despite the council using the government backed Strengthening Families approach, one of the governments social care innovations programmes. Darlington is not alone, the pressure in children's social care is manifesting itself across the country. We are lobbying government and have provided evidence to the Local Government Association to be used to demonstrate the issues, and disproportionate strain on Darlington's finances in this one area.
4. All departments have been scrutinising their budgets, reducing spend where possible to assist the financial position and subsequently most divisions are showing an underspend or an improvement on the quarter one position.

**Recommendation**

5. It is recommended that:-
  - (a) The forecast revenue outturn for 2023/24 be noted.
  - (b) Further regular reports be made to monitor progress and take prompt action if necessary

## Reasons

6. 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.
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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

7. This is the second revenue budget management report to Cabinet for 2023/24 and provides a mid-year forecast of the 2023/24 revenue position as part of the Council's continuous financial management process.
8. 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.
9. 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.
10. Overall as summarised in **Appendix 1**, the projected General Fund reserves position as at the 31 March 2024 is £16.003m, which is a decline of £1.119m on the planned balances in the 2023-27 MTFP. This decline relates to £0.509m additional underspend in the Council's 2022/23 financial results and £1.200m of resources returned to reserves, offset by £2.602m of projected departmental overspends in 2023/24 and a £0.226m decline in corporate resources.

### Departmental Resources

11. Departmental resource projections are summarised in **Appendix 2** and detailed in **Appendices 2(a) to 2(e)**.
12. The **People Group** budget is projected to be overspent by £3.867m, which is an increase of £1.442m on the position reported at Quarter 1. Childrens' services across the country are seeing significant increases in demand following the aftermath of the pandemic and Darlington is no different. The significant financial pressures are as a result of the increased number and complexity of children's placement costs and the additional staffing required to deal with the caseload levels. The main changes to the budget position are detailed below:
  - (a) **Children's Services** are projecting an overspend of £4.486m at the end of the financial year, an increase of £1.601m on the position reported at Quarter 1. The main changes in projections since Quarter 1 are as follows:
    - (i) Adoption and Placements budgets are forecast to be overspent by £4.201m at the year end, which is an increase in overspend from the previous report of £1.513m. This is due to higher levels of demand, with a further increase of 10 additional external residential placements at a projected cost of £1.266m and an increase of 6 Independent Foster Care Placements at £0.236m.
    - (ii) The overall children's staffing divisions are projected to be overspent by £0.297m, which is an increase from the Quarter 1 report of £0.137m. This is a

combination of additional staffing and agency costs to accommodate the increased children's referrals and case load levels, as well as further increases in support for children and families currently not in care.

- (iii) Disabled Children's division is projected to be underspent by £0.012m, which is an improved position from the previous report of £0.050m. The estimated overspend in staffing budgets has reduced from Quarter 1 and there is a projected underspend in disabled children's care packages within day care services and short break provision.
  - (b) **Development and Commissioning** division is reporting an underspend of £0.039m, this is an improved position from the previous report of £0.077m. The movement is mainly due to staffing vacancies and running cost savings of £0.101m, offset by additional pressures within the Voluntary Sector, due to increased demands on the Financial Inclusion and Community Care funds in response to the cost of living crisis.
  - (c) **Adults & Childrens Services** budgets are projected to be £0.074m underspent at the year end, an improvement of £0.062m. The Business Support and Performance sections are reporting an underspend of £0.074m due to staffing vacancies.
  - (d) **Adult Social Care and Health** are forecasting an underspend of £0.529m, which is a small improvement of £0.052m from Quarter 1. There has been a net increase in External Purchase of Care (EPC) budgets of £0.055m from Learning Disability packages with more complex placements, this has been reduced by a decrease in Older People Learning Disability packages. This increase in EPC has been offset by savings in staffing and running costs budgets across the rest of Adult Services.
13. The **Services Group** is projecting an underspend of £1.116m, an improvement of £0.916m from the reported position at Quarter 1. The headline changes are detailed below:
- (a) **Capital Projects, Transport and Highways Planning** is projected to be underspent by £0.531m an improvement of £0.521m on the position reported at Q1. The Concessionary Fares budget is estimated to be underspent by £0.501m based on the latest operator data and confirmed levels of contributions for 2023/24 from TVCA.
  - (b) **Community Services** is expected to be overspent by £0.110m, an increase of £0.010m from Quarter 1. The Cemeteries and Crematorium budget is projected to see a further shortfall in income of £0.070m which is primarily driven from the crematorium through increased choice in the market following the opening of several new crematoriums in the surrounding regions. The impact of the shortfall has been lessened by savings of £0.031m in staffing and supplies.
  - (c) **Community Safety** is projected to be underspent by £0.550m, an improvement of £0.300m. The Car Parking and Enforcement budget overall is expected to improve by a further £0.300m. The impact of removing the parking offer has not seen as high a reduction in income as was estimated in the MTFP during the initial few months since introduction. Income levels will continue to be monitored over the remainder of the year to track car parking patronage.

- (d) **Building Services** is expected to exceed its income target for 2023/24 by £0.100m following strong turnover levels associated with new build housing.
14. The **Operations Group** is projecting a year end underspend of £0.112m, after previously approved carry forward requests of £0.276m. This is an improvement of £0.054m on the position reported at Quarter 1. The main changes to the MTFP position are detailed below:
- (a) **Resources** is projecting a year end underspend of £0.228m an improvement of £0.110m on the Quarter 1 reported position. The main changes are ongoing savings from 2022/23 in budgeted Insurance Premiums of £0.050m and additional savings from staff turnover and running costs across all budget areas.
  - (b) **Law and Governance** is reported to be overspent by £0.077m, which is a decline in position from Quarter 1 of £0.079m. This is due to increased demand for specialist children's legal services of £0.083m as a result of additional children coming into the care of the Local Authority.
15. The **Chief Executive & Economy Group** is expected to underspend by £0.037m for 2023/24 which is mainly due to savings arising from several vacant posts in the group.
16. The School balances and allocations are shown in **Appendix 2(f)**.

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

17. The Council Wide and Corporately Managed Resources budgets are projected to be £0.226m overspent at year end, an improvement of £0.089m on the Quarter 1 position. This projection now includes savings shown within Children's services at Quarter 1, to give the full net impact of the pay offer and NI changes. This pressure is included within Council Wide budgets pending agreement and payment through departmental budgets.

### **Housing Revenue Account**

18. HRA projections are shown in **Appendix 3** with an overall projected balanced budget. The contribution to balances has improved by £0.323m from Quarter 1, primarily due to:
- (a) Energy savings of £0.331m following a reduction in utility prices.
  - (b) The bad debt provision has been reduced by £0.100m to reflect a reduction in outstanding debt.
  - (c) An increase in projected repairs and maintenance costs of £0.067m due to the increased pay award and the cost of materials.

### **Conclusion**

19. The Council's projected revenue reserves at the end of 2023/24 are £16.003m, a £1.119m decline on the initial 2023-27 MTFP position. This reduction in reserves includes a brought forward amount of £0.509m from 2022/23 and £1.200m of resources returned to

reserves, offset by £2.602m of projected departmental overspends and a £0.226m decrease in corporate resources.

20. The increase in Children's services demand and subsequent cost pressures are of significant concern and will be monitored closely. The rise in children presenting to council services, is despite using the Strengthening Families approach, which is one of the governments social care innovations programmes. Darlington is not alone, the pressure in children's social care is manifesting itself across the country. We are lobbying government and have provided evidence to the Local Government Association to demonstrate the issues and disproportionate strain on Darlington's finances in this one area.
21. All departments have been scrutinising their budgets, reducing spend where possible to assist the financial position and subsequently most divisions are showing an underspend or an improvement on the quarter one position.
22. We are not and cannot be complacent, whilst there are underspends in a number of areas assisting in softening the children's services pressure this year we know that high inflation, demand, interest rates, energy costs will impact on future budgets, and we are reviewing all our services looking to see what efficiencies can be made and how we can generate additional income to protect our services to the public as far as possible.

#### **Outcome of Consultation**

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

**REVENUE BUDGET MANAGEMENT 2023/24**

<b><u>Projected General Fund Reserve at 31st March 2024</u></b>		2023-27 MTFP (Feb 2023)
<b>Medium Term Financial Plan (MTFP) :-</b>		£000
MTFP Planned Opening Balance 01/04/2023		23,397
Approved net contribution from balances		(6,275)
<b>Planned Closing Balance 31/03/2024</b>		<b>17,122</b>
Increase in opening balance from 2022-23 results		509
Projected corporate underspends / (overspends) :-		
Council Wide		(551)
Financing Costs		0
Joint Venture - Investment Return		0
Contingencies		0
Additional Income Received		325
Services Group Rebase		700
People Group Rebase		500
<b>Projected General Fund Reserve (excluding Departmental) 31st March 2024</b>	<b>at</b>	<b>18,605</b>
<b>Planned Balance at 31st March 2024</b>		<b>17,122</b>
<b>Improvement</b>		<b>1,483</b>

<b><u>Departmental projected year-end balances</u></b>		Improvement / (decline) compared with 2023-27 MTFP £000
People Group		(3,867)
Services Group		1,116
Operations Group		112
Chief Executive		37
<b>TOTAL</b>		<b>(2,602)</b>

<b><u>Summary Comparison with :-</u></b>		2023-27 MTFP £000
Corporate Resources - increase in opening balance from 22/23 results		509
Corporate Resources - additional in-year Improvement/(Decline)		(226)
Quarter 1 Budget Rebase		1,200
Departmental - Improvement / (Decline)		(2,602)
Improvement / (Decline) compared with MTFP		<b>(1,119)</b>
<b>Projected General Fund Reserve at 31st March 2024</b>		<b>16,003</b>

**GENERAL FUND REVENUE BUDGET MANAGEMENT 2023/24**

	Budget				Expenditure		
	Original 2023/24	Approved Adjustments	Approved C/fwds	Amended Approved Budget	Projected Outturn	C/fwds to approve	Variance
	£000	£000	£000	£000	£000	£000	£000
<b>Departmental Resources</b>							
People Group	75,355	1,104	0	76,459	80,326	0	3,867
Services Group	27,134	1,222	0	28,356	27,240	0	(1,116)
Operations Group	12,992	1,171	(276)	13,887	13,775	0	(112)
Chief Executive	1,535	264	0	1,799	1,762	0	(37)
<b>Total Departmental Resources</b>	<b>117,016</b>	<b>3,761</b>	<b>(276)</b>	<b>120,501</b>	<b>123,103</b>	<b>0</b>	<b>2,602</b>
<b>Corporate Resources</b>							
Council Wide	1,359	0	0	1,359	1,910	0	551
Financing Costs	3,477	0	0	3,477	3,477	0	0
Joint Venture - Investment Return	(1,816)	0	0	(1,816)	(1,816)	0	0
Additional Income Received	0	0	0	0	(325)	0	(325)
<b>Contingencies Budget</b>							
Apprentice Levy	202	0	0	202	202	0	0
Pension Fund Triennial Valuation	(439)	0	0	(439)	(439)	0	0
Youth Employment Initiative	168	0	0	168	168	0	0
<b>Mid Year Savings</b>							
Services Group Rebase	0	700	0	700	0	0	(700)
People Group Rebase	0	500	0	500	0	0	(500)
<b>Total Corporate Resources</b>	<b>2,951</b>	<b>1,200</b>	<b>0</b>	<b>4,151</b>	<b>3,177</b>	<b>0</b>	<b>(974)</b>
<b>Net Expenditure</b>	<b>119,967</b>	<b>4,961</b>	<b>(276)</b>	<b>124,652</b>	<b>126,280</b>	<b>0</b>	<b>1,628</b>
<b>Contributions To / (From) Reserves</b>							
Planned Contribution to General Fund Reserves (MTFP)	(8,640)	0	0	(8,640)	(8,640)	0	0
Departmental Brought Forwards from 2022/23	0	(4,961)	0	(4,961)	(4,961)	0	0
Already approved Carry Forwards	0	0	276	276	276	0	0
<b>General Fund Total</b>	<b>111,327</b>	<b>0</b>	<b>0</b>	<b>111,327</b>	<b>112,955</b>	<b>0</b>	<b>1,628</b>



**REVENUE BUDGET MANAGEMENT UPDATE 2023/24**

	<i>Budget</i>			<i>Expenditure</i>			<i>(Under)/ Over Spend £000</i>
	<i>Original Budget £000</i>	<i>Approved Adjustments £000</i>	<i>Amended Approved Budget £000</i>	<i>Expenditure to August £000</i>	<i>Projected Spend £000</i>	<i>Total Projection £000</i>	
	<b><u>Council Wide</u></b>						
Corporate Running Costs	4	0	4	0	4	4	0
Cost of Living Fund	100	0	100	0	100	100	0
Pay Award	1,255	0	1,255	0	1,806	1,806	551
<b>In Year Over/(Under) Spend</b>	<b>1,359</b>	<b>0</b>	<b>1,359</b>	<b>0</b>	<b>1,910</b>	<b>1,910</b>	<b>551</b>

REVENUE BUDGET MANAGEMENT UPDATE 2023/24								
	Budget			Expenditure				(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	C/fwds to approve £000	Projected Spend £000	Total Projection £000	
<b><u>People Group</u></b>								
<b>Group Director of People</b>	712	(114)	598	282	0	327	609	11
<b><u>Adults &amp; Children Services</u></b>								
Transformation & Performance	749	134	883	302	0	526	828	(55)
Business Support	1,572	0	1,572	618	0	935	1,553	(19)
	<b>2,321</b>	<b>134</b>	<b>2,455</b>	<b>920</b>	<b>0</b>	<b>1,461</b>	<b>2,381</b>	<b>(74)</b>
<b><u>Children's Services</u></b>								
Children's Services Management & Other Services	662	0	662	257	0	429	686	24
Assessment Care Planning & LAC	4,327	28	4,355	1,987	0	2,852	4,839	484
First Response & Early Help	3,833	(6)	3,827	1,044	0	2,572	3,616	(211)
Youth Offending/ASB	339	(22)	317	203	0	114	317	0
Adoption & Placements	16,750	0	16,750	8,034	0	12,917	20,951	4,201
Disabled Children	1,230	0	1,230	173	0	1,045	1,218	(12)
Quality Assurance & Practice Improvement	138	0	138	(143)	0	281	138	0
	<b>27,279</b>	<b>0</b>	<b>27,279</b>	<b>11,555</b>	<b>0</b>	<b>20,210</b>	<b>31,765</b>	<b>4,486</b>
<b><u>Development &amp; Commissioning</u></b>								
Commissioning	2,352	178	2,530	736	0	1,693	2,429	(101)
Voluntary Sector	294	0	294	144	0	212	356	62
	<b>2,646</b>	<b>178</b>	<b>2,824</b>	<b>880</b>	<b>0</b>	<b>1,905</b>	<b>2,785</b>	<b>(39)</b>
<b><u>Education</u></b>								
Education	423	58	481	8,148	0	(7,655)	493	12
Schools	0	0	0	1,840	0	(1,840)	0	0
Transport Unit	3,091	(2)	3,089	1,028	0	2,061	3,089	0
	<b>3,514</b>	<b>56</b>	<b>3,570</b>	<b>11,016</b>	<b>0</b>	<b>(7,434)</b>	<b>3,582</b>	<b>12</b>
<b><u>Public Health</u></b>								
Public Health	0	0	0	2,785	0	(2,785)	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,785</b>	<b>0</b>	<b>(2,785)</b>	<b>0</b>	<b>0</b>
<b><u>Adult Social Care &amp; Health</u></b>								
External Purchase of Care	32,071	713	32,784	6,240	0	26,011	32,251	(533)
Intake & Enablement	677	0	677	1,170	0	(517)	653	(24)
Older People Long Term Condition	1,604	0	1,604	888	0	724	1,612	8
Physical Disability Long Term Condition	15	0	15	28	0	(13)	15	0
Learning Disability Long Term Condition	2,034	0	2,034	876	0	1,242	2,118	84
Mental Health Long Term Condition	1,218	0	1,218	386	0	815	1,201	(17)
Service Development & Integration	1,070	0	1,070	189	0	830	1,019	(51)
Workforce Development	194	137	331	(10)	0	345	335	4
	<b>38,883</b>	<b>850</b>	<b>39,733</b>	<b>9,767</b>	<b>0</b>	<b>29,437</b>	<b>39,204</b>	<b>(529)</b>
<b>In Year Over/(Under) Spend</b>	<b>75,355</b>	<b>1,104</b>	<b>76,459</b>	<b>37,205</b>	<b>0</b>	<b>43,121</b>	<b>80,326</b>	<b>3,867</b>

## REVENUE BUDGET MANAGEMENT UPDATE 2023/24

	Budget			Expenditure				(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	C/fwds to approve £000	Projected Spend £000	Total Projection £000	
<b><u>Services Group</u></b>								
<b>Group Director of Services</b>	174	0	174	71	0	103	174	0
<b><u>Capital Projects, Transport &amp; Highways</u></b>								
<b><u>Planning</u></b>								
AD Transport & Capital Projects	136	0	136	59	0	77	136	0
Building Design Services	54	0	54	16	0	38	54	0
Capital Projects	352	56	408	153	0	255	408	0
Car Parking R&M	583	0	583	567	0	(4)	563	(20)
Concessionary Fares	2774	17	2,791	(32)	0	2,322	2,290	(501)
Flood & Water Act	89	160	249	(260)	0	509	249	0
Highways	4777	(112)	4,665	522	0	4,143	4,665	0
Highways - DLO	-478	0	(478)	521	0	(999)	(478)	0
Investment & Funding	17	541	558	47	0	511	558	0
Sustainable Transport	42	133	175	(282)	0	447	165	(10)
	<b>8,346</b>	<b>795</b>	<b>9,141</b>	<b>1,311</b>	<b>0</b>	<b>7,299</b>	<b>8,610</b>	<b>(531)</b>
<b><u>Community Services</u></b>								
AD Community Services	150	0	150	60	0	70	130	(20)
Allotments	16	0	16	(1)	0	19	18	2
Building Cleaning - DLO	206	0	206	272	0	(66)	206	0
Cemeteries & Crematorium	(974)	0	(974)	(250)	0	(435)	(685)	289
Dolphin Centre	976	42	1,018	38	0	780	818	(200)
Eastbourne Complex	24	0	24	50	0	14	64	40
Emergency Planning	103	0	103	46	0	47	93	(10)
Head of Steam	291	0	291	137	0	154	291	0
Hippodrome	221	64	285	(690)	0	1,000	310	25
Indoor Bowling Centre	19	12	31	3	0	23	26	(5)
Libraries	898	10	908	377	0	550	927	19
Move More	48	0	48	(214)	0	262	48	0
Outdoor Events	567	5	572	80	0	492	572	0
Community Catering	78	0	78	26	0	42	68	(10)
Culture and Heritage Fund	119	6	125	37	0	88	125	0
Street Scene	6,048	100	6,148	1,268	0	4,880	6,148	0
Transport Unit - Fleet Management	155	50	205	214	0	(9)	205	0
Waste Management	3,606	75	3,681	1,294	0	2,367	3,661	(20)
Winter Maintenance	583	32	615	378	0	237	615	0
	<b>13,134</b>	<b>396</b>	<b>13,530</b>	<b>3,125</b>	<b>0</b>	<b>10,515</b>	<b>13,640</b>	<b>110</b>

## REVENUE BUDGET MANAGEMENT UPDATE 2023/24

	<b>Budget</b>			<b>Expenditure</b>				<b>(Under)/ Over Spend £000</b>
	<b>Original Budget £000</b>	<b>Approved Adjustments £000</b>	<b>Amended Approved Budget £000</b>	<b>Expenditure to August £000</b>	<b>C/fwds to approve £000</b>	<b>Projected Spend £000</b>	<b>Total Projection £000</b>	
<b><u>Services Group</u></b>								
<b><u>Community Safety</u></b>								
CCTV	264	0	264	(102)	0	365	264	0
Community Safety	732	93	825	21	0	804	825	0
General Licensing	7	0	7	(27)	0	34	7	0
Parking	(1,672)	33	(1,639)	(596)	0	(1,593)	(2,189)	(550)
Parking Enforcement	13	(33)	(20)	(50)	0	30	(20)	0
Private Sector Housing	107	25	132	(83)	0	215	132	0
Stray Dogs	50	0	50	19	0	31	50	0
Taxi Licensing	41	17	58	(25)	0	84	58	0
Trading Standards	258	0	258	46	0	212	258	0
	<b>(200)</b>	<b>135</b>	<b>(65)</b>	<b>(797)</b>	<b>0</b>	<b>182</b>	<b>(615)</b>	<b>(550)</b>
<b><u>Building Services</u></b>								
Construction - DLO	(340)	32	(308)	(2,685)	0	2,277	(408)	(100)
Other - DLO	16	(15)	1	2,699	0	(2,698)	1	0
	<b>(324)</b>	<b>17</b>	<b>(307)</b>	<b>14</b>	<b>0</b>	<b>(421)</b>	<b>(407)</b>	<b>(100)</b>
<b><u>Corporate Landlord</u></b>								
Corporate Landlord	5,765	(121)	5,644	540	0	<b>5,104</b>	5,644	0
<b><u>General Support Services</u></b>								
Works Property & Other	114	0	114	73	0	1	74	(40)
<b><u>Joint Levies &amp; Boards</u></b>								
Environment Agency Levy	125	0	125	120	0	0	120	(5)
<b>In Year Over/(Under) Spend</b>	<b>27,134</b>	<b>1,222</b>	<b>28,356</b>	<b>4,457</b>	<b>0</b>	<b>22,783</b>	<b>27,240</b>	<b>(1,116)</b>

## REVENUE BUDGET MANAGEMENT UPDATE 2023/24

	<i>Budget</i>				<i>Expenditure</i>				(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Approved C/fwds £000	Amended Approved Budget £000	Expenditure to August £000	C/fwds to approve £000	Projected Spend £000	Total Projection £000	
<b><u>Operations Group</u></b>									
<b>Group Director of Operations</b>	130	0	0	130	94	0	35	129	(1)
<b><u>Resources</u></b>									
AD Resources	115	0	0	115	48	0	72	120	5
Financial Services	1,526	123	0	1,649	861	0	575	1,436	(213)
Financial Assessments & Protection	279	35	(35)	279	133	0	146	279	0
Xentrall (D&S Partnership)	1,830	0	0	1,830	726	0	1,177	1,903	73
Human Resources	686	210	0	896	196	0	611	807	(89)
Health & Safety	193	0	0	193	81	0	108	189	(4)
	<b>4,629</b>	<b>368</b>	<b>(35)</b>	<b>4,962</b>	<b>2,045</b>	<b>0</b>	<b>2,689</b>	<b>4,734</b>	<b>(228)</b>
<b><u>Head of Strategy Performance &amp; Communications</u></b>									
Communications & Engagement	987	211	(44)	1,154	356	0	796	1,152	(2)
Systems	1,007	352	(197)	1,162	939	0	220	1,159	(3)
	<b>1,994</b>	<b>563</b>	<b>(241)</b>	<b>2,316</b>	<b>1,295</b>	<b>0</b>	<b>1,016</b>	<b>2,311</b>	<b>(5)</b>
<b><u>Law &amp; Governance</u></b>									
AD Law & Governance	131	0	0	131	56	0	82	138	7
Complaints & FOI	297	0	0	297	117	0	244	361	64
Democratic Services	1,316	0	0	1,316	471	0	826	1,297	(19)
Registrars	(23)	0	0	(23)	(81)	0	58	(23)	0
Administration	595	0	0	595	273	0	217	490	(105)
Legal Services	1,669	0	0	1,669	1,104	0	648	1,752	83
Procurement	183	0	0	183	81	0	122	203	20
Coroners	278	0	0	278	(1)	0	306	305	27
	<b>4,446</b>	<b>0</b>	<b>0</b>	<b>4,446</b>	<b>2,020</b>	<b>0</b>	<b>2,503</b>	<b>4,523</b>	<b>77</b>
<b><u>Xentrall Shared Services</u></b>									
ICT	810	266	0	1,076	11	0	1,065	1,076	0
	<b>810</b>	<b>266</b>	<b>0</b>	<b>1,076</b>	<b>11</b>	<b>0</b>	<b>1,065</b>	<b>1,076</b>	<b>0</b>
<b><u>Building Services</u></b>									
Maintenance - DLO	(620)	(26)	0	(646)	3,327	0	(3,973)	(646)	0
	<b>(620)</b>	<b>(26)</b>	<b>0</b>	<b>(646)</b>	<b>3,327</b>	<b>0</b>	<b>(3,973)</b>	<b>(646)</b>	<b>0</b>
<b><u>Housing &amp; Revenues</u></b>									
Local Taxation	488	(20)	0	468	327	0	115	442	(26)
Rent Rebates / Rent Allowances / Council Tax	(132)	0	0	(132)	6,092	0	(6,224)	(132)	0
Housing Benefits Administration	413	20	0	433	352	0	85	437	4
Customer Services	329	0	0	329	182	0	214	396	67
Homelessness	349	0	0	349	(774)	0	1,123	349	0
Service, Strategy & Regulation and General	156	0	0	156	(1,932)	0	2,088	156	0
	<b>1,603</b>	<b>0</b>	<b>0</b>	<b>1,603</b>	<b>4,247</b>	<b>0</b>	<b>(2,599)</b>	<b>1,648</b>	<b>45</b>
<b>In Year Over/(Under) Spend</b>	<b>12,992</b>	<b>1,171</b>	<b>(276)</b>	<b>13,887</b>	<b>13,039</b>	<b>0</b>	<b>736</b>	<b>13,775</b>	<b>(112)</b>

## REVENUE BUDGET MANAGEMENT UPDATE 2023/24

	<i>Budget</i>			<i>Expenditure</i>				(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000	Expenditure to August £000	C/fwds to approve £000	Projected Spend £000	Total Projection £000	
<b><u>Chief Executive &amp; Economy</u></b>								
<b><u>Chief Executive</u></b>								
Chief Executive	209	0	209	85		127	212	3
Darlington Partnership	74	0	74	(7)		81	74	0
	<b>283</b>	<b>0</b>	<b>283</b>	<b>78</b>	<b>0</b>	<b>208</b>	<b>286</b>	<b>3</b>
<b><u>AD Economic Growth</u></b>								
AD - Economic Growth	149	0	149	63		86	149	0
Building Control	168	0	168	72		96	168	0
Consolidated Budgets	146	119	265	0		265	265	0
Development Management	23	0	23	96		(73)	23	0
Economy	269	41	310	(279)		589	310	0
Environmental Health	334	18	352	(46)		398	352	0
Place Strategy	645	20	665	(212)		837	625	(40)
Property Management & Estates	(482)	66	(416)	(663)		247	(416)	0
	<b>1,252</b>	<b>264</b>	<b>1,516</b>	<b>(969)</b>	<b>0</b>	<b>2,445</b>	<b>1,476</b>	<b>(40)</b>
<b>In Year Over/(Under) Spend</b>	<b>1,535</b>	<b>264</b>	<b>1,799</b>	<b>(891)</b>	<b>0</b>	<b>2,653</b>	<b>1,762</b>	<b>(37)</b>

**BUDGET MANAGEMENT 2023/24**

<b>SCHOOLS PROJECTED BALANCES 2023/24</b>					
School Name	Opening Balance at 1st April 2023	Formula Budget Allocation*	Total Available	Closing Balance at 31st March 2024	Projected Closing Balance as proportion of Formula Budget Allocation
	£000	£000	£000	£000	%
<b>Primary</b>					
Federation of Darlington Nursery Schools	(12)	942	930	(80)	(8%)
Rise Carr College, Clifton House & Eldon House	305	1,846	2,151	302	16%
Red Hall Primary	221	1,434	1,655	122	9%
Whinfield Primary	416	2,332	2,748	347	15%
Harrowgate Hill Primary	146	2,717	2,863	19	1%
<b>Primary Total</b>	<b>1,076</b>	<b>9,271</b>	<b>10,347</b>	<b>710</b>	

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

**HOUSING REVENUE ACCOUNT 2023/24**

	<b>Budget</b>			Total	(Under)/ Over
	Original	Approved	Amended		
	Budget £000	Adjustments £000	Budget £000	Projection £000	Spend £000
<b><u>Housing Revenue Account</u></b>					
<b><u>Income</u></b>					
Rents Of Dwellings (Gross)	(21,964)	0	(21,964)	(21,836)	128
Sundry Rents (Including Garages & Shops)	(422)	0	(422)	(424)	(2)
Charges For Services & Facilities	(3,654)	0	(3,654)	(3,770)	(116)
Contribution towards expenditure	(928)	(121)	(1,049)	(1,021)	28
Interest Receivable	(6)	0	(6)	(6)	0
<b>Total Income</b>	<b>(26,974)</b>	<b>(121)</b>	<b>(27,095)</b>	<b>(27,057)</b>	<b>38</b>
<b><u>Expenditure</u></b>					
Operational	4,441	121	4,562	4,279	(283)
Service Charges	3,654	0	3,654	3,731	77
Maintenance	5,539	0	5,539	5,606	67
Capital Financing Costs	3,447	0	3,447	3,447	0
Revenue Contribution to Capital Outlay	12,609	0	12,609	12,609	0
Increase in Bad Debt Provision	250	0	250	150	(100)
In year contribution to/(from) balances	(2,966)	0	(2,966)	(2,765)	201
<b>Total Expenditure</b>	<b>26,974</b>	<b>121</b>	<b>27,095</b>	<b>27,057</b>	<b>(38)</b>
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>HRA Balances</b>	<b>£000</b>
Opening balance 01/04/2023	23,467
Contribution to/(from) balances	(2,765)
<b>Closing balance</b>	<b>20,702</b>



**ECONOMY AND RESOURCES SCRUTINY COMMITTEE  
2 NOVEMBER 2023**

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

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**SUMMARY REPORT**

**Purpose of the Report**

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

**Summary**

2. Members are requested to consider the attached draft work programme (**Appendix 1**) for the next Municipal Year which has been prepared based on Officers recommendations and recommendations previously agreed by this Scrutiny Committee.
3. Once the work programme has been approved by this Scrutiny Committee, any additional areas of work which Members wish to add to the agreed work programme will require the completion of a quad of aims in accordance with the previously approved procedure.

**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.

Mike Conway: Extension 6309

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

	<b>Topic</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>Scrutiny's Role</b>
<b>RESOURCES</b>				
	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
	Sickness Absence Year-end turn out	To be circulated to Members of the Scrutiny Committee as a briefing note	Brett Nielsen	N/A
	Health and Safety Year-end turn out	To be circulated to Members of the Scrutiny Committee as a briefing note	Brett Nielsen	N/A
	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
	Capital Programme and project Position Statement	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee Most recent – 2 November 2023	Anthony Hewitt	To look at the position

	<b>Topic</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>Scrutiny's Role</b>
	Council Tax Support Scheme	2 November 2023	Anthony Sandys	To provide comment to Cabinet on the proposed scheme
	E&R Performance Indicators 2022 – 2023 Q4	2 November 2023	Brett Nielsen	
	Council Tax Changes to Empty Property Premiums 2024	2 November 2023	Anthony Sandys	To review and provide a response to Cabinet
	Medium-Term Financial Plan	4 January 2024	Brett Nielsen	To provide a response to Cabinet on the proposals in relation to the Medium-Term Financial Plan
	Discretionary Housing Payment Policy	4 January 2024	Anthony Sandys	To review and provide a response to Cabinet
	Council Tax and Business Rates Discretionary Relief Policy	4 January 2024	Anthony Sandys	To review and provide a response to Cabinet
	Council Tax and Business Rates Debt Recovery Strategy	4 January 2024	Anthony Sandys	To review and provide a response to Cabinet
<b>ECONOMY</b>				
106	Economic Strategy	2 February 2023	Mark Ladyman	Development of Strategy

	<b>Topic</b>	<b>Timescale</b>	<b>Lead Officer</b>	<b>Scrutiny's Role</b>
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
	Office Demand Study	TBC	Mark Ladyman	Update
	Economic Impact Study	2 November 2023	Mark Ladyman	Update
	Markets Update	2 November 2023	Mark Ladyman	To update Scrutiny
	Towns Fund	2 November 2023	Mark Ladyman	To update Scrutiny
	Housing Services Climate Change Strategy	4 January 2023	Anthony Sandys	To update Scrutiny on current strategy

<b>Past Items</b>				
	<b>Topic</b>	<b>Date</b>	<b>Lead Officer</b>	<b>Scrutiny's Role</b>
	Investment Fund	31 August 2023	Brett Nielsen	To consider progress against the agreed investments being funded through the Investment Fund.
	Customer Services and Digital Strategy	31 August 2023	Anthony Sandys	To brief Members on the work being undertaken
	Complaints, Compliments and Comments - Annual Report 2019/20	31 August 2023	Lee Downey	To look at the position
	Complaints Made to Local Government Ombudsman	31 August 2023	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





**FORWARD PLAN**  
**FOR THE PERIOD: 4 OCTOBER 2023 – 29 FEBRUARY 2024**

Title	Decision Maker and Date
Auditors Annual Audit Letter 2020/21	Cabinet 7 Nov 2023
Clean Neighbourhoods and Environment Act 2005 - Fixed Penalty Notices	Cabinet 7 Nov 2023
Consultation on Renewal of Dog Public Space Protection Order	Cabinet 7 Nov 2023
Council Tax Changes to Empty Property Premiums from 2024	Cabinet 7 Nov 2023
Council Tax Support - Scheme Approval 2024/25	Council 30 Nov 2023 Cabinet 7 Nov 2023
Delivery of New Homes at Neasham Road	Cabinet 7 Nov 2023
Housing Services Repairs and Maintenance Policy	Cabinet 7 Nov 2023
Procurement Plan Update	Cabinet 7 Nov 2023
Project Position Statement and Capital Programme Monitoring - Quarter Two 2023/24	Cabinet 7 Nov 2023
Revenue Budget Monitoring 2023/24 - Quarter Two	Cabinet 7 Nov 2023
Schedule of Transactions	Cabinet 7 Nov 2023
Special Free School at West Park, Darlington	Cabinet 7 Nov 2023
Complaints to Local Government Ombudsman	Cabinet 5 Dec 2023
Housing Revenue Account - Medium Term Financial Plan 2024/25 to 2027/28	Council 25 Jan 2024 Cabinet 5 Dec 2023
Land at Faverdale - Burtree Garden Village - Proposed Infrastructure Development Agreement	Cabinet 5 Dec 2023
Medium Term Financial Plan (MTFP)	Council 25 Jan 2024 Cabinet 5 Dec 2023
Mid-Year Prudential Indicators and Treasury Management 2023/24	Council 25 Jan 2024 Cabinet 5 Dec 2023

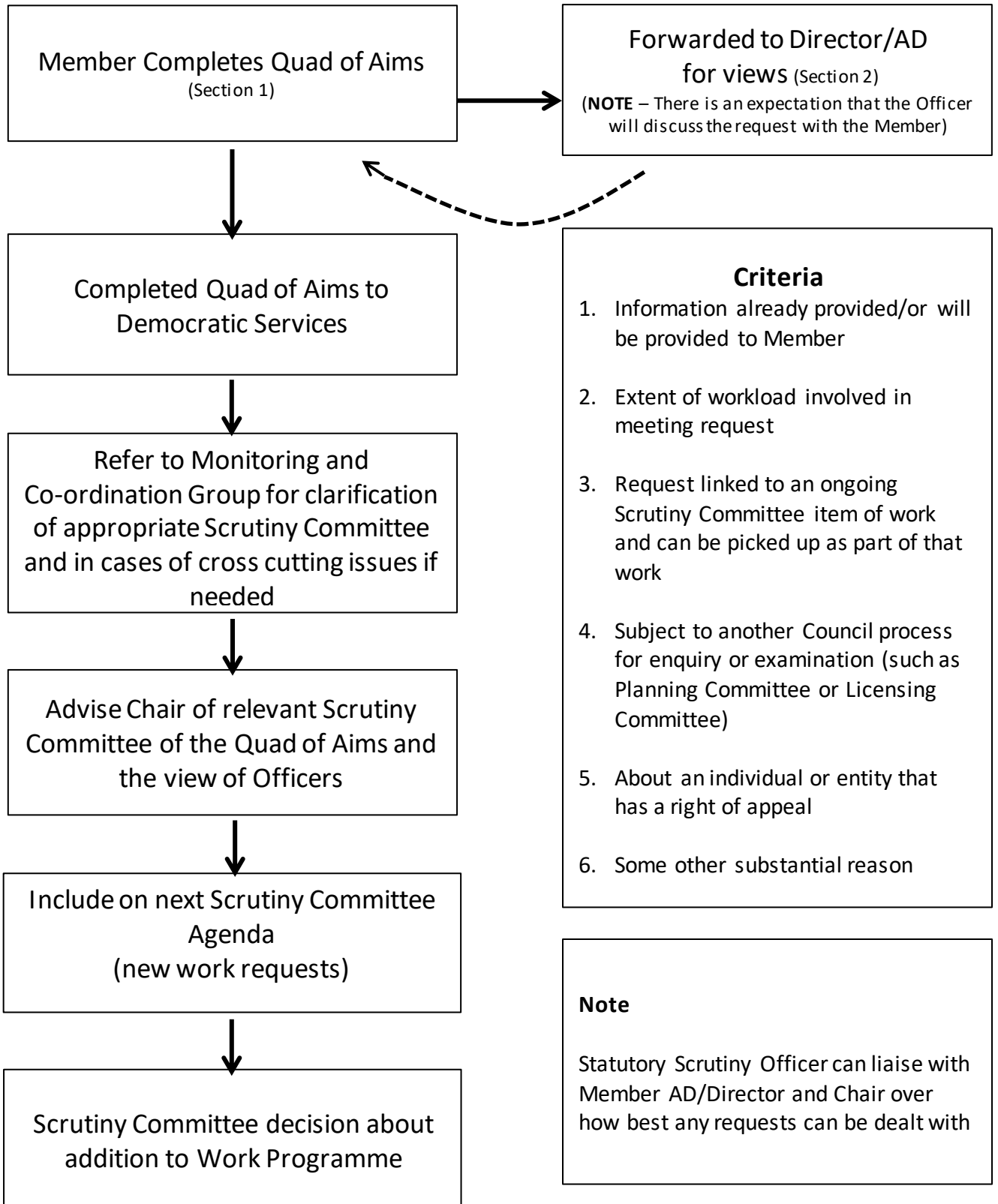
**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

Council Tax and Business Rates Debt Recovery Strategy	Cabinet 9 Jan 2024
Council Tax and Business Rates Discretionary Relief Policy	Cabinet 9 Jan 2024
Discretionary Housing Payment Policy	Cabinet 9 Jan 2024
Housing Services Asset Management Strategy	Cabinet 9 Jan 2024
Housing Services Climate Change Strategy	Cabinet 9 Jan 2024
Maintained Schools Capital Programme - Summer 2024	Cabinet 9 Jan 2024
Revised Climate Change Action Plan	Council 25 Jan 2024 Cabinet 9 Jan 2024
Calendar of Council and Committee Meetings 2024/25	Cabinet 6 Feb 2024
Housing Revenue Account - Medium Term Financial Plan 2024/25 to 2026/28	Cabinet 6 Feb 2024
Medium Term Financial Plan (MTFP) 2024/25 to 2027/28	Council 21 Mar 2024 Cabinet 6 Feb 2024
Project Position Statement and Capital Programme Monitoring - Quarter 3	Cabinet 6 Feb 2024
Prudential Indicators and Treasury Management Strategy	Cabinet 6 Feb 2024
Revenue Budget Monitoring - Quarter 3	Cabinet 6 Feb 2024
Schools Admissions 2025/26	Cabinet 6 Feb 2024
Asset Management Plan	Cabinet

**DARLINGTON BOROUGH COUNCIL  
FORWARD PLAN**

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



PLEASE RETURN TO DEMOCRATIC SERVICES

## QUAD OF AIMS (MEMBERS' REQUEST FOR ITEM TO BE CONSIDERED BY SCRUTINY)

### SECTION 1 TO BE COMPLETED BY MEMBERS

**NOTE** – This document should only be completed if there is a clearly defined and significant outcome from any potential further work. This document should **not** be completed as a request for or understanding of information.

REASON FOR REQUEST?	RESOURCE (WHAT OFFICER SUPPORT WOULD YOU REQUIRE?)
PROCESS (HOW CAN SCRUTINY ACHIEVE THE ANTICIPATED OUTCOME?)	HOW WILL THE OUTCOME MAKE A DIFFERENCE?

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Signed Councillor .....

Date .....

**SECTION 2 TO BE COMPLETED BY DIRECTORS/ASSISTANT DIRECTORS**  
**(NOTE – There is an expectation that Officers will discuss the request with the Member)**

	<b>Criteria</b>
1. (a) Is the information available elsewhere? Yes ..... No ..... If yes, please indicate where the information can be found (attach if possible and return with this document to Democratic Services) .....	1. Information already provided/or will be provided to Member
(b) Have you already provided the information to the Member or will you shortly be doing so? .....	2. Extent of workload involved in meeting request
2. If the request is included in the Scrutiny Committee work programme what are the likely workload implications for you/your staff? .....	3. Request linked to an ongoing Scrutiny Committee item of work and can be picked up as part of that work
3. Can the request be included in an ongoing Scrutiny Committee item of work and picked up as part of that? .....	4. Subject to another Council process for enquiry or examination (such as Planning Committee or Licensing Committee)
4. Is there another Council process for enquiry or examination about the matter currently underway? .....	5. About an individual or entity that has a right of appeal
5. Has the individual or entity some other right of appeal? .....	6. Some other substantial reason
6. Is there any substantial reason (other than the above) why you feel it should not be included on the work programme? .....	

**Signed** ..... **Position** ..... **Date** .....

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