



**DARLINGTON**

Borough Council

# Cabinet Agenda

5.00 pm

Tuesday, 5 November 2024

Council Chamber, Town Hall, Darlington DL1 5QT

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

1. Introductions/Attendance at Meeting.
2. Declarations of Interest.
3. To hear relevant representation (from Members and the General Public) on items on this Cabinet agenda.
4. To approve the Minutes of the meeting of this Cabinet held on 8 October 2024. (Pages 5 - 8)
5. Matters Referred to Cabinet –  
There are no matters referred back for reconsideration to this meeting
6. Issues Arising from Scrutiny Committee –  
There are no issues referred back from the Scrutiny Committees to this Meeting, other than where they have been specifically consulted on an issue and their comments are included in the contents of the relevant report on this agenda.
7. Key Decision - Procurement Plan Update –  
Report of the Executive Director, Resources and Governance.  
(Pages 9 - 22)
8. Children and Young People Plan 2024/27 – Report of the Executive Director of People.  
(Pages 23 - 26)
9. Household Support Fund – Report of the Chief Executive.  
(Pages 27 - 34)

10. Housing Services Tenant Involvement Strategy 2024/29 –  
Report of the Executive Director - Resources and Governance.  
(Pages 35 - 50)
11. Council Tax Support - Scheme Approval 2025/26 –  
Report of the Executive Director - Resources and Governance.  
(Pages 51 - 102)
12. Revenue Budget Monitoring 2024/25 - Quarter 2 –  
Report of the Executive Director - Resources and Governance.  
(Pages 103 - 118)
13. Project Position Statement and Capital Programme Monitoring - Quarter 2 - 2024/25 –  
Report of the Executive Director - Environment, Highways and Community Services and  
the Executive Director - Resources and Governance. .  
(Pages 119 - 132)
14. Membership Changes - To consider any Membership Changes to Other Bodies to which  
Cabinet appoints.
15. SUPPLEMENTARY ITEM(S) (if any) which in the opinion of the Chair of this Committee are  
of an urgent nature and can be discussed at this meeting.
16. Questions.



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

**Monday, 28 October 2024**

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

**Membership**

Councillors Curry, Harker, McCollom, McEwan, Porter, Dr. Riley, Roche and Wallis

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

**DECISIONS SHOULD NOT BE IMPLEMENTED BEFORE  
MONDAY 21 OCTOBER 2024**

**CABINET**

Tuesday, 8 October 2024

**PRESENT** – Councillors Harker (Chair), Curry, McCollom, Porter, Dr. Riley, Roche and Wallis

**INVITEES** – Councillors Snedker

**APOLOGIES** – Councillors McEwan

**ALSO IN ATTENDANCE** – Councillors Baker

**C50 DECLARATIONS OF INTEREST.**

There were no declarations of interest reported at the meeting.

**C51 TO HEAR RELEVANT REPRESENTATION (FROM MEMBERS AND THE GENERAL PUBLIC) ON  
ITEMS ON THIS CABINET AGENDA.**

No representations were made by Members or members of the public in attendance at the meeting.

**C52 TO APPROVE THE MINUTES OF THE MEETING OF THIS CABINET HELD ON 10 SEPTEMBER  
2024.**

**Submitted** – The Minutes (previously circulated) of the meeting of this Cabinet held on 10 September 2024.

**RESOLVED** – That the Minutes be confirmed as a correct record.

**REASON** – They represent an accurate record of the meeting.

**C53 MATTERS REFERRED TO CABINET**

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

**C54 ISSUES ARISING FROM SCRUTINY COMMITTEES**

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

**C55 KEY DECISIONS**

**(1) SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) STRATEGY 2025/29**

The Cabinet Member with the Children and Young People Portfolio introduced the report (previously circulated) of the Group Director of People presenting the draft Special

Educational Needs and Disability (SEND) Strategy 2025/29 (also previously circulated).

The submitted report detailed the key elements of the Strategy; the planned implementation with partners; and outlined the strategic approach to the delivery of SEND services for children and young people in Darlington, ensuring the offer was coordinated and responsive to the needs of the community.

It was reported that the draft strategy set out the shared local area vision, principles, and priorities to ensure that partners across the Darlington local area were working together effectively to identify, assess and meet the needs of children and young people with Special Educational Needs and Disabilities (SEND) from birth to the age of 25; had been co-produced with partners and young people across the borough, and was fundamental to implementing partners responsibilities under the Children and Families Act 2014; and that it reflected the ambitions and priorities of the Council Plan and other key strategic documents.

Particular references were made to the principles that would guide the implementation of the strategy; financial, legal, carbon impact and equalities implications; consultation that had been undertaken; and proposed future consultation.

**RESOLVED** – That public consultation be undertaken to seek views on the Special Educational Needs and Disabilities (SEND) Strategy, as attached to the submitted report.

**REASONS** – (a) The strategy is produced in the context of the statutory requirements set out in the Children and Families Act 2014 together with the guidance in the SEN Code of Practice that was issued alongside the 2014 Act. These provisions include the duty to keep under review the educational provision, training provision and social care provision made in its area for children and young people who have special educational needs or a disability and made outside its area for children and young people for whom it is responsible who have special educational needs or who have a disability (section 27 of the 2014 Act).

(b) Approval of the SEND Strategy contributes to the fulfilment by the Council of these obligations.

## **(2) OFFSET STRATEGY**

The Leader introduced the report (previously circulated) of the Chief Executive requesting that consideration be given to the Council pursuing choices available for offsetting its residual emissions.

The submitted report stated that actions had been drawn up with teams across the Council with the aim of reducing emissions as far as possible; it would not be possible for the Council to reduce its emissions to zero, without impacting its ability to deliver services to residents and businesses; and as a result there would be residual emissions that would need to be offset for the Council to be able to report it as carbon neutral.

It was reported that by 2040 the Council would have approximately 1000 tonnes of carbon remaining each year that would need to be offset and that there were several mechanisms by which this could be done, and these were set out in the Offsetting Strategy (also previously circulated), which could include technical solutions; using Council owned land; or

purchasing credits elsewhere.

Particular references were made to the financial, legal and HR implications; Estates and Property and Procurement advice; equalities considerations; and consultation undertaken.

Reference was made at the meeting to the support required by local authorities from the government in the offsetting of residual emissions; length of time taken to consider the options available for the offsetting residual emissions; and the need to make progress at pace. The Leader of the Council responded thereon.

**RESOLVED** - That the options set out in the 'way forward' section, as detailed in Appendix A of the submitted report, be approved.

**REASON** - The offsetting strategy sets out potential options for the way forward.

## **C56 SCHEDULE OF TRANSACTIONS**

The Cabinet Member with the Resources Portfolio introduced the report (previously circulated) of the Chief Executive requesting that consideration be given to the Schedule of Transactions (also previously circulated).

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

**REASON** – The terms negotiated require approval by Cabinet before binding itself contractually to a transaction.

## **C57 MEMBERSHIP CHANGES - TO CONSIDER ANY MEMBERSHIP CHANGES TO OTHER BODIES TO WHICH CABINET APPOINTS.**

**RESOLVED** – That Councillor Ray replace Councillor Crumbie as this Council's representative on Family Help.

**REASON** – To enable a change to the Council's representation on Family Help.

**DECISIONS DATED –  
FRIDAY 11 OCTOBER 2024**

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**CABINET  
5 NOVEMBER 2024**

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**PROCUREMENT PLAN UPDATE**

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

**Responsible Director -  
Elizabeth Davison, Executive Director – Resources and Governance**

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**SUMMARY REPORT**

**Purpose of the Report**

1. The Annual Procurement Plan was considered by Cabinet in April this year. Since then, additional contracting intentions have developed. Cabinet is asked to consider and approve the assessment of contracts that are considered to be strategic or non-strategic.
2. To update Cabinet on the outcomes of procurement(s) previously designated as Strategic.
3. To update Cabinet about the decisions taken by the Procurement Board to waive the Contract Procedure Rules.
4. To give Cabinet an update concerning Social Value.
5. To give Cabinet an update about the Procurement Act 2023 and its likely implementation.

**Recommendations**

6. It is recommended that:-
  - (a) Members approve the assessment of strategic and non-strategic contracts as presented in **Appendix 1** and that:
    - (i) Further reports/ updates on the procurement process for those contracts designated as strategic (including decisions made by the Procurement Board) be brought to Cabinet.
    - (ii) The contract award decisions for the contracts designated as non-strategic be delegated to the appropriate Directorate as listed in the plan at Appendix 1.

- (iii) The contract award decisions for the contracts designated as strategic, as listed in the plan at Appendix 1, be delegated to the Procurement Board to approve and will be reported back to Cabinet.
- (b) that Members note the contents of this report in respect of the update of strategic procurements, Procurement Board waiver decisions, and Social Value.

### **Reasons**

- 7. The recommendations are supported by the following reasons for strategic and non-strategic procurements:-
  - (a) The Contract Procedure Rules require Cabinet to approve the designation of contracts as strategic and non-strategic and:
  - (b) Contracts designated strategic are of high value and high significance in respect of the impact on residents, Health & Safety and public safety.
  - (c) The contracts designated non-strategic are of a lower value and lower significance in respect of the impact on residents and public safety.
- 8. In respect of Procurement Board waiver decisions, the recommendations are supported by the following reasons: -
  - (a) In order to comply with the Contract Procedure Rules.
  - (b) To provide Cabinet with information about the decisions made by the Procurement Board.
  - (c) To supplement the reports that are taken to Cabinet about proposed spend over £100,000, that are set out in the Annual Procurement Plan and the in-year update to that report.

**Elizabeth Davison**  
**Executive Director – Resources and Governance**

### **Background Papers**

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

Claire Weatherburn: Extension 5497



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|--|--|
| Council Plan                                     | Strategic oversight of procurement is important in the delivery of the Council's objectives  |
| Addressing inequalities                          | This decision will not have any direct impact on addressing inequalities.  |
| Tackling Climate Change                          | This decision will not have any direct impact on tackling climate change.  |
| Efficient and effective use of resources         | The production of the update to the Procurement Plan is designed to save Member and Officer time for requesting delegated powers to make contract award decisions. |
| Health and Wellbeing                             | This decision will not have any direct impact on Health and Wellbeing  |
| S17 Crime and Disorder                           | This decision will not have any direct impact on Crime and Disorder  |
| Wards Affected                                   | This decision will not affect any wards  |
| Groups Affected                                  | This decision will not have an impact on any groups.   |
| Budget and Policy Framework                      | This report does not recommend changes to the Budget and Policy Framework  |
| Key Decision                                     | Yes  |
| Urgent Decision                                  | No   |
| Impact on Looked After Children and Care Leavers | This report has no direct impact on Looked After Children or Care Leavers  |

## MAIN REPORT

### Information and Analysis

#### Strategic Contracts

9. Any contract award decision with a value below £100,000 is delegated to officers. Under the Contract Procedure Rules an annual Procurement Plan is produced listing details of all existing and new contracts that are £100,000 or above and which require a tender process.
10. This then allows Cabinet to be advised of the contracts of £100,000 and over and to decide which of those contracts are strategic.
11. For those contracts designated strategic the final contract award decision will be approved by the Procurement Board and will be reported to Cabinet.
12. For the contracts designated non-strategic, the decision will be delegated to the relevant Directorate and detailed in the decision record.
13. The Contract Procedure Rules state that if a contract has not been included on the Annual Procurement Plan a separate report must be taken to Cabinet to determine if it is deemed strategic or non-strategic.

### **Assessment of contracts**

14. Details of which contracts are designated strategic, and which are designated non-strategic are detailed in **Appendix 1**. The contracts have been assessed against the criteria agreed by Cabinet, the criteria are provided at **Appendix 2** for information. However, Members and Officers may decide to recommend other than what the score suggests. Anything else would be considered non-strategic.
15. Based on the criteria there is one contract that are designated strategic in the update to the Annual Plan:
  - (a) **Town Centre Development Project**

The Procurement will be a further competition via the Pagabo Developer Led Framework. The stated total contract value is the total development costs and not the cost to the Council. Development costs for the Council will be a limited amount.

### **Update on Procurements previously designated as Strategic**

16. There is no further update on the strategic procurement activity detailed in the previous update.

### **Procurement Board waiver decisions**

17. Under the Contract Procedure Rules, the Procurement Board may waive the Contract Procedure Rules in specific circumstances and is required to report waiver decisions that have been made to Cabinet.
18. The Contract Procedure Rules can only be waived as an exception. The Contract Procedure Rules require the Procurement Board when considering requests for waivers to take into account the following:
  - (a) The contract value and the length of the proposed contract.
  - (b) What steps have been taken to satisfy that the best value duty has been complied with (for instance quotations, market testing).
  - (c) The extent to which there are good reasons why it is not possible to undergo a competitive process (for instance, pressing need or urgency, where further work is required before going to market, where only a short contract extension is needed, or the lack of an available market).
  - (d) Whether the new contract is intended to be a stop gap prior to undergoing a competitive process.
  - (e) The availability of compliant alternatives to direct awards, such as frameworks.
  - (f) Any other reason that is being given by the commissioning area.

19. This report details the circumstances and the reasons why the contract procedure rules have been waived by Procurement Board at **Appendix 3**, during the period **1st March 2024 – 30th September 2024**.

### **Social Value**

20. Procurement is working with contracted suppliers on monitoring the social value achieved through a procurement process and will provide a further update in the Annual Procurement Plan Update in April.
21. Details of the social value achieved in current projects are detailed below;
  - (a) **Darlington Railway Heritage - Hoptown**  
Willmott Dixon have achieved a total Social Return on Investment on the project of 24.28%, this includes:
    - (i) 1116 hours of school and college support to 281 students
    - (ii) 265 apprenticeship weeks delivered.
    - (iii) £105,000 spent with social enterprises.
    - (iv) 15 new jobs created.
    - (v) 77.38% local labour within 40 miles of the projects

### **The Procurement Act**

22. It was planned that the Procurement Act 2023 would come into force on 28 October 2024. However on the 12 September 2024 the Government announced that further consideration would be required to allow time to produce a new National Procurement Policy Statement (NPPS) to reflect the new governments priorities. As a result, the proposed date for implementation has been put back to the 24 February 2025.
23. In preparation from the early spring Procurement Officers have been attending training (via the Government commercial College) and reviewing guidance from the Cabinet Office. Lead Procurement Officers have also been meeting with the Local Government Association and also other Procurement Officers across the North East and West on implementation of the Procurement Act.
24. The Procurement Team are continuing to update the intranet pages and sending out communications via the briefing and drafting a communications/training schedule to include videos and in person training, for procuring officers and suppliers. Briefing sessions have also been run for senior staff.

### **Outcome of Consultation**

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

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| ASSESSMENT MATRIX<br>(To be completed by Procurement) |                          |                                  |  |                        |                                 |                             |      |                         |   |  |  |           |                  |   |   |
|---|--------------------------|----------------------------------|--|------------------------|---------------------------------|-----------------------------|------|-------------------------|---|--|--|-----------|------------------|---|---|
| Item No   | Procurement Board Number | Current Supplier or New Contract | Description of Contract                                  | Contract Term in years | Approx Contract Value per annum | Approx Total contract Value | Cost | Impact on Residents (1) | Risk - Financial, Health & Safety, Public (2) | Innovative in design, New form of contract, Sustainability (3) | External Monitoring e.g. from funding body (4) | Total     | Strategic        | Delegation for Award of Contract (Director or Assistant Director) | Procurement Route if Known  |
| 1   |                          | Various                          | NEPO224 Acquisition of Heavy Goods & Specialist Vehicles | 4                      | £ 250,000.00                    | £ 1,000,000.00              | 2    | 1                       | 1   | 1  | 1  | 6         | Non-Strategic    | Procurement Board   | Collaborative Open Over Threshold Tender Exercise                 |
| 2   |                          | DPS Software                     | Case Management System for Legal and Procurement         | 4                      | £ 27,540.00                     | £ 110,160.00                | 1    | 1                       | 1   | 1  | 1  | 5         | Non-Strategic    | Executive Director – Resources and Governance                     | Direct Award on the CCS Framework G Cloud 13                      |
| 3   | PB2023-01406             | Schotts Removals                 | Furniture Removals, Storage and Disposal                 | 5                      | £ 75,000.00                     | £ 375,000.00                | 1    | 2                       | 2   | 1  | 1  | 7         | Non-Strategic    | Asst Director - Highways and Capital                              | Open Overthreshold Tender Exercise                                |
| 4   |                          | Various                          | NEPO513 Legal Services Framework                         | 4                      | £ 250,000.00                    | £ 1,000,000.00              | 2    | 3                       | 2   | 1  | 1  | 9         | Non-Strategic    | Executive Director – Resources and Governance                     | Collaborative Open Over Threshold Tender Exercise                 |
| 5   |                          | Alliance                         | Counselling Services                                     | 3                      | £ 45,000.00                     | £ 135,000.00                | 1    | 2                       | 2   | 1  | 1  | 7         | Non-Strategic    | Executive Director – Resources and Governance                     | Tender to a minimum of 5  |
| 6   |                          | <b>New Contract</b>              | <b>Town Centre Development Project</b>                   | <b>10</b>              | <b>£ 10,000,000.00</b>          | <b>£ 100,000,000.00</b>     |      |                         |   |  |  | <b>15</b> | <b>Strategic</b> | <b>Procurement Board</b>  | <b>Further Competition via the Pagabo Developer Led Framework</b> |
| 7   |                          | New contract                     | Drainage Services  | 3                      | £ 50,000.00                     | £ 150,000.00                | 1    | 3                       | 2   | 1  | 1  | 8         | Non-Strategic    | Asst Director - Highways and Capital                              | Tender to a minimum of 5  |

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

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

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

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

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

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

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**PROCUREMENT BOARD DECISIONS TO WAIVE CONTRACT PROCEDURE RULES WITH A CONTRACT VALUE OVER £100K  
MARCH 2024 - SEPTEMBER 2024**

| Procurement Board Reference Number | Approval Date | Description  | Contract Term     | Contract Value | Supplier                             |
|------------------------------------|---------------|--|-------------------|----------------|--------------------------------------|
| PB2023-01357                       | 11 March 2024 | Direct Award - Children's Education Day Placement<br>No suitable placements on the Councils contracted provision   | 5 Years 4 months  | £ 124,080.00   | River Tees Multi-Academy Trust       |
| PB2023-01358                       | 11 March 2024 | Direct Award - Specialist Adult Residential Placement Total cost to DBC - £172,062<br>No suitable placements on the Councils contracted provision                        | 4 Years           | £ 344,124.00   | Blackwell Suite, The Gardens         |
| PB2023-01359                       | 11 March 2024 | Direct Award - Male Specialist Behaviour Unit Adult Residential Placement Total cost to DBC - £208,038.60<br>No suitable placements on the Councils contracted provision | 4 Years           | £ 416,077.20   | Briardene Care Home, Billingham      |
| PB2023-01374                       | 11 March 2024 | Direct Award - Provision of Domiciliary Care Placement<br>No suitable placements on the Councils contracted provision  | 4 Years           | £ 105,406.24   | Care Matters                         |
| PB2023-01395                       | 08 April 2024 | Direct Award - Day Opportunities Framework<br>Contract to be extended to carryout a full service review prior to carrying out an Open Tender process                     | 3 years 5 months  | £ 399,750.00   | Age Concern and Mind                 |
| PB2023-01398                       | 08 April 2024 | Direct Award - Homecare Placement<br>No suitable placements on the Councils contracted provision   | 4 years           | £ 332,277.79   | Blossom Home Care                    |
| PB2023-01409                       | 22 April 2024 | Direct Award - EMI Nursing Placement Total cost to DBC £167,329.76<br>No suitable placements on the Councils contracted provision  | 4 Years           | £ 213,152.48   | Redworth House Care Home             |
| PB2023-01413                       | 22 April 2024 | Direct Award - Adult Nursing Placement Total cost to DBC £293,861.04<br>No suitable placements on the Councils contracted provision                                      | 4 years           | £ 343,056.16   | Care UK - Larkland House Care Home   |
| PB2023-01414                       | 07 May 2024   | Direct Award - Children's School Placement<br>No suitable placements on the Councils contracted provision  | 4 Years           | £ 328,800.00   | King Edwin School                    |
| PB2023-01415                       | 07 May 2024   | Direct Award - Children's School Placement<br>No suitable placements on the Councils contracted provision  | 3 years 10 months | £ 287,526.00   | Aspris                               |
| PB2023-01416                       | 07 May 2024   | Direct Award - Children's School Placement<br>No suitable placements on the Councils contracted provision  | 3 years 10 months | £ 191,408.00   | Hopefields                           |
| PB2023-01422                       | 07 May 2024   | Direct Award - Children's Residential Education Placement Total cost to DBC £256,820.00<br>No suitable placements on the Councils contracted provision                   | 3 years (1+1+1)   | £ 518,324.00   | Salutem Care and Education           |
| PB2023-01423                       | 20 May 2024   | Direct Award - Children's School Placement<br>No suitable placements on the Councils contracted provision  | 1 Year 10 Months  | £ 153,000.00   | Forest Park School                   |
| PB2023-01427                       | 20 May 2024   | Direct Award - Adult Residential Placement Total cost to DBC £407,317.68<br>No suitable placements on the Councils contracted provision                                  | 4 years           | £ 814,635.36   | Darton Suite, Hundens Park Care Home |

| Procurement Board Reference Number | Approval Date | Description  | Contract Term | Contract Value | Supplier                                  |
|------------------------------------|---------------|--|---------------|----------------|---|
| PB2023-01432                       | 20 May 2024   | Direct Award - Supported Living Placement<br>No suitable placements on the Councils contracted provision                                   | 4 years       | £ 751,500.08   | Potens                                    |
| PB2023-01433                       | 20 May 2024   | Direct Award - Provision of Home care and Support Service<br>No suitable placements on the Councils contracted provision                   | 4 years       | £ 118,045.17   | Helping Hands                             |
| PB2023-01435                       | 03 June 2024  | Direct Award - Adult Residential Care Placement<br>No suitable placements on the Councils contracted provision                             | 4 Years       | £ 925,092.92   | Cygnnet                                   |
| PB2023-01436                       | 03 June 2024  | Direct Award - Adult Specialist Day Service Placement<br>No suitable placements on the Councils contracted provision                       | 4 Years       | £ 166,848.00   | Future Pathways                           |
| PB2023-01437                       | 03 June 2024  | Direct Award - Children's Residential Care Placement<br>No suitable placements on the Councils contracted provision                        | 8 Weeks       | £ 135,360.00   | Moonrise 24 LTD                           |
| PB2023-01440                       | 03 June 2024  | Direct Award - LED Screens for Dolphin Centre and Hopetown<br>Continuation of a current service with the original supplier                 | 3 years       | £ 224,113.60   | 1Call4                                    |
| PB2023-01442                       | 17 June 2024  | Direct Award - Adult Residential Placement<br>No suitable placements on the Councils contracted provision                                  | 4 years       | £ 154,542.96   | Beech Hall - Ancho                        |
| PB2023-01443                       | 17 June 2024  | Direct Award - Legal Advocacy Services<br>Continuation of a current service with the original supplier                                     | 2 year        | £ 300,000.00   | Appleby Hope and Matthews Solicitors      |
| PB2023-01444                       | 17 June 2024  | Direct Award - Legal Advocacy Services<br>Continuation of a current service with the original supplier                                     | 1 Year        | £ 600,000.00   | Fountain Chambers                         |
| PB2023-01445                       | 17 June 2024  | Direct Award - Mini Piling Foundations Sherborne Close Phase 2 New Build<br>Continuation of a current service with the original contractor | 3 months      | £ 260,000.00   | Roger Bullivant Piling Contractor         |
| PB2023-01455                       | 02 July 2024  | Direct Award - Structural Inspections and Associated Consultancy<br>Continuation of a current service with the original supplier           | 6 months      | £ 175,000.00   | Jacobs UK Ltd                             |
| PB2023-01460                       | 02 July 2024  | Direct Award - EMI Residential Care Placement<br>No suitable placements on the Councils contracted provision                               | 4 years       | £ 166,848.00   | Underhill Care home                       |
| PB2023-01464                       | 02 July 2024  | Direct Award - Residential Care Placement Total Cost to DBC £99,734.44<br>No suitable placements on the Councils contracted provision      | 4 years       | £ 199,468.88   | Papillon Care - Grove Lodge and Courtyard |
| PB2023-01467                       | 02 July 2024  | Direct Award - Complex Community Care Placement<br>No suitable placements on the Councils contracted provision                             | 1 Year        | £ 681,920.00   | Moonrise 24 ltd                           |
| PB2024-01468                       | 15 July 2024  | Direct Award - Children's Residential Placement with Education<br>No suitable placements on the Councils contracted provision              | 2 Years       | £ 520,878.00   | Kites Children's Services                 |

| Procurement Board Reference Number | Approval Date  | Description  | Contract Term     | Contract Value | Supplier   |
|------------------------------------|----------------|--|-------------------|----------------|--|
| PB2024-01469                       | 15 July 2024   | Direct Award - Children's Day Placement<br>No suitable placements on the Councils contracted provision   | 4 years           | £ 306,000.00   | Forest Park  |
| PB2024-01470                       | 02 July 2024   | Direct Award - Highway Maintenance Summer schemes<br>Competitive process was carried out, but unable to award through the process                    | 5 Weeks           | £ 800,000.00   | Rainton Construction (MGL Group)                   |
| PB2024-01471                       | 15 July 2024   | Direct Award - Preliminary Investigation and Design Work at Burtree Garden Village<br>Continuation of a current service with the original contractor | 1 Year            | £ 179,000.00   | Homes By Esh                                       |
| PB2024-01472                       | 15 July 2024   | Direct Award - Secure Welfare Placement<br>No suitable placements on the Councils contracted provision   | 12 weeks          | £ 124,390.00   | Aycliffe Secure                                    |
| PB2024-01481                       | 15 July 2024   | Direct Award - Adult Residential Placement Total cost to DBC 182,940.00<br>No suitable placements on the Councils contracted provision               | 4 Years           | £ 364,980.00   | Darton Suite, Hundens Park Care Home               |
| PB2024-01484                       | 15 July 2024   | Direct Award - Children's Day Placement<br>No suitable placements on the Councils contracted provision   | 3 years 10 months | £ 306,000.00   | Forest Park  |
| PB2024-01490                       | 15 July 2024   | Direct Award - Low Incidence Needs Service (LINS)<br>No suitable placements on the Councils contracted provision                                     | 1 + 1 + 1         | £ 779,199.00   | Hurworth Primary School                            |
| PB2024-01500                       | 15 July 2024   | Direct Award - Short Break Residential Placement<br>No suitable placements on the Councils contracted provision                                      | 4 Years           | £ 171,017.11   | Stanley Park Care Home Care UK                     |
| PB2024-01504                       | 29 July 2024   | Direct Award - Adult 1:1 Residential Support Total cost to DBC £175,190.40<br>No suitable placements on the Councils contracted provision            | 4 years           | £ 350,380.80   | Rydal Care Home                                    |
| PB2024-01510                       | 12 August 2024 | Direct Award - Adult Residential Placement<br>No suitable placements on the Councils contracted provision  | 4 Years           | £ 327,239.00   | Lynhales Hall Nursing Home (Rotherwood Healthcare) |
| PB2024-01515                       | 12 August 2024 | Direct Award - Children's Residential Placement<br>No suitable placements on the Councils contracted provision                                       | 4 years           | £ 1,355,640.00 | Right Trak   |
| PB2024-01517                       | 12 August 2024 | Direct Award - Children's Day Placement<br>No suitable placements on the Councils contracted provision   | 2 years           | £ 155,300.00   | Hopefields   |
| PB2024-01520                       | 12 August 2024 | Direct Award - Supported Living Placement<br>No suitable placements on the Councils contracted provision   | 4 years           | £ 350,000.00   | Cygnnet Social Care                                |
| PB2024-01521                       | 27 August 2024 | Direct Award - NHS Complaints Advocacy<br>Continuation of a current service with the original contractor   | 5 years (2+2+1)   | £ 101,765.00   | Carers Federation Ltd                              |
| PB2024-01524                       | 27 August 2024 | Direct Award - Foster Placement<br>No suitable placements on the Councils contracted provision   | 4 years           | £ 197,600.00   | Brittania Fostering Agency Limited                 |

| Procurement Board Reference Number | Approval Date     | Description  | Contract Term  | Contract Value  | Supplier                                  |
|------------------------------------|-------------------|--|--|-----------------|---|
| PB2024-01525                       | 27 August 2024    | Direct Award - Preliminary Investigation and Design Work<br>Continuation of a current service with the original contractor   | 1 Year   | £ 179,000.00    | Homes By Esh                              |
| PB2024-01527                       | 27 August 2024    | Direct Award - Children's Day Placement<br>No suitable placements on the Councils contracted provision   | 2 Years  | £ 108,810.00    | Highcroft School - Keys Group             |
| PB2024-01529                       | 27 August 2024    | Direct Award - Archaeological Evaluation of Cell CH Burtree Garden Village<br>Continuation of a current service with the original contractor   | 1 year   | £ 145,500.00    | Archaeological Services Durham University |
| PB2024-01531                       | 27 August 2024    | Direct Award - EMI Nursing Placement Total cost to DBC £472,092.40<br>No suitable placements on the Councils contracted provision  | 4 years  | £ 944,184.80    | Wykewood Health Care Limited              |
| PB2024-01538                       | 09 September 2024 | Direct Award - Children's Day Placement<br>No suitable placements on the Councils contracted provision   | 4 Years  | £ 306,000.00    | Forest Park School                        |
| PB2024-01539                       | 09 September 2024 | Direct Award - Supported Living Placement<br>No suitable placements on the Councils contracted provision   | 4 Years  | £ 776,064.28    | Lifeways Community Care                   |
| PB2024-01545                       | 09 September 2024 | Direct Award - Supply, Install and Maintain Stair and Through Floor Lifts in Residents Premises. Total Cost is for the Tees Valley Collaborative<br>Continuation of a current service with the original contractor | 5 years with an option to extend for a further 5 years | £ 20,000,000.00 | TK Access Solutions                       |
| PB2024-01549                       | 25 September 2024 | Direct Award - Foster Placement<br>No suitable placements on the Councils contracted provision   | 4 years  | £ 208,560.00    | Family First Fostering                    |
| PB2024-01550                       | 25 September 2024 | Direct Award - Children's Residential Care Placement<br>No suitable placements on the Councils contracted provision  | 4 years  | £ 1,196,389.80  | Dove Adolescent Services Limited          |
| PB2024-01552                       | 25 September 2024 | Direct Award - Children's Day Placement<br>No suitable placements on the Councils contracted provision   | 2 years  | £ 153,000.00    | Forest Park School                        |
| PB2024-01553                       | 25 September 2024 | Direct Award - Children's Day Placement<br>No suitable placements on the Councils contracted provision   | 2 years  | £ 143,763.36    | Aspris - Hurworth House School            |
| PB2024-01555                       | 25 September 2024 | Direct Award - Children's Residential Accommodation placement<br>No suitable placements on the Councils contracted provision   | 3 months   | £ 196,560.00    | Safe Space 4 U Ltd                        |

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**CABINET  
5 NOVEMBER 2024**

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## **CHILDREN AND YOUNG PEOPLE PLAN 2024 – 2027**

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**Responsible Cabinet Member -  
Councillor Nick Wallis, Children and Young People Portfolio**

**Responsible Director -  
James Stroyan, Executive Director of People**

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### **SUMMARY REPORT**

#### **Purpose of the Report**

1. This report provides an update to Cabinet on the development and planned implementation of the Children and Young People's Plan 2024 - 2027.

#### **Summary**

2. The Children Act (2004) introduced powers for the Secretary of State to require local authorities to produce plans to show how partner agencies with a duty to co-operate under the act were discharging their duties in respect of children's services.
3. Although there is no longer a requirement to produce a Children and Young People's Plan, it is considered good practice to still produce a strategic document across partners (there is still a statutory duty on partner agencies to co-operate to support and safeguard children). The draft plan supports the vision and seeks to contribute to the ambitions of the Council Plan, the overarching strategic plan for Darlington until 2027.

#### **Recommendations**

4. It is recommended that :-
  - (a) Cabinet consider the content of the CYPP 2024 - 2027
  - (b) Cabinet agree the recommended next steps for the CYPP 2024 – 2027

#### **Reason**

5. To enable the CYPP 2024 – 2027 to be implemented.

**James Stroyan,  
Executive Director of People**

## Background Papers

No background papers were used in the preparation of this report

Christine Shields: Extension 5851

|  |   |
|--|---|
| Council Plan                                     | This report contributes to the priorities agreed in the Council Plan                              |
| Addressing inequalities                          | There are no implications arising from this report  |
| Tackling Climate Change                          | There are no implications arising from this report  |
| Efficient and effective use of resources         | This report supports the efficient use of resources through shared partnership priorities         |
| Health and Wellbeing                             | This plan supports the strategy to improve the health and well-being of children and young people |
| S17 Crime and Disorder                           | There are no implications arising from this report  |
| Wards Affected                                   | All   |
| Groups Affected                                  | All Children and Young People   |
| Budget and Policy Framework                      | There are no implications arising from this report  |
| Key Decision                                     | This is not a key decision  |
| Urgent Decision                                  | This is not an urgent decision  |
| Impact on Looked After Children and Care Leavers | This plan supports all children including Looked After Children or Care Leavers                   |

## MAIN REPORT

### Information and Analysis

6. The Children and Young People's Plan (CYPP) is one of the identified delivery plans within the Council Plan and identifies what key actions will be taken to deliver the agreed priority for children – the best start in life, realising potential and raising aspirations.
7. The CYPP is a partnership plan which shows how organisations and agencies in Darlington will work together collectively to improve outcomes for all children and young people in Darlington. A multiagency Steering Group has been in operation since 2017 and will continue to be responsible for implementing the CYPP over the next three years. Membership of the group includes:
  - (a) Darlington Borough Council
  - (b) NHS partners from the Integrated Care Board, primary care (GPs) and hospital trusts (County Durham and Darlington NHS Foundation Trust and Tees Esk and Wear NHS Foundation Trust)
  - (c) Local schools and colleges
  - (d) Police
  - (e) Fire Brigade
  - (f) Parent Carer Forum
  - (g) Darlington Hippodrome
  - (h) Voluntary and Community Sector Organisations including Healthwatch, YMCA, Family Action, Blue Cabin, Darlington Mind and Youth Focus North East.

### Consultation

8. Extensive consultation and engagement activity has been undertaken with children, young people and key stakeholders in the development of the Children and Young People Plan, including sessions held across a number of schools within the Borough and with children attending sessions being delivered as part of the Holiday Activity Fund.
9. Feedback from children and young people identified that they would prefer to have the new plan to be in the format of a poster and video rather than a written document.

### Outcome of Consultation

10. Analysis of data and engagement activity has identified five emerging priorities which will form the basis of the Children and Young People Plan for the next three years.

11. Emerging Priorities:

- (a) Health – Being as healthy as possible
- (b) Education – Schools and learning
- (c) Family and Carers – Life support and growing towards independence
- (d) Employment – Training and real opportunities
- (e) Community – Being part of Darlington’s activities, opportunities and environment

12. A poster and video have been produced by children and young people as part of the engagement activities undertaken to develop the CYPP. These can be found in the link below.

13. Five sub groups of the CYPP Steering Group have been established leading on each of the priorities. The groups are currently considering what key actions are needed which will make the most impact. These will be agreed by the end of October 2024.

14. The CYPP delivery actions will be launched in November 2024 with updates on progress being posted on the Council website (see link below) at six monthly intervals as well as through engagement and consultation activities being held throughout 2025.

[www.darlington.gov.uk/cypp](http://www.darlington.gov.uk/cypp)



**CABINET  
5 NOVEMBER 2024**

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## **HOUSEHOLD SUPPORT FUND**

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

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

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### **SUMMARY REPORT**

#### **Purpose of the Report**

1. This report seeks approval for a programme of support to deliver the fifth extension of the Government funded Household Support Fund (HSF) Extension for the period 1 October 2024 to 31 March 2025.

#### **Summary**

2. As part of a number of measures to provide help with global inflationary challenges and the significantly rising cost of living, the Household Support Fund (HSF) will be extended from 1 October 2024 to 31 March 2025.
3. The current programme is being delivered effectively, meeting spend and output targets. It is therefore proposed that the programme delivered in this next round takes forward most elements in the current programme. A programme aimed at maximising household incomes is also included using the Low Income Family Tracker targeting groups identified as requiring particular attention.
4. As the submission date for a delivery plan to DWP was the 1 November 2024, a submission has been made on the basis of this report, with any amends required following Cabinet's consideration to be made subsequent to this meeting.

#### **Recommendations**

5. It is recommended that Cabinet consider and approve:-
  - (a) The proposed programme and estimated costings outlined below.
  - (b) Delegation be given to the Chief Executive, in conjunction with the Portfolio Holder Stronger Communities, to amend funding pots as necessary to ensure full utilisation of the grant within the time period.
  - (c) Any revisions to the submission made to government be made.

## Reasons

6. The recommendations are supported by the following reasons:
- (a) To address the criteria laid down in the guidance.
  - (b) In order to secure the grant funding.

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

## Background Papers

Guidance published on the Government website was use in the preparation of this report

<https://www.gov.uk/government/publications/household-support-fund-guidance-for-local-councils/1-october-2024-to-31-march-2025-household-support-fund-guidance-for-county-councils-and-unitary-authorities-in-england>

Author: Seth Pearson Extension: 6090

|  |   |
|--|---|
| Council Plan                                     | The Household Support Fund contributes to the 'Living Well' priority as it provides support to those most in need |
| Addressing inequalities                          | Application to the fund is available to anyone who meets the criteria for support without discrimination          |
| Tackling Climate Change                          | The fund supports action to improve the energy efficiency of resident's homes                                     |
| Efficient and effective use of resources         | This report has no impact on the Council's efficiency programme   |
| Health and Wellbeing                             | By helping people cope with cost of living it directly impacts positively on resident's health and wellbeing      |
| S17 Crime and Disorder                           | This report has no direct impact on Crime and Disorder  |
| Wards Affected                                   | All   |
| Groups Affected                                  | All   |
| Budget and Policy Framework                      | This report does not recommend a change to the Council's budget or policy framework                               |
| Key Decision                                     | No  |
| Urgent Decision                                  | Yes   |
| Impact on Looked After Children and Care Leavers | This report directly, positively affects Care Leavers   |

## MAIN REPORT

### Information and Analysis

#### HSF Extension Guidance

7. Guidance has been received from Government. As part of a number of measures to provide help with global inflationary challenges and the significantly rising cost of living, the Household Support Fund (HSF) will be extended from 1 October 2024 to 31 March 2025. As has been done for previous schemes, the fund will be made available to County Councils and Unitary Authorities in England to support those most in need. This will be the fifth extension to the fund since its inception in October 2021.
8. Authorities are required to send a delivery plan to DWP by 1 November 2024 which outlines their intentions for The Fund, clearly setting out their priorities and approach for use of the Fund, and to demonstrate the ways in which they intend to allocate their funding.
9. The objective of The Fund is the same as the previous extension in that it is to provide crisis support to vulnerable households in most need of support to help with significantly rising living costs.
10. The last rounds of the Fund covered a full year however this grant covers a six month period. Allocations have been published with Darlington's being £913,853.75 which is the same level as the last extension.
11. As with previous rounds of the HSF, Authorities are unable to carry forward any underspends from previous schemes.
12. When administering The Fund, Authorities are encouraged to adopt the following principles:
  - (a) Use discretion on how to identify and support those most in need, taking into account a wide range of information.
  - (b) Use the funding from 1 October 2024 to 31 March 2025 to meet immediate needs and help those who are struggling to afford household essentials including energy and water bills, food, and wider essentials. Authorities can also use funding to support households with housing costs where existing housing support does not meet this need, and to supplement support with signposting and advice.
13. Authorities are required to have a clear rationale for how households in greatest need have been identified.
14. The guidance for this round of HSF is similar in terms of types of support that can be provided and vulnerable households that are eligible.
15. As in the last round, every area must operate at least part of their scheme on an application basis - in other words, residents should have the opportunity to come forward to ask for support. Greater clarity has been provided regarding this explaining that people

should have the opportunity to self-refer. Authorities should make clear in an accessible format who is eligible for support and how those seeking support can access the fund. A new element has been included in the proposed programme for this round to ensure that the Council is compliant with this part of the guidance.

16. A further addition to the guidance for this round is described as ‘Preventative Support’. The fund may be used to prevent poverty locally and build local resilience. This enables Authorities to fund activity which prevents vulnerable residents from falling into – or falling further into – crisis. Again, this has been considered in designing the new programme.

### Household Support Fund programme 1 October 2024 to 31 March 2025

17. The table below outlines the proposed elements of the programme followed by a description of each below. The fund is delivered by third party organisation with a significant proportion being administered by Darlington based voluntary sector organisations. Each element therefore requires negotiation with the provider. The figures given are those tentatively agreed with providers at the time of writing the report but may need slight revision to accommodate more accurate costings or volumes. The report therefore requests delegation be given to the Chief Executive, in conjunction with the Portfolio Holder Stronger Communities, to amend funding pots as necessary to ensure full utilisation of the grant within the time period.

| Option  | Criteria  | Estimated no of households | Estimated cost £ |
|---|---|----------------------------|------------------|
| Food Vouchers                                     | families with children on free school meals         | 5,000                      | 330,000          |
| Support for Food Banks                            | Families in food crisis                             | 1,200                      | 50,000           |
| Support for Care leavers                          |   | 160                        | 16,000           |
| Support for Elderly                               | Fuel allowance                                      | 553                        | 96,775           |
| Vulnerable families supported by Voluntary Sector | Vulnerable groups requiring additional support      | 1,000                      | 190,000          |
| Uniform Shop                                      | Provide good quality uniform to low income families | 2,000                      | 25,000           |
| Support for Elderly                               | Energy proofing home of the elderly                 | 100                        | 15,000           |
| Applications & prevention                         |   | 1,000                      | 130,000          |
| Administration costs                              | LIFT dashboard                                      |                            | 35,000           |
|   | Other/contingency & admin                           |                            | 26,078           |
| <b>Total estimated cost</b>                       |   |                            | <b>913,853</b>   |

### **Food Vouchers**

18. This has been a feature of all previous rounds of HSF and a well-established process. Supermarket vouchers are provided to families through a third party provider, Wonde, who send parents e-vouchers to their phones. Schools order the vouchers for parents then invoice the Council for the cost. The figure of 5,000 children includes an estimated increase as a result of an auto enrolment campaign that will see scheduled for December 2024.

### **Support for Food Banks**

19. There is a network of six foodbanks across Darlington. The largest is at King Centre on Whessoe Road. All food banks are seeing an increase in demand. Whilst there are numerous reasons why people use food banks the increase in fuel costs is cited frequently as is reducing monthly budgets. There is an increase in demand from working families but also a growth in demand from the elderly.
20. The Bread and Butter Thing provides this element of the programme as they have warehousing facilities and connections in the food industry allowing them to purchase food at a discount.

### **Support for Care Leavers**

21. This has featured in all the HSF rounds supporting our care leavers which the Council acts as corporate parent to. A payment of £100 will be made to the estimated 160 care leavers.

### **Low Income Family Tracker (LIFT) Dashboard programmes**

22. In line with the HSF guidance local authorities are required to target their support to those most in need. The Council has commissioned a consultancy, Policy In Practice to develop a 'Low Income Family Tracker' data dashboard. The dashboard allows the Council to proactively identify Low Income Households that are struggling, at risk or are in crisis by analysing and displaying Council and Universal Credit data. The Council delivers support via voluntary sector organisations of Darlington that are involved with Darlington Connect. There will be two campaigns launched at the outset of the programme:
  - (a) **Support for Elderly** - Support will be targeted at those pensioners whose annual income is low enough for them to be in receipt of some form of support from the Council or DWP as a consequence of their low income recorded on the LIFT dashboard but not in receipt of Pension Credit (553 at the time of writing this report).
  - (b) **Households in both fuel and food poverty** - Calculated through the LIFT dashboard by analysing the household income versus known expenditure revealing households with insufficient funds available for fuel and food. There are 1,000 households who will be invited to apply for support in this category.

23. Further cohorts may be included later in the programme dependant on the take up of the first two campaigns.

### **Uniform Exchange Scheme**

24. The Uniform Exchange Scheme, established during the pandemic, has grown in use and is well supported by uniform donations. It reduces a significant cost burden parents experience in sending children to school.

### **Support for Elderly**

25. A targeted programme delivered by Age UK to improve the energy efficiency of homes by installing energy saving devices.

### **Application Based Support**

26. In this round, residents must have the opportunity to apply for support in person, not through direct invitation. Discretionary support will be provided to low income households living in Darlington who are in financial hardship and struggling to manage their essential expenditure. Delivered by CAB, the support will be focussed on households who are being acutely affected by the Cost of Living Crisis and who may be in significant debt.
27. There will be an online application process with assessment made by CAB. Discussions are currently underway to agree the criteria to ensure the right support is given in the context of other available support.

### **Preventative Support**

28. Guidance for this round of HSF explains that the fund may be used to prevent poverty locally and build local resilience. This can include activity which prevents vulnerable residents from falling into – or falling further into – crisis. Therefore, the funds will be allocated to Citizen's Advice Bureau to augment and expand their existing programme of benefit advice.

### **Financial Implications**

29. As the delivery of the programme, including administration costs, are covered by the fund these proposals should not impact on the overall finances of the Council.

### **Procurement Advice**

30. The Procurement Team will be involved in writing the agreements with third sector providers of the programme above. Where appropriate, extension to existing contracts will be used.

### **Carbon Impact and Climate Change**

31. The programme described above includes measures to improve home energy efficiency with a potential positive effect on carbon impact.

### **Equalities Considerations**

32. Application to the fund is available to anyone who meets the criteria for support without discrimination.
33. All support provided will comply with the Council's accessibility policy.

### **Consultation**

34. Voluntary sector organisations have been consulted extensively in the development of these proposals.

### **Outcome of Consultation**

35. The recommended programme reflects the advice of the voluntary sector.

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**CABINET  
5 NOVEMBER 2024**

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**HOUSING SERVICES TENANT INVOLVEMENT STRATEGY 2024-2029**

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**Responsible Cabinet Member –  
Councillor Matthew Roche, Health and Housing Portfolio**

**Responsible Director –  
Elizabeth Davison, Executive Director - Resources and Governance**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To approve the Housing Services Tenant Involvement Strategy 2024-2029.

**Summary**

2. Darlington Borough Council Housing Services has a long history of working with our tenants to help shape their communities and influence decisions about their homes and the services we provide. Our approach to tenant involvement is embedded in our culture of openness and honesty, demonstrated through our Tenants Panels.
3. The Regulator of Social Housing's (RSH) new consumer standards from April 2024, set out their expectations for how social landlords must give tenants a wide range of meaningful opportunities to influence and scrutinise their landlord's strategies, policies and services.
4. The Housing Services Tenant Involvement Strategy 2024-2029 at **Appendix 1** sets out how we will involve and empower our tenants, including how our engagement activities will be monitored and reported, and how we will involve our tenants in decisions about the services they receive.
5. The Tenants Panel has been consulted on the draft strategy and they have given their full support.
6. This strategy was considered by Health and Housing Scrutiny Committee on 23 October 2024, who agreed its onward submission for approval by Cabinet.

**Recommendations**

7. It is recommended that Cabinet:
  - (a) Consider the contents of this report.
  - (b) Approve the Housing Services Tenant Involvement Strategy 2024-2029 at Appendix 1.

## Reasons

8. The recommendations are supported by the following reasons:
- (a) The Council values the support and involvement our tenants provide about the services they receive. Our tenants are best placed to let us know how to make improvements and to review our plans and proposals for the future.
  - (b) The RSH’s Transparency, Influence and Accountability Standard sets outcomes for social housing providers about the way we engage and involve our tenants. The adoption of a formal tenant involvement strategy is one of the ways to demonstrate how we will achieve this.

**Elizabeth Davison**  
**Executive Director – Resources and Governance**

## Background Papers

- (i) The RSH Consumer Standards

Anthony Sandys: Extension 6926

|  |   |
|--|---|
| Council Plan                                     | This report supports the Council Plan’s HOMES priority to provide affordable and secure homes that meet the current and future needs of residents |
| Addressing inequalities                          | The Tenant Involvement Strategy will help the Council to deliver fair and equitable outcomes for our tenants                                      |
| Tackling Climate Change                          | There are no issues which this report needs to address  |
| Efficient and effective use of resources         | There are no implications   |
| Health and Wellbeing                             | There are no implications   |
| S17 Crime and Disorder                           | There are no implications   |
| Wards Affected                                   | All wards with Council housing  |
| Groups Affected                                  | Council tenants and leaseholders  |
| Budget and Policy Framework                      | This report does not recommend a change to the Council’s budget or policy framework   |
| Key Decision                                     | This report does not represent a key decision   |
| Urgent Decision                                  | This report does not represent an urgent decision   |
| 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

9. Darlington Borough Council provides over 5,300 high quality homes for local residents. We are committed to providing the best homes and services to tenants as possible. Involving and engaging our tenants is critical to help achieve this. Our tenants are best placed to let us know how to make improvements and to review our plans and proposals for the future.
10. The RSH sets a number of Consumer Standards, which apply to all social housing providers, including Councils. Specifically, in relation to the Transparency, Influence and Accountability Standard, social housing providers must:
  - (a) Take action to deliver fair and equitable outcomes for tenants.
  - (b) Take tenants' views into account in their decision-making about how landlord services are delivered and communicate how tenants' views have been considered.
  - (c) Communicate with tenants and provide information so tenants can use landlord services, understand what to expect from their landlord, and hold their landlord to account.
  - (d) Collect and provide information to support effective scrutiny by tenants of their landlord's performance in delivering landlord services.
  - (e) Ensure complaints are addressed fairly, effectively, and promptly.
11. The Council has well established processes in place to involve and engage our tenants in delivering our services. The Housing Services Tenant Involvement Strategy 2024-2029 at Appendix 1 promotes our continued commitment to tenant involvement. Specifically, the strategy covers the following areas:

#### Providing the right information

12. We will provide our tenants with the right information about our services in the ways they want. We will encourage our tenants to use our digital services, providing opportunities for everyone to be involved. We will ensure that we provide the right level of support for our tenants to access our services, ensuring no-one is excluded.

#### Supporting tenants to make their voice heard

13. We will encourage tenant involvement and effective participation. We will provide a wide range of opportunities for our tenants to be involved, develop, and feel fulfilled. We will put our tenants at the heart of everything we do and ensure their voice is heard.

#### Making decisions with our tenants

14. We will ensure the results of feedback are used to develop services and bring about positive change. We will use customer insight to make improvements and shape what we

do and how we do it. We value the contribution tenants make in improving services. We will involve our tenants to ensure their homes are safe and decent.

#### Maximising scrutiny and accountability

15. We will build trust and transparency and ensure our tenants can hold us to account. We will ensure our Council Members provide scrutiny of our decisions to ensure our tenants have been involved and listened to. We will work with our partners to get a better understanding of how we can engage with and support our communities. We will use complaints about our services to understand what has gone wrong and what we need to do to put things right.

#### **Outcome of Consultation**

16. Our Tenants Panel were consulted in September 2024 and overall, the Panel support the proposed Housing Services Tenant Involvement Strategy 2024-2029. Examples of the Panel's comments were as follows:
  - (a) "Thank you for allowing me the opportunity to read the proposed Tenant Involvement Strategy, which seems a great start for a commitment from both tenants and DBC, to work closer together to build a better community in all areas. This is why it is important that tenants get involved in groups like the Tenants panel, so tenants, through the Tenants Panel members, can have a direct voice in the decisions that affect them and their communities. The main thing I am looking forward to as a tenant panel member is change."
  - (b) "I have read the Strategy and support it fully. As a panel member and before that a member of the Tenants Board, I have spent something like 15 years helping the Council and tenants like me, work together for better understanding and improving scrutiny of how the council works. I've seen things change with much more involvement with the digital side of things allowing tenants who can't get to meetings get their point of view across. The council are constantly working to improve tenant involvement and inclusivity and are always willing to listen."
  - (c) "I think the Tenants Panel ask questions that otherwise would not be included in decision making. We know how important it is to have our voices heard."
  - (d) "As a Tenants Panel member, we as a team have read through a lot of information that goes to scrutiny before the council tenants and are always asked our opinions. As a panel member our voices are heard. Opinions on issues are listened to. We are the voice of the tenants. Over the next 5 years it will be more challenging as the new government goes forward. There will be issues I feel will arise that affects all tenants of DBC. To be able to help with that is going to be interesting."

# **Housing Services Tenant Involvement Strategy**

**2024 - 2029**

## **Foreword**

Darlington Borough Council is committed to providing the best homes and services to tenants as possible. Involving and engaging tenants is critical to help achieve this. Tenants are best placed to let us know how to make improvements and to review our plans and proposals for the future.

This strategy increases our commitment to tenant involvement, which we plan to invest in more over the coming years. We know that not all tenants can get involved in the same way. So, we want to make sure there are as many different ways to get involved as possible – from making comments on individual repairs to sitting on the Tenants Panel.

Thank you so much to the many tenants that are already involved. I hope this strategy will mean that many more tenants can join them, so that Council homes and services can continue to improve and be the best they can be.

### **Councillor Matthew Roche, Health and Housing Portfolio Holder**

As members of your Tenants Panel, we fully support this new strategy and the clear commitment to tenant involvement.

The strategy promotes the commitment of us as tenants, and Housing Services staff to work closely together to build better communities across the Borough. Partnership working is key to achieving our aims and we, as the Tenants Panel, are looking forward to supporting this through the next 5 years.

We recognise that over the next 5 years it will be challenging as the new government goes forward. There will be issues that will arise that affects all of us as tenants of Darlington Borough Council, and we embrace this challenge and look forward to supporting new ways of working and new strategies.

The Tenants Panel and Digital Tenants Panel allows us to have a direct voice in decisions that affect us all and all our communities. Some of our members have been involved with Housing Services through the Tenants Panel for over 10 years, showing our commitment to improving services and making change happen. As Tenant Panel members, our voices are heard, our opinions on issues are listened to, we are the voice of the tenants.

If you are interested in being a part of the exciting changes and helping us to improve, we're always looking for new members from across our communities in whatever capacity you can offer.

### **Housing Services Tenants Panel**

## Introduction

Darlington Borough Council Housing Services has a long history of working with our tenants to help shape their communities and influence decisions about their homes and the services we provide. Our approach to tenant involvement is embedded in our culture of openness and honesty, demonstrated through our Tenant Panels.

This strategy sets out how we will continue to involve and empower our tenants, ensuring they are at the heart of everything we do. It also sets out how we will explore new ways to engage with our tenants and ensure that no-one is left out.

Our strategy will help us to meet regulatory requirements, strengthen and expand opportunities for our tenants to make a positive difference to our services and future direction.

### Our Aims

- To provide our tenants with the right information.
- To ensure our tenants can give us their views in the ways they want to and make their voice heard.
- To ensure we offer our tenants a wide range of meaningful opportunities to influence and scrutinise.
- To improve and expand the ways our tenants can be involved and participate in decision making.
- To improve the ways, we can engage with our tenants, through digital and social media channels.
- To empower tenants by supporting tenant voice and providing training opportunities, to ensure they have the right skills to effectively scrutinise and make decisions around service delivery.
- To involve our tenants in making key decisions, such as improving safety and tackling climate change.
- To work with our tenants to improve services and help us implement change.
- To ensure we provide our tenants with feedback following consultation.
- To learn from complaints about our services, put things right and be open and honest when things haven't gone well.
- To work with our partners to get the best outcomes for our tenants.
- To meet the diverse needs of our tenants to ensure all tenants can engage with opportunities.

## **Our Priorities**

### Providing the right information

We will provide our tenants with the right information about our services in the ways they want. We will encourage our tenants to use our digital services, providing opportunities for everyone to be involved. We will ensure that we provide the right level of support for our tenants to access our services, ensuring no-one is excluded.

#### **How will we do this?**

- We will make all our written communications easy to understand, accessible and clear about our services.
- We will provide up to date information about our services through our website, our tenants magazine Housing Connect and the Housing Facebook page.
- We will provide support and advice on how our tenants can use our digital services and through our Darlington Home Online service.
- We will regularly update our social media platforms giving tenants information about their homes and the area they live in.
- We will provide options where tenants can provide feedback on our services, as well as through the annual Tenant Satisfaction Measures (TSM) survey.
- We will provide telephone and face to face services for those who need it and ensure our staff are on hand to speak to our tenants.
- We will provide and adhere to our customer service standards, so tenants know what level of service to expect from us.
- We will ensure we have useful leaflets and information available on a wide range of subjects for our tenants.
- We will provide data on our performance online, in our Annual Report and produce a special TSM edition of our Housing Connect annually, so tenants can scrutinise our performance.

#### **How will we know we have been successful?**

- All our written communications, policies and strategies will be in Plain English and approved by our Tenants Panel.
- Increased hits to our website pages and more subscribers to our Facebook page.
- More subscribers to the Darlington Home Online service.
- Reduced calls to our Housing Contact team; helping us to provide more support to the people who need us the most.
- Positive feedback from our tenants about the information we provide and the ways in which they can contact us.



## Supporting tenants to make their voice heard

We will encourage tenant involvement and effective participation. We will provide a wide range of opportunities for our tenants to be involved, develop, and feel fulfilled. We will put our tenants at the heart of everything we do and ensure their voice is heard.

### **How will we do this?**

- We will make it as easy as possible for our tenants to give their views and get involved. We will use a variety of ways such as through surveys, Tenants Panel, the Digital Tenants Panel, face to face consultations and mystery shopping.
- We will support tenant voice at an estate and local level, including via funding for local tenant-led groups, helping tenants set up and develop local associations/forums, and via other opportunities (such as, estate walkabouts, coffee mornings, attendance at local groups/activities/events).
- We will give clear expectations and explanations of the role our tenants play in tenant involvement and how these will shape services.
- We will consider tenant's views and will communicate to tenants how their views have been considered in decision making.
- We will develop training opportunities for our Tenants Panel and promote wider training opportunities for our tenants to ensure everyone has the right skills to get involved and participate fully in activities, which they feel are important to them.
- We will provide funding opportunities to support tenant led activities and groups (Community Fund).
- We will understand the barriers to effective engagement and take action to remove them.
- We will ensure community activities support locally prioritised actions.
- We will create a positive engagement culture, where all staff understand the importance of customer engagement and actively promote it as an essential part of their roles.
- We will use the results of transactional feedback surveys and Tenant Satisfaction Measure surveys to help us improve services to our tenants. We will hold Focus Groups with our tenants to understand results in specific areas and consult with our Tenants Panel on next steps and areas of improvement.
- We will promote the results of the annual Tenant Satisfaction Measure surveys through our tenant's magazine, Housing Connect which is delivered to every tenant, is available online and which is available in an audio version.
- We will make it easy for our tenants to contact us to make a complaint, a compliment or comment about our services. We will use these as areas of learning to help us to continually improve and meet tenants' needs.
- We will take all reasonable steps to ensure all tenants have an equitable opportunity to be involved and to provide feedback on our services.
- We will involve the Tenants Panel in decision making for Community Fund bids.

**How will we know if this has been successful?**

- Increased tenant involvement and evidence that tenants have given their views through a range of activities.
- Increased attendance by our Tenants Panel at training events, to help improve their knowledge and skills.
- Improved TSM results and transactional feedback survey results .
- Increased participation through online engagement.
- Tenant led activities and groups successfully delivered using the Community Fund.

## Making decisions with our tenants

We will ensure the results of feedback are used to develop services and bring about positive change. We will use customer insight to make improvements and shape what we do and how we do it. We value the contribution tenants make in improving services. We will involve our tenants to ensure their homes are safe and decent.

### **How will we do this?**

- We will use the results of any feedback to help us make decisions about our services and communities.
- We will provide feedback on what we have done to improve services and bring about positive change, as a direct result of tenant involvement.
- We will hold Focus Groups with our tenants in their communities, to help us understand more about what our tenants want.
- We will involve our tenants with the maintenance, safety, and energy efficiency of their homes.
- We will work with our Tenants Panel and tenants to recruit Community Champions in our local communities. We will promote the work of these Champions within the communities and provide them with training and support to undertake these roles.
- We will empower our tenants to make decisions and take the lead.
- We will engage with the tenants of our new build homes and use their feedback to inform our future designs and choice of products.
- We will ensure our tenants are aware of opportunities within their local community and within the wider town of opportunities.
- We will provide a wide range of opportunities for our tenants to give their views and get involved through Surveys, Tenants Panel, the Digital Tenants Panel, Face to Face consultations and Mystery Shopping.

### **How will we know that this has been successful?**

- Increased satisfaction levels in feedback and surveys (including TSM results).
- Evidence that tenant involvement has been used to make decisions and shape services.
- Evidence that tenants have been empowered to make a positive contribution to the maintenance, safety, and energy efficiency of their homes.
- Increasing numbers of Community Champions across our communities.
- Evidence that tenant's views have informed our future designs and choice of products.

## Maximising scrutiny and accountability

We will build trust and transparency and ensure our tenants can hold us to account. We will ensure our Council Members provide scrutiny of our decisions to ensure our tenants have been involved and listened to. We will work with our partners to get a better understanding of how we can engage with and support our communities. We will use complaints about our services to understand what has gone wrong and what we need to do to put things right.

### **How will we do this?**

- We will provide a wide range of opportunities for our tenants to scrutinise our performance, our policies, strategies, and decisions.
- We will use our Tenants Panel to provide effective tenant scrutiny and challenge and ensure that decisions that affect our tenants are transparent.
- We will develop the link between our Tenants Panel and tenant voice at an estate/local level.
- We will publish our performance through our Housing Connect magazine and online on a regular basis, so that tenants can see how we are measuring up and improving.
- We will ensure we have robust governance arrangements and key decisions about our services will be made by Council Members, and the results of tenant involvement will form the basis of any recommendations. Equality impact assessments will help us understand any adverse effects on the decisions we make.
- We will ensure tenants understand the level of service they can expect from us and what to do if they don't think we're meeting it.
- We will ensure our tenants know how they can complain about our services and that complaints are given priority. We will thoroughly investigate all complaints and provide tenants with a full and honest response.
- We will put right what has gone wrong and ensure we learn from any mistakes, publishing the details of any improvements.
- We will engage with our colleagues and external organisations about how we can better engage and support our tenants.
- We will use the results of transactional feedback surveys and TSM surveys to help us improve services to our tenants. We will consult with our Tenants Panel on next steps and areas of improvement.
- We will advertise our performance and give benchmarking data, so tenants can compare our results with previous years and other providers.
- We will adhere to the Housing Ombudsman Complaint Handling Code and will annually report on performance. We will also report complaint performance to our Tenants Panel quarterly.

### **How will we know when we have been successful?**

- Evidence of decisions made in consultation with our tenant's panel.
- Evidence of challenge and scrutiny by our Council Members.
- Evidence that key performance measures and how we compare with others are regularly published and communicated to our tenants. Evidence that performance has improved.
- Evidence that complaints are consistently resolved promptly, politely, and fairly.
- Evidence that we meet the Housing Ombudsman Complaint Handling Code.
- Complaints about our service are reducing.
- Evidence that complaints about our services have been used to drive changes and improvements.

## How can tenants get involved?

The following table explains the opportunities that are available to all out tenants to get involved and how we share information with our tenants:

| Activity                  | Frequency                                     | Participants/Recipients   | Where to find more information  |
|---------------------------|---|---|---|
| Neighbourhood inspections | Bi-monthly                                    | Tenants, Housing Officers, StreetScene, Police, Local Councillors, Tenant Involvement Officer | <ul style="list-style-type: none"> <li>• Website</li> <li>• Housing Connect</li> <li>• Social media</li> </ul>  |
| Coffee mornings           | Weekly  | Tenants, Lifeline Officers  | <ul style="list-style-type: none"> <li>• Within relevant sheltered or extra care facilities</li> </ul>  |
| Tenant Hubs               | Usually monthly                               | Tenants, Housing Officers, Lifeline Officers (where appropriate), Tenant Involvement Officers | <ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• Housing Connect</li> </ul>  |
| Focus Groups              | Following Tenant Satisfaction Measure results | Tenants, Housing Officers, Tenant Involvement Officers  | <ul style="list-style-type: none"> <li>• Social media</li> <li>• Within relevant community centres</li> <li>• Website</li> <li>• Housing Connect</li> </ul> |
| Tenants Panel             | 10 each year                                  | Tenants, Housing Officers, Tenant Involvement Officers  | <ul style="list-style-type: none"> <li>• Website</li> <li>• Housing Connect</li> <li>• Social media</li> </ul>  |
| Housing Connect magazine  | 3 each year                                   | Tenants   | <ul style="list-style-type: none"> <li>• Website</li> <li>• Hand delivered to each tenant's home</li> </ul>   |
| Social Media (Facebook)   | Usually a minimum of 3 posts each week        | Tenants   | <ul style="list-style-type: none"> <li>• Social media</li> </ul>  |
| Transactional Surveys     | As appropriate                                | Tenants   | <ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• Housing Connect</li> </ul>  |

| Activity                            | Frequency                        | Participants/Recipients                                  | Where to find more information   |
|-------------------------------------|----------------------------------|--|--|
| Tenant Satisfaction Measure surveys | Annually                         | Tenants  | <ul style="list-style-type: none"> <li>• Housing Connect</li> <li>• Website</li> <li>• Social media</li> </ul> |
| Digital Tenants Panel               | As appropriate                   | Tenants  | <ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• Housing Connect</li> </ul> |
| Tenant Groups                       | As arranged by individual groups | Involved tenants (can include non-Council tenants)       | <ul style="list-style-type: none"> <li>• Social media</li> <li>• Website</li> <li>• Housing Connect</li> </ul> |
| Consultations                       | As required                      | Tenants  | <ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• Housing Connect</li> </ul> |
| Community Fund                      | As required                      | Tenants (Tenants Panel involved also in decision making) | <ul style="list-style-type: none"> <li>• Website</li> <li>• Social Media</li> <li>• Housing Connect</li> </ul> |

## Measuring and Monitoring

Effective monitoring and reporting of this strategy will help us understand if our engagement activities are making a difference. Therefore, we will measure and report on the effectiveness of this strategy by doing the following:

- We will expect to see an increase in the number of our tenants becoming involved and influencing decision making. We will measure and report on this through our website, our Tenant’s Panel, Housing Connect magazine and an annual report to our tenants.
- We will evaluate the progress of engagement activities at regular intervals throughout the year to ensure these are working effectively.
- We will publish the details of tenant involvement opportunities through an annual plan, regularly reporting on how we are progressing.
- We will publish the records of meetings and decisions made.
- We will provide an annual report to the Health and Housing Scrutiny Committee on progress against our strategy.
- We will ensure tenant involvement forms a core competency for housing staff and is reflected in all job roles, recruitment processes and training plans.

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**CABINET  
5 NOVEMBER 2024**

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## **COUNCIL TAX SUPPORT - SCHEME APPROVAL 2025-26**

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

**Responsible Director –  
Elizabeth Davison, Executive Director – Resources and Governance**

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### **SUMMARY REPORT**

#### **Purpose of the Report**

1. To consider the draft Council Tax Support (CTS) scheme for 2025-26 before approval by Council on 28 November 2024.

#### **Summary**

2. On 30 November 2023, Council approved the local CTS scheme for 2024-25 and the scheme became operational on 1 April 2024.
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 2025-26. No significant changes are proposed to the existing scheme.
5. This report was considered by the Economy and Resources Scrutiny Committee on 31 October 2024, who agreed its onward submission for consideration by Cabinet.

#### **Recommendation**

6. It is recommended that Cabinet consider and approve the draft CTS scheme for 2025-26 at **Appendix 1** and for it to be submitted to Council for decision.

#### **Reasons**

7. The recommendation is supported by the following reasons:

- (a) The Council is required to publish a local CTS scheme for 2025-26 by 11 March 2025.
- (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.

**Elizabeth Davison**  
**Executive Director – Resources and Governance**

**Background Papers**

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

Anthony Sandys: Extension 6926

|  |  |
|--|--|
| Council Plan                                     | This report supports the Council Plan’s ECONOMY priority to build a strong sustainable economy and highly skilled workforce with opportunities for all |
| Addressing inequalities                          | Working aged recipients of CTS are treated differently to pensioners, whose CTS entitlement is decided under a national set of regulations             |
| Tackling Climate Change                          | There are no issues which this report needs to address   |
| Efficient and effective use of resources         | The operation of the local CTS scheme continues to represent a significant financial challenge to the Council and other precepting authorities         |
| Health and Wellbeing                             | The CTS scheme may have an adverse impact on the health and well-being of low-income groups  |
| S17 Crime and Disorder                           | There are no issues  |
| 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                      | This report does not recommend a change to the Council’s budget or policy framework  |
| Key Decision                                     | This is not an Executive decision  |
| Urgent Decision                                  | This is not an Executive decision  |
| 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

8. Since 2013, the previous national Council Tax Benefit scheme was replaced with local CTS schemes, designed and administered by local authorities. Grants are paid to local authorities to fund CTS, but the overall amount does not fully meet actual expenditure levels.
9. The Council is required to design and publish a new CTS scheme each year, in time to implement for annual Council Tax billing. A full public consultation exercise and an equality impact assessment were undertaken on the initial scheme in 2013.
10. Each year, the Council must consider whether any changes should be made to the existing scheme and, where changes are made, consider what transitional protection, if any, should apply to anyone affected by those changes.
11. Each year's scheme then must be approved by full Council.
12. 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.
13. No changes are recommended for the 2025-26 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 2024-25 CTS scheme and will be updated for 2025-26. The updated amounts will be calculated with reference to the amended Prescribed Requirement regulations. These regulations will be published in January 2025 and the CTS scheme for 2025-26 will therefore be amended before publication.
  - (b) Any other changes to the Prescribed Requirements regulations 2025 will also be incorporated into the CTS scheme for 2025-26 before publication. These changes are for reference only and do not represent a change to the local CTS scheme.

### Financial Implications

14. The recommendation in paragraph 6 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**

**2025 - 2026**

## 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 30 November 2023, Darlington Borough Council approved the Council Tax Support scheme for 2024-2025, which became operational from 1 April 2024.
4. This document sets out Darlington Borough Council's scheme for 2025-2026 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.
- (n) The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2024.

## 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(n), 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 person who was residing in Israel, the West Bank, the Gaza Strip, East Jerusalem, the Golan Heights or Lebanon immediately before 7 October 2023, left Israel, the West Bank, the Gaza Strip, East Jerusalem, the Golan Heights or Lebanon in connection with the Hamas terrorist attack in Israel on 7 October 2023 or the violence which rapidly escalated in the region following the attack and;
  - 1. has been granted leave in accordance with immigration rules made under section 3(2) of the Immigration Act 1971,
  - 2. has a right of abode in the United Kingdom within the meaning given in section 2 of that Act, or
  - 3. does not require leave to enter or remain in the United Kingdom in accordance with section 3ZA of that Act,
- v. a person who was residing in Sudan before 15 April 2023, left Sudan in connection with the violence which rapidly escalated on 15 April 2023 in Khartoum and across Sudan and;
  - 1. has been granted leave in accordance with immigration rules made under section 3(2) of the Immigration Act 1971,
  - 2. has a right of abode in the United Kingdom within the meaning given in section 2 of that Act, or
  - 3. does not require leave to enter or remain in the United Kingdom in accordance with section 3ZA of that Act,
- vi. 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,
- vii. 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,
- viii. 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,

- ix. a frontier worker within the meaning of regulation 3 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020,
- x. 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,
- xi. 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,
- xii. a person who has been granted leave outside of the rules under section 3(2) of the Immigration Act 1971,
- xiii. a person who has humanitarian protection granted under those rules,
- xiv. 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,
- xv. a person in receipt of Income Support or income related Employment and Support Allowance,
- xvi. 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,
- xvii. 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 2024-2025 scheme and will be updated for 2025-2026. The updated amounts will be calculated with reference to the amended regulations.
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<br/>2024-2025</b> | <b>Weekly amount<br/>2025-2026</b> |
|---|------------------------------------|------------------------------------|
| Single claimant aged 18 to 24   | £71.70                             |                                    |
| Working aged single claimant aged 25 or over  | £90.50                             |                                    |
| Single claimant entitled to main phase Employment and Support Allowance   | £90.50                             |                                    |
| Working aged lone parent  | £90.50                             |                                    |
| Working aged couple   | £142.25                            |                                    |
| Couple entitled to main phase Employment and Support Allowance  | £142.25                            |                                    |
| Single claimant or lone parent who has attained pensionable age before 1 April 2021                                     | £235.20                            |                                    |
| Couple where one or both members have attained pensionable age before 1 April 2021                                      | £352.00                            |                                    |
| Single claimant or lone parent who has attained pensionable age on or after 1 April 2021                                | £218.15                            |                                    |
| Couple where one or both members have attained pensionable age on or after 1 April 2021                                 | £332.95                            |                                    |
| A child or young person until the day before their twentieth birthday   | £83.24                             |                                    |
| <b>Family premium</b>   | <b>Weekly amount<br/>2024-2025</b> | <b>Weekly amount<br/>2025-2026</b> |
| A household which includes at least one child or young person (but see paragraphs 52 and 53)                            | £19.15                             |                                    |
| <b>Employment and Support Allowance premiums</b>  | <b>Weekly amount<br/>2024-2025</b> | <b>Weekly amount<br/>2025-2026</b> |
| The claimant or their partner are in receipt of the work related activity component of Employment and Support Allowance | £35.95                             |                                    |
| The claimant or their partner are in receipt of the support component of Employment and Support Allowance               | £47.70                             |                                    |
| Special circumstances premiums (entitlement limited to only one of the premiums below)                                  | <b>Weekly amount<br/>2024-2025</b> | <b>Weekly amount<br/>2025-2026</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>            | £42.50                             |                                    |
| <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> | £60.60                             |                                    |
| <p>Carers premium – the claimant or partner is entitled to Carers Allowance, the carers element in Universal Credit, or the carers addition in Pension Credit</p>  | £45.60                             |                                    |
| <p>Special circumstances premiums (entitlement can be applied on top of any other premiums awarded)</p>  | <b>Weekly amount<br/>2024-2025</b> | <b>Weekly amount<br/>2025-2026</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>   | £81.50                             |                                    |

|   |                |  |
|---|----------------|--|
| <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>£163.00</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>£20.85</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>£29.75</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>£32.20</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>£80.01</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 £183.50 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. Bereavement Support Payments
  - v. Child Benefit
  - vi. Disability Living Allowance
  - vii. Discretionary Housing Payments
  - viii. Education Maintenance Allowance
  - ix. Guardian's Allowance
  - x. Housing Benefit
  - xi. Income Support
  - xii. Income based Jobseekers Allowance
  - xiii. Income related Employment and Support Allowance
  - xiv. Mobility supplements
  - xv. Personal Independence Payments
  - xvi. Any war pension, as defined by The Housing Benefit and Council Tax Benefit (War Pension Disregards) (Amendment) Regulations 2009
  - xvii. Widowed Mother's Allowance
  - xviii. Widowed Parent's Allowance
- (f) The income of a person in receipt of Income Support, income based Jobseekers Allowance or income related Employment and Support Allowance
- (g) Universal Credit payments (for pension-aged claims only)
- (h) Any payment made to a person as a holder of the Victoria Cross or George Cross
- (i) Charitable or voluntary payments
- (j) Any income from capital
- (k) Any payments received from dependants or non-dependants

- (l) The first £20.00 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 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
- xvii. The Victims of Overseas Terrorism Compensation Scheme
- xviii. Any Post Office compensation payment
- xix. Any vaccine damage payment

(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
- xvii. The Victims of Overseas Terrorism Compensation Scheme
- xviii. Any Post Office compensation payment
- xix. Any vaccine damage payment
- (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 2024-2025 scheme (**Table 2**) and will be uprated for 2025-2026. The uprated amounts will be calculated with reference to the amended regulations.

**Table 2: Non-dependant deductions 2024-2025**

| <b>Non-dependant type</b>   | <b>Weekly amount</b> |
|---|----------------------|
| A non-dependant aged 18 or over in remunerative work where their normal gross weekly income is: |                      |
| Less than £256.00   | £4.90                |
| Not less than £256.00 and less than £455.00   | £10.05               |
| Not less than £455.00 and less than £554.00   | £12.60               |
| Not less than £554.00   | £15.10               |
| A non-dependant aged 18 or over not in remunerative work  | £4.90                |

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.

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**CABINET**  
**5 NOVEMBER 2024**

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## **REVENUE BUDGET MONITORING 2024/25 – QUARTER 2**

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

**Responsible Director -  
Elizabeth Davison, Executive Director - Resources and Governance**

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### **SUMMARY REPORT**

#### **Purpose of the Report**

1. To provide a forecast of the 2024/25 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 2024/25. The latest projections show an overall decline of £1.364m on the 2024-28 Medium Term Financial Plan (MTFP). This is due to £2.519m of departmental pressures, a decline in corporate resources of £0.166m, offset by £1.321m of additional balances following the 2023/24 outturn.
3. The change in the forecast year end budget position has moved by £0.012m between Quarter 1 and Quarter 2, however a small number of service areas continue to have significant budget pressures that have increased during the year. These increases have been offset by all departments scrutinising their budgets and reducing spend where possible to assist with the overall Council financial position.

#### **Recommendations**

4. It is recommended that:-
  - (a) The forecast revenue outturn for 2024/25 be noted.
  - (b) Further regular reports be made to monitor progress and take prompt action if necessary

#### **Reasons**

5. The recommendations are supported by the following reasons:-
  - (a) To continue effective management of resources.

(b) To continue to deliver services to agreed levels.

**Elizabeth Davison**  
**Executive Director - Resources and Governance**

**Background Papers**

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

Brett Nielsen : Extension 5403

|  |  |
|--|--|
| Council Plan                                     | The Council’s revenue budget contributes to all priorities outlined within the Council Plan.                               |
| Addressing inequalities                          | This report is providing an update on the revenue budget position therefore there is no impact as a result of this report. |
| Tackling Climate Change                          | This report is providing an update on the revenue budget position therefore there is no impact as a result of this report. |
| Efficient and effective use of resources         | This report contains updated information regarding efficiency savings contained within the MTFP.                           |
| Health and Wellbeing                             | This report is providing an update on the revenue budget position therefore there is no impact as a result of this report. |
| S17 Crime and Disorder                           | This report has no implications for crime and disorder   |
| Wards Affected                                   | No specific impact on an individual area as a result of this report  |
| Groups Affected                                  | No specific impact on an individual area as a result of this report  |
| Budget and Policy Framework                      | This report does not recommend a change to the Council’s budget or policy framework  |
| Key Decision                                     | This is not a key decision   |
| Urgent Decision                                  | This is not an urgent decision   |
| Impact on Looked After Children and Care Leavers | This report has no impact on Looked After Children or Care Leavers   |

## MAIN REPORT

### Information and Analysis

6. This is the second revenue budget management report to Cabinet for 2024/25 and provides a mid-year forecast of the 2024/25 revenue position as part of the Council's continuous financial management process.
7. The information in this report has been taken from the financial records to August and managers' projections for the remainder of the year. Assumptions have been made concerning future demand for services particularly in social care, therefore changes in projected outturn are inevitable as demand materialises and as the Council is a large and complex organisation.
8. The Council operates frequent, regular and predictive budget management processes, including quarterly reports to Cabinet, changes in projected outturn, will be reported to future meetings.
9. Overall, the projected General Fund reserves position as at the 31 March 2025 is £10.979m, which is £1.364m less than the planned balances in the 2024-28 MTFP. This change relates to £2.519m of departmental pressures, a decline in corporate resources of £0.166m, offset by £1.321m of additional balances following the 2023/24 outturn.

### Departmental Resources

10. Departmental resource projections are summarised in **Appendix 2** and detailed in **Appendices 2(a) to 2(e)**.
11. **People** budgets are projected to be overspent by £0.457m at the end of the financial year, an improvement of £0.402m from Quarter 1. The main changes are detailed below:
  - (a) **Children's Services** are projecting an underspend of £0.026m at the year end, which is an improvement on Quarter 1 of £0.301m.
    - (i) The Adoption and Placements and Disabled Children's budgets are projected to have a combined net underspend of £0.056m, an improvement of £0.166m from Quarter 1. Changes in placements within the Adoption and Placements budget have reduced projected expenditure by £0.115m and there has been a decrease in Disabled Children's projected expenditure, due to a reduction in the cost of a complex care package by £0.051m.
    - (ii) The Assessment and Care Planning & LAC teams are projected to be overspent by £0.129m, an improvement of £0.066m from Quarter 1. This is mainly due to less use of agency workers in the remainder of the year and a reduction in projected expenditure to support families to prevent children coming into care.
    - (iii) The First Response and Early Help services are projecting an underspend of £0.117m which is an improvement of £0.077m on Quarter 1. This increased saving is from additional staff turnover, vacant posts and savings in running costs.

- (b) **Education** is projected to have an overspend of £0.024m, an increase of £0.030m from Quarter 1. This overspend is due to additional transport routes for SEND pupils, offset by lower expenditure within Education services due to the use of grant funding.
  - (c) **Development and Commissioning** is projected to be underspent by £0.183m which is an improvement of £0.169m from Quarter 1. This is largely due to the release of one off carry forward monies.
  - (d) **Performance and Transformation** is projected to be underspend by £0.183m an improvement of £0.183m on Quarter 1. This is due to the release of carry forward monies and staffing vacancies.
  - (e) **Adult Social Care & Health** is projected to be overspent by £0.748m, an increase of £0.215m from Quarter 1. External Packages of Care budgets overspend is projected to increase by £0.222m from additional demand for Day Care (£0.127m) and Domiciliary Care (£0.306m), with more complex domiciliary packages at higher cost. These pressures have been offset by reduced Direct Payments and additional attrition.
11. **Services** budgets are projecting an overspend of £0.575m, an increase of £0.315m from Quarter 1. The main changes are detailed below:
- (a) **Community Services** is projected to be overspent by £0.521m, an increase of £0.353m from Quarter 1.
    - (i) The Cemeteries and Crematorium services are projecting a pressure of £0.230m, an increase of £0.120m from Quarter 1. This is due to additional running costs and reduced projected number of cremations to the yearend, driven by increased choice within the market and the increased use of direct cremations impacting on the estimated income.
    - (ii) Overall, Leisure and Cultural Services are projected to be overspent by £0.026m, an improvement of £0.050m from Quarter 1. The improvement is linked to a strong performance at the Dolphin Centre over the 2<sup>nd</sup> Quarter of the year which saw increased memberships and swimming sessions.
    - (iii) Waste Management has seen significant increases in tonnages in both household waste (10%) and at the civic amenity sight (20%) with an associated increase in cost of £0.300m. The increase at the civic amenity site is linked to changes in legislation that has allowed DIY waste to be disposed at the site from April 2024.
  - (b) **Community Safety** overall is expected to be underspent by £0.210m, an improvement of £0.080m from Quarter 1. This is due to a further improvement in Car Parking and Community Safety Enforcements budgets against the original MTFP estimates.
12. **Resources and Governance** budgets are projecting a year end budget overspend of £1.487m, an increase of £0.064m from Quarter 1. The main changes are detailed below:



- (a) **Law & Governance** is projecting an overspend of £0.488m, an increase from Quarter 1 of £0.090m. This increase is mainly due to increased external audit costs of £0.132m, offset by staffing vacancies and running costs savings.
  - (b) **Head of Strategy, Performance and Communications** – The Communications and Engagement division is reported to be underspent by £0.060m, an improvement of £0.049m from Quarter 1 mainly due to income generation from the digital billboard and the release of one off carry forward budget.
13. The **Chief Executive & Economy Group** is projected to breakeven at the year end, as reported at Quarter 1.
14. The School balances and allocations are shown in **Appendix 2(f)**.

### **Housing Revenue Account (HRA)**

15. HRA projections are shown in **Appendix 3** with an overall projected balanced budget. The contribution from balances has improved by £0.209m from Quarter 1, primarily due to:
- (i) Energy savings following a reduction in utility prices and projected additional income from the NWL commission.
  - (ii) Bad debt provision has been reduced by £0.100m to reflect a reduction in outstanding debt.

### **Conclusion**

16. The Council's projected revenue reserves at the end of 2024/25 are £10.979m, £1.364m lower than the initial 2024-28 MTFP position. This position relates to £2.519m of departmental pressures, a decline in corporate resources of £0.166m, offset by £1.321m of additional balances following the 2023/24 outturn.
17. The significant pressure on homeless accommodation is a national issue across the country due to the shortfall in the housing benefit subsidy received from the Department of Work and Pensions. Work is ongoing within the Council to increase the Council's capacity to provide accommodation for our homeless people which will save costs against external provision.
18. Pressures in social care continue to be a concern in Darlington and nationally, with increased demand and complex, high-cost placements. All social care budgets are being closely monitored, including the implementation of the investment approved in the MTFP for children's social care ensuring placement sufficiency, to ensure all areas of expenditure will be challenged.
19. All services continue to scrutinise their budgets to reduce spend or generate income to assist with the current year budget pressures and to assist with future years budgets.
20. As a Council and a region we continue to lobby government to highlight the pressures that councils are facing to delivery statutory services.

## **Outcome of Consultation**

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

**REVENUE BUDGET MANAGEMENT 2024/25**

| <b><u>Projected General Fund Reserve at 31st March 2025</u></b> |           | 2024-28<br>MTFP<br>(Feb 2024) |
|---|-----------|-------------------------------|
| <b>Medium Term Financial Plan (MTFP) :-</b>                     |           | £000                          |
| MTFP Planned Opening Balance 01/04/2024                         |           | 16,384                        |
| Approved net contribution from balances                         |           | (4,041)                       |
| <b>Planned Closing Balance 31/03/2025</b>                       |           | <b>12,343</b>                 |
| Increase in opening balance from 2023-24 results                |           | 1,321                         |
| Projected corporate underspends / (overspends) :-               |           |                               |
| Council Wide  |           | (11)                          |
| Financing Costs   |           | 0                             |
| Joint Venture - Investment Return                               |           | 0                             |
| Contingencies   |           | 0                             |
| Additional Income Received                                      |           | 0                             |
| Services Rebase   |           | 0                             |
| People Rebase   |           | 0                             |
| Contribution from general fund reserves to Housing Benefits     |           | (155)                         |
| Pay Award 2024/25   |           | 0                             |
| <b>Projected General Fund Reserve (excluding Departmental)</b>  | <b>at</b> | <b>13,498</b>                 |
| <b>31st March 2025</b>  |           |                               |
| <b>Planned Balance at 31st March 2025</b>                       |           | <b>12,343</b>                 |
| <b>Improvement</b>  |           | <b>1,155</b>                  |

| <b><u>Departmental projected year-end balances</u></b> |  | Improvement / (decline)<br>compared with 2024-28 MTFP<br>£000 |
|--|--|---|
| People   |  | (457)   |
| Services   |  | (575)   |
| Resources and Governance                               |  | (1,487)   |
| Chief Executive & Economy                              |  | 0   |
| <b>TOTAL</b>   |  | <b>(2,519)</b>  |

| <b><u>Summary Comparison with :-</u></b>                             |  | 2024-28<br>MTFP<br>£000 |
|--|--|-------------------------|
| Corporate Resources - increase in opening balance from 23/24 results |  | 1,321                   |
| Corporate Resources - additional in-year Improvement/(Decline)       |  | (166)                   |
| Quarter 1 Budget Rebase  |  | 0                       |
| Departmental - Improvement / (Decline)                               |  | (2,519)                 |
| Improvement / (Decline) compared with MTFP                           |  | <b>(1,364)</b>          |
| <b>Projected General Fund Reserve at 31st March 2025</b>             |  | <b>10,979</b>           |

GENERAL FUND REVENUE BUDGET MANAGEMENT 2024/25

|  | Budget              |                         |                    |                               | Expenditure          |                      |              |
|--|---------------------|-------------------------|--------------------|-------------------------------|----------------------|----------------------|--------------|
|  | Original<br>2024/25 | Approved<br>Adjustments | Approved<br>C/fwds | Amended<br>Approved<br>Budget | Projected<br>Outturn | C/fwds to<br>approve | Variance     |
|  | £000                | £000                    | £000               | £000                          | £000                 | £000                 | £000         |
| <b>Departmental Resources</b>                          |                     |                         |                    |                               |                      |                      |              |
| People   | 84,432              | 1,066                   | 0                  | 85,498                        | 85,955               | 0                    | 457          |
| Services   | 25,242              | 1,775                   | (52)               | 26,965                        | 27,540               | 0                    | 575          |
| Resources and Governance                               | 13,580              | 775                     | 0                  | 14,355                        | 15,842               | 0                    | 1,487        |
| Chief Executive & Economy                              | 1,577               | 403                     | 0                  | 1,980                         | 1,980                | 0                    | 0            |
| <b>Total Departmental Resources</b>                    | <b>124,831</b>      | <b>4,019</b>            | <b>(52)</b>        | <b>128,798</b>                | <b>131,317</b>       | <b>0</b>             | <b>2,519</b> |
| <b>Corporate Resources</b>                             |                     |                         |                    |                               |                      |                      |              |
| Council Wide   | 631                 | 240                     | 0                  | 871                           | 882                  | 0                    | 11           |
| Financing Costs  | 3,547               | 0                       | 0                  | 3,547                         | 3,547                | 0                    | 0            |
| Joint Venture - Investment Return                      | (1,517)             | 0                       | 0                  | (1,517)                       | (1,517)              | 0                    | 0            |
| <b>Contingencies Budget</b>                            |                     |                         |                    |                               |                      |                      |              |
| Apprentice Levy  | 202                 | 0                       | 0                  | 202                           | 202                  | 0                    | 0            |
| <b>Total Corporate Resources</b>                       | <b>2,863</b>        | <b>240</b>              | <b>0</b>           | <b>3,103</b>                  | <b>3,114</b>         | <b>0</b>             | <b>11</b>    |
| <b>Net Expenditure</b>                                 | <b>127,694</b>      | <b>4,259</b>            | <b>(52)</b>        | <b>131,901</b>                | <b>134,431</b>       | <b>0</b>             | <b>2,530</b> |
| <b>Contributions To / (From) Reserves</b>              |                     |                         |                    |                               |                      |                      |              |
| Planned Contribution to General Fund Reserves (MTPF)   | (6,283)             | 0                       | 0                  | (6,283)                       | (6,283)              | 0                    | 0            |
| Departmental Brought Forwards from 2023/24             | 0                   | (4,104)                 | 0                  | (4,104)                       | (4,104)              | 0                    | 0            |
| Already approved Carry Forwards                        | 0                   | 0                       | 52                 | 52                            | 52                   | 0                    | 0            |
| Contribution from general reserves to Housing Benefits | 0                   | (155)                   | 0                  | (155)                         | 0                    | 0                    | 155          |
| <b>General Fund Total</b>                              | <b>121,411</b>      | <b>0</b>                | <b>0</b>           | <b>121,411</b>                | <b>124,096</b>       | <b>0</b>             | <b>2,685</b> |

Note: Appendix 1 shows an increase in reserves of £1.321m brought forward from 2023/24

**REVENUE BUDGET MANAGEMENT UPDATE 2024/25**

|                                   | <i>Budget</i>                       |  |   | <i>Expenditure</i>                           |                                     |                                      | <i>(Under)/<br/>Over<br/>Spend<br/>£000</i> |
|-----------------------------------|-------------------------------------|--|---|--|-------------------------------------|--------------------------------------|---|
|                                   | <i>Original<br/>Budget<br/>£000</i> | <i>Approved<br/>Adjustments<br/>£000</i> | <i>Amended<br/>Approved<br/>Budget<br/>£000</i> | <i>Expenditure<br/>to September<br/>£000</i> | <i>Projected<br/>Spend<br/>£000</i> | <i>Total<br/>Projection<br/>£000</i> |   |
| <b><u>Council Wide</u></b>        |                                     |  |   |  |                                     |                                      |   |
| Corporate Running Costs           | 28                                  | 240                                      | 268   | 0  | 240                                 | 240                                  | (28)  |
| Procurement savings               | (24)                                | 0  | (24)  | 26   | (76)                                | (50)                                 | (26)  |
| Pay Award                         | 627                                 | 0  | 627   | 0  | 692                                 | 692                                  | 65  |
| <b>In Year Over/(Under) Spend</b> | <b>631</b>                          | <b>240</b>                               | <b>871</b>                                      | <b>26</b>                                    | <b>856</b>                          | <b>882</b>                           | <b>11</b>                                   |

| <b>REVENUE BUDGET MANAGEMENT UPDATE 2024/25</b> |                                     |  |   |  |                                     |                                      |   |
|---|-------------------------------------|--|---|--|-------------------------------------|--------------------------------------|---|
|   | <b>Budget</b>                       |  |   | <b>Expenditure</b>                           |                                     |                                      | <b>(Under)/<br/>Over<br/>Spend<br/>£000</b> |
|   | <b>Original<br/>Budget<br/>£000</b> | <b>Approved<br/>Adjustments<br/>£000</b> | <b>Amended<br/>Approved<br/>Budget<br/>£000</b> | <b>Expenditure<br/>to September<br/>£000</b> | <b>Projected<br/>Spend<br/>£000</b> | <b>Total<br/>Projection<br/>£000</b> |   |
| <b><u>People</u></b>                            |                                     |  |   |  |                                     |                                      |   |
| <b>Executive Director - People</b>              | 611                                 | 0  | 611   | 313  | 375                                 | 688                                  | 77  |
| <b><u>Adults &amp; Children Services</u></b>    |                                     |  |   |  |                                     |                                      |   |
| Transformation & Performance                    | 793                                 | 127                                      | 920   | 316  | 449                                 | 765                                  | (155)                                       |
| Business Support                                | 1,649                               | 73                                       | 1,722   | 680  | 1,014                               | 1,694                                | (28)  |
|   | <b>2,442</b>                        | <b>200</b>                               | <b>2,642</b>                                    | <b>996</b>                                   | <b>1,463</b>                        | <b>2,459</b>                         | <b>(183)</b>                                |
| <b><u>Children's Services</u></b>               |                                     |  |   |  |                                     |                                      |   |
| Children's Services Management & Other Services | 681                                 | (22)                                     | 659   | 284  | 393                                 | 677                                  | 18  |
| Assessment Care Planning & LAC                  | 4,429                               | 119                                      | 4,548   | 2,212  | 2,465                               | 4,677                                | 129   |
| First Response & Early Help                     | 3,758                               | (306)                                    | 3,452   | 1,116  | 2,219                               | 3,335                                | (117)                                       |
| Youth Offending/ASB                             | 307                                 | (13)                                     | 294   | 138  | 156                                 | 294                                  | 0   |
| Adoption & Placements                           | 21,263                              | (77)                                     | 21,186  | 8,172  | 12,689                              | 20,861                               | (325)                                       |
| Disabled Children                               | 1,372                               | 112                                      | 1,484   | 778  | 975                                 | 1,753                                | 269   |
| Quality Assurance & Practice Improvement        | 138                                 | 0  | 138   | (104)  | 242                                 | 138                                  | 0   |
|   | <b>31,948</b>                       | <b>(187)</b>                             | <b>31,761</b>                                   | <b>12,596</b>                                | <b>19,139</b>                       | <b>31,735</b>                        | <b>(26)</b>                                 |
| <b><u>Development &amp; Commissioning</u></b>   |                                     |  |   |  |                                     |                                      |   |
| Commissioning                                   | 1,967                               | 480                                      | 2,447   | 762  | 1,501                               | 2,263                                | (184)                                       |
| Voluntary Sector                                | 293                                 | 0  | 293   | 77   | 217                                 | 294                                  | 1   |
|   | <b>2,260</b>                        | <b>480</b>                               | <b>2,740</b>                                    | <b>839</b>                                   | <b>1,718</b>                        | <b>2,557</b>                         | <b>(183)</b>                                |
| <b><u>Education</u></b>                         |                                     |  |   |  |                                     |                                      |   |
| Education                                       | 702                                 | 70                                       | 772   | 13,446                                       | (12,715)                            | 731                                  | (41)  |
| Schools   | 0                                   | 0  | 0   | 879  | (879)                               | 0                                    | 0   |
| Transport Unit                                  | 3,111                               | 0  | 3,111   | 1,227  | 1,949                               | 3,176                                | 65  |
|   | <b>3,813</b>                        | <b>70</b>                                | <b>3,883</b>                                    | <b>15,552</b>                                | <b>(11,645)</b>                     | <b>3,907</b>                         | <b>24</b>                                   |
| <b><u>Public Health</u></b>                     |                                     |  |   |  |                                     |                                      |   |
| Public Health                                   | 0                                   | 0  | 0   | 5,981  | (5,981)                             | 0                                    | 0   |
|   | <b>0</b>                            | <b>0</b>                                 | <b>0</b>  | <b>5,981</b>                                 | <b>(5,981)</b>                      | <b>0</b>                             | <b>0</b>                                    |
| <b><u>Adult Social Care &amp; Health</u></b>    |                                     |  |   |  |                                     |                                      |   |
| External Purchase of Care                       | 35,886                              | 390                                      | 36,276  | 6,882  | 30,144                              | 37,026                               | 750   |
| Intake & Enablement                             | 727                                 | 0  | 727   | 998  | (271)                               | 727                                  | 0   |
| Older People Long Term Condition                | 1,832                               | 7  | 1,839   | 926  | 932                                 | 1,858                                | 19  |
| Physical Disability Long Term Condition         | 14                                  | 0  | 14  | 17   | (11)                                | 6                                    | (8)   |
| Learning Disability Long Term Condition         | 2,253                               | 0  | 2,253   | 930  | 1,265                               | 2,195                                | (58)  |
| Mental Health Long Term Condition               | 1,163                               | 64                                       | 1,227   | 433  | 838                                 | 1,271                                | 44  |
| Service Development & Integration               | 1,068                               | (19)                                     | 1,049   | 59   | 991                                 | 1,050                                | 1   |
| Workforce Development                           | 415                                 | 61                                       | 476   | 38   | 438                                 | 476                                  | 0   |
|   | <b>43,358</b>                       | <b>503</b>                               | <b>43,861</b>                                   | <b>10,283</b>                                | <b>34,326</b>                       | <b>44,609</b>                        | <b>748</b>                                  |
| <b>In Year Over/(Under) Spend</b>               | <b>84,432</b>                       | <b>1,066</b>                             | <b>85,498</b>                                   | <b>46,560</b>                                | <b>39,395</b>                       | <b>85,955</b>                        | <b>457</b>                                  |

## REVENUE BUDGET MANAGEMENT UPDATE 2024/25

|  | <i>Budget</i> |              |             |               | <i>Expenditure</i> |               |               | (Under)/<br>Over<br>Spend<br>£000 |
|--|---------------|--------------|-------------|---------------|--------------------|---------------|---------------|-----------------------------------|
|  | Original      | Approved     | Approved    | Amended       | Expenditure        | Projected     | Total         |                                   |
|  | Budget        | Adjustments  | C/fwds      | Budget        |                    |               |               |                                   |
| £000   | £000          | £000         | £000        | £000          | £000               | £000          | £000          |                                   |
| <b><u>Services</u></b>   |               |              |             |               |                    |               |               |                                   |
| <b>Executive Director - Environment, Highways &amp; Community Services</b> | 184           | 0            | 0           | 184           | 59                 | 125           | 184           | 0                                 |
| <b><u>Capital Projects, Transport &amp; Highways Planning</u></b>          |               |              |             |               |                    |               |               |                                   |
| AD Transport & Capital Projects  | 111           | 0            | 0           | 111           | 44                 | 67            | 111           | 0                                 |
| Building Design Services   | 63            | 0            | 0           | 63            | 112                | (49)          | 63            | 0                                 |
| Capital Projects   | 374           | 66           | 0           | 440           | 146                | 294           | 440           | 0                                 |
| Car Parking R&M  | 612           | 0            | 0           | 612           | 499                | 113           | 612           | 0                                 |
| Concessionary Fares  | 2247          | 50           | 0           | 2,297         | (1)                | 2,625         | 2,624         | 327                               |
| Flood & Water Act  | 89            | 202          | 0           | 291           | (261)              | 552           | 291           | 0                                 |
| Highways   | 4237          | 224          | 0           | 4,461         | (361)              | 4,902         | 4,541         | 80                                |
| Highways - DLO   | -437          | 0            | 0           | (437)         | 1,022              | (1,459)       | (437)         | 0                                 |
| Investment & Funding   | 89            | 405          | 0           | 494           | 39                 | 455           | 494           | 0                                 |
| Sustainable Transport  | 96            | 98           | 0           | 194           | (349)              | 543           | 194           | 0                                 |
|  | <b>7,481</b>  | <b>1,045</b> | <b>0</b>    | <b>8,526</b>  | <b>890</b>         | <b>8,043</b>  | <b>8,933</b>  | <b>407</b>                        |
| <b><u>Community Services</u></b>   |               |              |             |               |                    |               |               |                                   |
| AD Community Services  | 99            | 0            | 0           | 99            | 28                 | 62            | 90            | (9)                               |
| Allotments   | 19            | 0            | 0           | 19            | (1)                | 20            | 19            | 0                                 |
| Building Cleaning - DLO  | 33            | 14           | 0           | 47            | (504)              | 551           | 47            | 0                                 |
| Cemeteries & Crematorium   | (821)         | 0            | 0           | (821)         | (222)              | (369)         | (591)         | 230                               |
| Dolphin Centre   | 973           | 39           | (12)        | 1,000         | 266                | 693           | 959           | (41)                              |
| Eastbourne Complex   | 36            | 0            | 0           | 36            | 90                 | (30)          | 60            | 24                                |
| Hippodrome   | 222           | 46           | (40)        | 228           | (1,202)            | 1,430         | 228           | 0                                 |
| Hopetown Darlington  | 369           | 11           | 0           | 380           | 461                | (81)          | 380           | 0                                 |
| Indoor Bowling Centre  | 19            | 12           | 0           | 31            | 4                  | 24            | 28            | (3)                               |
| Libraries  | 946           | 0            | 0           | 946           | 341                | 651           | 992           | 46                                |
| Move More  | 31            | 0            | 0           | 31            | (181)              | 212           | 31            | 0                                 |
| Outdoor Events   | 522           | 0            | 0           | 522           | 32                 | 490           | 522           | 0                                 |
| School Meals - DLO   | 82            | 0            | 0           | 82            | 33                 | 23            | 56            | (26)                              |
| Culture and Heritage Fund  | 122           | 2            | 0           | 124           | 13                 | 111           | 124           | 0                                 |
| Street Scene   | 6,282         | 146          | 0           | 6,428         | 1,052              | 5,376         | 6,428         | 0                                 |
| Transport Unit - Fleet Management  | 57            | 0            | 0           | 57            | 112                | (55)          | 57            | 0                                 |
| Waste Management   | 4,109         | 8            | 0           | 4,117         | 387                | 4,030         | 4,417         | 300                               |
| Winter Maintenance   | 618           | 0            | 0           | 618           | 152                | 466           | 618           | 0                                 |
|  | <b>13,718</b> | <b>278</b>   | <b>(52)</b> | <b>13,944</b> | <b>861</b>         | <b>13,604</b> | <b>14,465</b> | <b>521</b>                        |

## REVENUE BUDGET MANAGEMENT UPDATE 2024/25

|   | <i>Budget</i>              |                                 |                            |                                       | <i>Expenditure</i>                  |                            |                             | (Under)/<br>Over<br>Spend<br>£000 |
|---|----------------------------|---------------------------------|----------------------------|---------------------------------------|-------------------------------------|----------------------------|-----------------------------|-----------------------------------|
|   | Original<br>Budget<br>£000 | Approved<br>Adjustments<br>£000 | Approved<br>C/fwds<br>£000 | Amended<br>Approved<br>Budget<br>£000 | Expenditure<br>to September<br>£000 | Projected<br>Spend<br>£000 | Total<br>Projection<br>£000 |                                   |
| <b><u>Services</u></b>                  |                            |                                 |                            |                                       |                                     |                            |                             |                                   |
| <b><u>Community Safety</u></b>          |                            |                                 |                            |                                       |                                     |                            |                             |                                   |
| CCTV                                    | 284                        | 0                               | 0                          | 284                                   | (169)                               | 457                        | 288                         | 4                                 |
| Community Safety                        | 781                        | 110                             | 0                          | 891                                   | (60)                                | 903                        | 843                         | (48)                              |
| General Licensing                       | 0                          | 0                               | 0                          | 0                                     | (8)                                 | 8                          | 0                           | 0                                 |
| Parking                                 | (2,049)                    | 0                               | 0                          | (2,049)                               | (722)                               | (1,465)                    | (2,187)                     | (138)                             |
| Parking Enforcement                     | 17                         | 0                               | 0                          | 17                                    | (52)                                | 69                         | 17                          | 0                                 |
| Private Sector Housing                  | 112                        | 27                              | 0                          | 139                                   | (275)                               | 394                        | 119                         | (20)                              |
| Stray Dogs                              | 53                         | 0                               | 0                          | 53                                    | 15                                  | 44                         | 59                          | 6                                 |
| Taxi Licensing                          | 28                         | 8                               | 0                          | 36                                    | (34)                                | 70                         | 36                          | 0                                 |
| Trading Standards                       | 260                        | 0                               | 0                          | 260                                   | 90                                  | 156                        | 246                         | (14)                              |
|   | <b>(514)</b>               | <b>145</b>                      | <b>0</b>                   | <b>(369)</b>                          | <b>(1,215)</b>                      | <b>636</b>                 | <b>(579)</b>                | <b>(210)</b>                      |
| <b><u>Building Services</u></b>         |                            |                                 |                            |                                       |                                     |                            |                             |                                   |
| Construction - DLO                      | (366)                      | 0                               | 0                          | (366)                                 | (6,044)                             | 5,678                      | (366)                       | 0                                 |
| Other - DLO                             | 0                          | 0                               | 0                          | 0                                     | 1,152                               | (1,152)                    | 0                           | 0                                 |
|   | <b>(366)</b>               | <b>0</b>                        | <b>0</b>                   | <b>(366)</b>                          | <b>(4,892)</b>                      | <b>4,526</b>               | <b>(366)</b>                | <b>0</b>                          |
| <b><u>Corporate Landlord</u></b>        |                            |                                 |                            |                                       |                                     |                            |                             |                                   |
| Corporate Landlord                      | 4,534                      | 307                             | 0                          | 4,841                                 | 1,735                               | 2,966                      | 4,701                       | (140)                             |
| <b><u>General Support Services</u></b>  |                            |                                 |                            |                                       |                                     |                            |                             |                                   |
| Works Property & Other                  | 76                         | 0                               | 0                          | 76                                    | 0                                   | 76                         | 76                          | 0                                 |
| <b><u>Joint Levies &amp; Boards</u></b> |                            |                                 |                            |                                       |                                     |                            |                             |                                   |
| Environment Agency Levy                 | 129                        | 0                               | 0                          | 129                                   | 126                                 | 0                          | 126                         | (3)                               |
| <b>In Year Over/(Under) Spend</b>       | <b>25,242</b>              | <b>1,775</b>                    | <b>(52)</b>                | <b>26,965</b>                         | <b>(2,436)</b>                      | <b>29,976</b>              | <b>27,540</b>               | <b>575</b>                        |



## REVENUE BUDGET MANAGEMENT UPDATE 2024/25

|   | <i>Budget</i>                       |  |   | <i>Expenditure</i>                           |                                     |                                      | <i>(Under)/<br/>Over<br/>Spend<br/>£000</i> |
|---|-------------------------------------|--|---|--|-------------------------------------|--------------------------------------|---|
|   | <i>Original<br/>Budget<br/>£000</i> | <i>Approved<br/>Adjustments<br/>£000</i> | <i>Amended<br/>Approved<br/>Budget<br/>£000</i> | <i>Expenditure<br/>to September<br/>£000</i> | <i>Projected<br/>Spend<br/>£000</i> | <i>Total<br/>Projection<br/>£000</i> |   |
| <b><u>Resources and Governance</u></b>                          |                                     |  |   |  |                                     |                                      |   |
| <b>Executive Director - Resources and Governance</b>            | 136                                 | 0  | 136   | 70   | 66                                  | 136                                  | 0   |
| <b><u>Resources</u></b>   |                                     |  |   |  |                                     |                                      |   |
| AD Resources  | 120                                 | 0  | 120   | 51   | 71                                  | 122                                  | 2   |
| Financial Services  | 1,598                               | 65                                       | 1,663   | 822  | 840                                 | 1,662                                | (1)   |
| Financial Assessments & Protection                              | 301                                 | 35                                       | 336   | 133  | 169                                 | 302                                  | (34)  |
| Xentrall (D&S Partnership)                                      | 1,968                               | 60                                       | 2,028   | 769  | 1,259                               | 2,028                                | 0   |
| Human Resources   | 680                                 | 129                                      | 809   | 186  | 614                                 | 800                                  | (9)   |
| Health & Safety   | 200                                 | 0  | 200   | 112  | 88                                  | 200                                  | 0   |
|   | <b>4,867</b>                        | <b>289</b>                               | <b>5,156</b>                                    | <b>2,073</b>                                 | <b>3,041</b>                        | <b>5,114</b>                         | <b>(42)</b>                                 |
| <b><u>Head of Strategy Performance &amp; Communications</u></b> |                                     |  |   |  |                                     |                                      |   |
| Communications & Engagement                                     | 1,045                               | 132                                      | 1,177   | 473  | 644                                 | 1,117                                | (60)  |
| Systems   | 1,132                               | 149                                      | 1,281   | 910  | 371                                 | 1,281                                | 0   |
|   | <b>2,177</b>                        | <b>281</b>                               | <b>2,458</b>                                    | <b>1,383</b>                                 | <b>1,015</b>                        | <b>2,398</b>                         | <b>(60)</b>                                 |
| <b><u>Law &amp; Governance</u></b>                              |                                     |  |   |  |                                     |                                      |   |
| AD Law & Governance   | 136                                 | 0  | 136   | 60   | 76                                  | 136                                  | 0   |
| Complaints & FOI  | 330                                 | 50                                       | 380   | 147  | 241                                 | 388                                  | 8   |
| Democratic Services   | 1,381                               | 0  | 1,381   | 686  | 785                                 | 1,471                                | 90  |
| Registrars  | (26)                                | 0  | (26)  | (102)  | 76                                  | (26)                                 | 0   |
| Administration  | 550                                 | 0  | 550   | 333  | 234                                 | 567                                  | 17  |
| Legal Services  | 1,768                               | 0  | 1,768   | 748  | 1,380                               | 2,128                                | 360   |
| Procurement   | 195                                 | 0  | 195   | 82   | 116                                 | 198                                  | 3   |
| Coroners  | 321                                 | 0  | 321   | 0  | 331                                 | 331                                  | 10  |
|   | <b>4,655</b>                        | <b>50</b>                                | <b>4,705</b>                                    | <b>1,954</b>                                 | <b>3,239</b>                        | <b>5,193</b>                         | <b>488</b>                                  |
| <b><u>Xentrall Shared Services</u></b>                          |                                     |  |   |  |                                     |                                      |   |
| ICT   | 811                                 | 0  | 811   | 75   | 756                                 | 831                                  | 20  |
|   | <b>811</b>                          | <b>0</b>                                 | <b>811</b>                                      | <b>75</b>                                    | <b>756</b>                          | <b>831</b>                           | <b>20</b>                                   |
| <b><u>Building Services</u></b>                                 |                                     |  |   |  |                                     |                                      |   |
| Maintenance - DLO   | (684)                               | 0  | (684)   | 3,539  | (4,223)                             | (684)                                | 0   |
|   | <b>(684)</b>                        | <b>0</b>                                 | <b>(684)</b>                                    | <b>3,539</b>                                 | <b>(4,223)</b>                      | <b>(684)</b>                         | <b>0</b>                                    |
| <b><u>Housing &amp; Revenues</u></b>                            |                                     |  |   |  |                                     |                                      |   |
| Local Taxation  | 473                                 | 0  | 473   | 370  | 42                                  | 412                                  | (61)  |
| Rent Rebates / Rent Allowances / Council Tax                    | (132)                               | 0  | (132)   | 6,817  | (5,796)                             | 1,021                                | 1,153                                       |
| Housing Benefits Administration                                 | 451                                 | 155                                      | 606   | 409  | 219                                 | 628                                  | 22  |
| Customer Services   | 324                                 | 0  | 324   | 164  | 107                                 | 271                                  | (53)  |
| Homelessness  | 347                                 | 0  | 347   | (888)  | 1,255                               | 367                                  | 20  |
| Service, Strategy & Regulation and General                      | 155                                 | 0  | 155   | (2,045)                                      | 2,200                               | 155                                  | 0   |
|   | <b>1,618</b>                        | <b>155</b>                               | <b>1,773</b>                                    | <b>4,827</b>                                 | <b>(1,973)</b>                      | <b>2,854</b>                         | <b>1,081</b>                                |
| <b>In Year Over/(Under) Spend</b>                               | <b>13,580</b>                       | <b>775</b>                               | <b>14,355</b>                                   | <b>13,921</b>                                | <b>1,921</b>                        | <b>15,842</b>                        | <b>1,487</b>                                |

**REVENUE BUDGET MANAGEMENT UPDATE 2024/25**

|   | <i>Budget</i>                       |  |   | <i>Expenditure</i>                           |                                     |                                      | <i>(Under)/<br/>Over<br/>Spend<br/>£000</i> |
|---|-------------------------------------|--|---|--|-------------------------------------|--------------------------------------|---|
|   | <i>Original<br/>Budget<br/>£000</i> | <i>Approved<br/>Adjustments<br/>£000</i> | <i>Amended<br/>Approved<br/>Budget<br/>£000</i> | <i>Expenditure<br/>to September<br/>£000</i> | <i>Projected<br/>Spend<br/>£000</i> | <i>Total<br/>Projection<br/>£000</i> |   |
| <b><i>Chief Executive &amp; Economy</i></b> |                                     |  |   |  |                                     |                                      |   |
| <b><i>Chief Executive</i></b>               |                                     |  |   |  |                                     |                                      |   |
| Chief Executive                             | 216                                 | 0  | 216   | 69   | 147                                 | 216                                  | 0   |
| Darlington Partnership                      | 85                                  | 16                                       | 101   | 31   | 70                                  | 101                                  | 0   |
|   | <b>301</b>                          | <b>16</b>                                | <b>317</b>                                      | <b>100</b>                                   | <b>217</b>                          | <b>317</b>                           | <b>0</b>                                    |
| <b><i>Economic Growth</i></b>               |                                     |  |   |  |                                     |                                      |   |
| AD - Economic Growth                        | 155                                 | 0  | 155   | 48   | 105                                 | 153                                  | (2)   |
| Emergency Planning                          | 105                                 | 0  | 105   | 9  | 85                                  | 94                                   | (11)  |
| Building Control                            | 192                                 | 0  | 192   | 42   | 140                                 | 182                                  | (10)  |
| Consolidated Budgets                        | 46                                  | 148                                      | 194   | (100)  | 294                                 | 194                                  | 0   |
| Development Management                      | 52                                  | 0  | 52  | 151  | 11                                  | 162                                  | 110   |
| Economy                                     | 259                                 | 58                                       | 317   | (83)   | 400                                 | 317                                  | 0   |
| Environmental Health                        | 351                                 | 0  | 351   | 118  | 186                                 | 304                                  | (47)  |
| Place Strategy                              | 603                                 | 121                                      | 724   | (87)   | 771                                 | 684                                  | (40)  |
| Property Management & Estates               | (487)                               | 60                                       | (427)   | (671)  | 244                                 | (427)                                | 0   |
|   | <b>1,276</b>                        | <b>387</b>                               | <b>1,663</b>                                    | <b>(573)</b>                                 | <b>2,236</b>                        | <b>1,663</b>                         | <b>0</b>                                    |
| <b><i>In Year Over/(Under) Spend</i></b>    | <b>1,577</b>                        | <b>403</b>                               | <b>1,980</b>                                    | <b>(473)</b>                                 | <b>2,453</b>                        | <b>1,980</b>                         | <b>0</b>                                    |

**BUDGET MANAGEMENT 2024/25**

| <b>SCHOOLS PROJECTED BALANCES 2024/25</b>      |                                   |                            |                 |                                    |  |
|--|-----------------------------------|----------------------------|-----------------|------------------------------------|--|
| School Name                                    | Opening Balance at 1st April 2024 | Formula Budget Allocation* | Total Available | Closing Balance at 31st March 2025 | Projected Closing Balance as proportion of Formula Budget Allocation |
|  | £000                              | £000                       | £000            | £000                               | %  |
| <b><u>Primary</u></b>                          |                                   |                            |                 |                                    |  |
| Federation of Darlington Nursery Schools       | 34                                | 1,131                      | 948             | (70)                               | (6%)   |
| Harrowgate Hill Primary                        | 43                                | 2,687                      | 2,730           | (34)                               | (1%)   |
| Red Hall Primary                               | 239                               | 1,588                      | 1,827           | 169                                | 11%  |
| Rise Carr College, Clifton House & Eldon House | 305                               | 2,005                      | 2,310           | 312                                | 16%  |
| <b>Primary Total</b>                           | <b>621</b>                        | <b>7,411</b>               | <b>7,815</b>    | <b>377</b>                         |  |

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

**HOUSING REVENUE ACCOUNT 2024/25**

|  | <b>Budget</b>              |                                 |                                       | Total<br>Projection<br>£000 | (Under)/<br>Over<br>Spend<br>£000 |
|--|----------------------------|---------------------------------|---------------------------------------|-----------------------------|-----------------------------------|
|  | Original<br>Budget<br>£000 | Approved<br>Adjustments<br>£000 | Amended<br>Approved<br>Budget<br>£000 |                             |                                   |
| <b><u>Housing Revenue Account</u></b>    |                            |                                 |                                       |                             |                                   |
| <b><u>Income</u></b>                     |                            |                                 |                                       |                             |                                   |
| Rents Of Dwellings (Gross)               | (23,640)                   | 0                               | (23,640)                              | (23,320)                    | 320                               |
| Sundry Rents (Including Garages & Shops) | (497)                      | 0                               | (497)                                 | (510)                       | (13)                              |
| Charges For Services & Facilities        | (3,377)                    | 0                               | (3,377)                               | (3,373)                     | 4                                 |
| Contribution towards expenditure         | (887)                      | 0                               | (887)                                 | (1,277)                     | (390)                             |
| Interest Receivable                      | (6)                        | 0                               | (6)                                   | (450)                       | (444)                             |
| <b>Total Income</b>                      | <b>(28,407)</b>            | <b>0</b>                        | <b>(28,407)</b>                       | <b>(28,930)</b>             | <b>(523)</b>                      |
| <b><u>Expenditure</u></b>                |                            |                                 |                                       |                             |                                   |
| Operational                              | 4,859                      | 0                               | 4,859                                 | 5,363                       | 504                               |
| Service Charges                          | 3,377                      | 0                               | 3,377                                 | 3,373                       | (4)                               |
| Maintenance                              | 6,179                      | 0                               | 6,179                                 | 6,265                       | 86                                |
| Capital Financing Costs                  | 3,911                      | 0                               | 3,911                                 | 3,911                       | 0                                 |
| Revenue Contribution to Capital Outlay   | 13,455                     | 0                               | 13,455                                | 13,455                      | 0                                 |
| Increase in Bad Debt Provision           | 250                        | 0                               | 250                                   | 150                         | (100)                             |
| In year contribution to/(from) balances  | (3,624)                    | 0                               | (3,624)                               | (3,587)                     | 37                                |
| <b>Total Expenditure</b>                 | <b>28,407</b>              | <b>0</b>                        | <b>28,407</b>                         | <b>28,930</b>               | <b>523</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 01/04/2024      | 25,947        |
| Contribution to/(from) balances | (3,587)       |
| <b>Closing balance</b>          | <b>22,360</b> |

**CABINET  
5 NOVEMBER 2024**

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**PROJECT POSITION STATEMENT & CAPITAL PROGRAMME MONITORING  
QUARTER 2 2024/25**

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

**Responsible Directors -  
Dave Winstanley, Executive Director – Environment, Highways & Community Services  
Elizabeth Davison, Executive Director – Resources and Governance**

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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 £331.717m against an approved programme of £332.202m. 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 2024/25 – 2027/28.
4. The Council has a substantial annual construction programme of work. The current project position statement (PPS) shows there are 26 live projects currently being managed by the Council with an overall projected outturn value of £157.489m. 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.

## 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**  
**Executive Director – Environment, Highways & Community Services**

**Elizabeth Davison**  
**Executive Director – Resources and Governance**

## Background Papers

- (i) Capital Medium Term Financial Plan 2024/25 – 2027/28
- (ii) Project Position Statement and Capital Monitoring Outturn 2023/24

Brian Robson : Extension 6608/Steve Wake : Extension 5424

|  |   |
|--|---|
| Council Plan                                     | The capital programme referred to in the report supports delivery of the Council plan.  |
| Addressing inequalities                          | There are no specific implications for addressing inequalities.                         |
| Tackling Climate Change                          | Tackling climate change issues are assessed and reported in individual projects.        |
| Efficient and effective use of resources         | The recommendations support the effective and efficient use of resources.               |
| Health and Wellbeing                             | There are no issues relating to health and wellbeing which the report needs to address. |
| S17 Crime and Disorder                           | This report has no implications for crime and disorder.                                 |
| Wards Affected                                   | All wards are affected.   |
| Groups Affected                                  | The report does 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.    |
| 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

#### 2024/25 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 2024-25 schemes previously released by Cabinet, is £151.869m.
10. **Appendix 3** shows the Council's projected capital receipts and how they are going to be utilised to help finance the capital programme over the life of the MTFP.

#### Project Position Statement

11. Project management procedures require the production by project managers of a Project Position Statement (PPS) for all projects over £75,000. This report brings together the pertinent data from the current PPS with financial information from the Financial Management System (FMS) and approvals by Cabinet.
12. The Project Position Statement (Appendix 1) details the current live construction projects, up to the end of August 2024, by delivery area, and provides details on numbers, type and details of the key individuals responsible for the delivery of the projects. It also provides a statement on the current status position on each project, details of actions being taken, where required and any current issues. The statement excludes any completed projects or those on hold.
13. The overview of live construction projects is as follows:

|                                   | Projects  | Current Approved Budget<br>£ / p | Projected Outturn<br>£ / p | Variance<br>% | Variance (Value)<br>£ / p |
|-----------------------------------|-----------|----------------------------------|----------------------------|---------------|---------------------------|
| Chief Executive & Economic Growth | 14        | 53,592,342                       | 53,614,222                 | 0.04          | 21,880                    |
| Operations                        | 4         | 38,601,739                       | 38,167,833                 | (1.1)         | (433,906)                 |
| People                            | 0         | 0                                | 0                          | 0.0           | 0                         |
| Services                          | 8         | 65,343,484                       | 65,706,649                 | 0.6           | 363,165                   |
| <b>TOTAL</b>                      | <b>26</b> | <b>157,537,565</b>               | <b>157,488,704</b>         |               | <b>(48,861)</b>           |

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

15. The live projects are at the following stages:

| Department                        | Brief    | CP1      | CP2      | CP3      | CP4      | CP5      | Total     |
|-----------------------------------|----------|----------|----------|----------|----------|----------|-----------|
| Chief Executive & Economic Growth | 0        | 0        | 3        | 3        | 6        | 2        | 14        |
| Operations                        | 0        | 0        | 1        | 3        | 0        | 0        | 4         |
| People                            | 0        | 0        | 0        | 0        | 0        | 0        | 0         |
| Services                          | 0        | 1        | 0        | 3        | 1        | 3        | 8         |
| <b>TOTAL</b>                      | <b>0</b> | <b>1</b> | <b>4</b> | <b>9</b> | <b>7</b> | <b>5</b> | <b>26</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.

16. The status on live projects is as follows:

| Department                        | Red      | Blue      | Green    |
|-----------------------------------|----------|-----------|----------|
| Chief Executive & Economic Growth | 1        | 12        | 1        |
| Operations                        | 0        | 3         | 1        |
| People                            | 0        | 0         | 0        |
| Services                          | 2        | 6         | 0        |
| <b>TOTAL</b>                      | <b>3</b> | <b>21</b> | <b>2</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.

17. Current projects highlighted as Red are as follows:

| <b>Project</b>                     | <b>Reason for Variance</b>   | <b>Action</b>  |
|------------------------------------|--|--|
| Yards Phase 2                      | Cost estimates received remain higher than anticipated.  | Works are being value engineered to reduce the pressure on budgets whilst still improving the visual aesthetics.   |
| 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 Nutrient Neutrality further delaying the start on site date, and protracted negotiations and agreements with an adjacent building owner. | Phase 1 demolition is now complete. Discussions are ongoing on the Phase 2 stabilisation works and an option to demolish other buildings which will help improve access. |
| Hopetown                           | As previously reported, remaining risk and disputed sums remain. Depending on the outcome the current forecast is between £603k under budget and £363k over budget. The PPS is reporting the worst case scenario at this stage.  | The site has been operational since 16 <sup>th</sup> July and works to the VR pod continue and will likely complete by mid-October.                                      |

## Reconciliation of Project Position Statement to Capital Programme

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

|  | Value £m       |
|--|----------------|
| <b>Live Projects from Project Position</b>                                   | 157.489        |
| Schemes closed or on hold within CP but awaiting PPS post project review.    | 13.693         |
| Annualised Schemes excluded from PPS - Housing Repairs & Maintenance         | 35.679         |
| Annualised Schemes excluded from PPS - Highways Maintenance                  | 13.630         |
| Annualised Schemes excluded from PPS - Childrens Services School Maintenance | 0.225          |
| Non construction excluded from PPS   | 12.208         |
| Capital Investment fund excluded from PPS                                    | 52.036         |
| Projects under 75k excluded from PPS   | 3.058          |
| Capital Schemes not yet integrated into PPS reporting                        | 26.494         |
| Included in PPS & CMR  | 0.000          |
| Funding not yet allocated  | 17.205         |
| <b>Capital Programme</b>   | <b>331.717</b> |

19. The table below shows the split of the approved capital programme of £332.202m, 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 £0.485m underspend on the approved capital programme, however £0.434m of this relates to Housing grants and is therefore unavailable for use.

|                    | Construction            |                    |                                   |                        | Non construction | Capital investment fund | Housing New Build not yet allocated | Total          |
|--------------------|-------------------------|--------------------|-----------------------------------|------------------------|------------------|-------------------------|-------------------------------------|----------------|
|                    | Live Schemes 75k & Over | Annualised Schemes | Completed Schemes awaiting review | Live Schemes under 75k |                  |                         |                                     |                |
| Area               | £m                      | £m                 | £m                                | £m                     | £m               | £m                      | £m                                  | £m             |
| Housing            | 43.842                  | 35.633             | 0.000                             | 0.033                  | 1.705            | 0.000                   | 11.840                              | 93.053         |
| Economic Growth    | 49.491                  | 0.080              | 0.440                             | 1.034                  | 7.010            | 49.223                  | 3.476                               | 110.754        |
| Highways/Transport | 65.912                  | 13.501             | 10.081                            | 1.347                  | 1.741            | 1.877                   | 1.512                               | 95.971         |
| Leisure & Culture  | 25.040                  | 0.125              | 2.545                             | 0.297                  | 0.000            | 0.550                   | 0.000                               | 28.557         |
| Education          | 0.000                   | 0.225              | 0.000                             | 0.307                  | 0.079            | 1.124                   | 0.290                               | 2.025          |
| 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                  | 1.771            | 0.000                   | 0.000                               | 1.771          |
| <b>Total</b>       | <b>184.285</b>          | <b>49.564</b>      | <b>13.066</b>                     | <b>3.018</b>           | <b>12.377</b>    | <b>52.774</b>           | <b>17.118</b>                       | <b>332.202</b> |

### Capital Programme

20. Paragraph 21 shows the movements in the Capital Programme since the approval of the 2024/25 MTFP.

21. One adjustment to resources has been approved since the last quarter report and is noted below for information.

| Department                        | Scheme           | Value £        | Reason for adjustment        | Resource type adjusted |
|-----------------------------------|------------------|----------------|------------------------------|------------------------|
| Chief Executive & Economic Growth | Coniscliffe Road | £49,000        | Final works costs now known. | Release of Towns Fund  |
| <b>TOTAL</b>                      |                  | <b>£49,000</b> |                              |                        |

### Outcome of Consultation

22. 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 Symbol | 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 | Anticipated Project Completion Date | Schedule Variation (Days) | CDM Notifiable Project | Principal Designer     | Previous Plan Progress   | Plan Progress   | Budget Progress Report   | Issue Status Report  |
|--|--------------|--------------|------------|--------------|------------|---------------|--------|--------------------------------|--------------------------------|--------------------------|--|-------------|--------------------|--------------------------|-------------------------------------|-------------------------|--------------------------------|--------------|------------------|--|--|-------------------------------------|---------------------------|------------------------|------------------------|--|---|--|--|
| Yards Phase 2                                    |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Mark Ladyman             | Mike Bowron  | R0180       | £0                 | £800,000                 | £739,000                            | £1,539,000              | £1,680,000                     | 9%           | £141,000         | 31-Mar-23                                | 29-Mar-25                                | 29-Mar-25                           | 0                         | Y                      | Lee Darvil             | Prioritisation of properties is currently being undertaken in order to maximise the outputs of the available funding. Existing works are being balanced with the works on the Victoria Road project to best utilise the resources available.   | Final properties have been identified within the Yards and Skinnergate project. The works are currently being value engineered to reduce the pressures on the budgets whilst still improving the visual aesthetics. | Circa £860,000 has been expended so far. The projected outturn cost includes properties which have still not been agreed by the property owners and may be subject to removal.             | Costs being received remain higher than anticipated which is resulting in some works being revisited to reduce the financial pressure. Close liaison is being maintained with building services to make best use of the resources available whilst maximising the deliverables of the project.       |
| Skinnergate Re-development Housing               |              |              |            |              |            |               | Live   | Services                       | Services                       | Anthony Sandys           | Brian Robson   | H6748       | £0                 | £4,950,000               | £1,515,000                          | £6,465,000              | £6,465,000                     | 0%           | £0               | 30-May-25                                |  | 30-May-25                           | 0                         | Y                      | Andrew Bumfrey         | Phase 1 demolition works are ongoing   | Phase 1 demolition works are now complete and Party Wall arrangements are being finalised for the Phase 2 stabilisation works   |  | 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.   |
| Sherborne Close Phase 2                          |              |              |            |              |            |               | Live   | Operations                     | Operations                     | Anthony Sandys           | Ben Waldie   | H6749       | £0                 | £2,375,962               | £2,232,456                          | £4,608,418              | £4,608,418                     | 0%           | £0               | 08/03/2023                               | 19/08/2025                               | 19/08/2025                          | 0                         | Y                      | Neil Wennington        | Awaiting re-tender return to assess against estimated figure £3,622,733.01   | Revised tender approved by the client team and works commenced on-site on 25 June 2024  | Project cost includes updated build cost of £3.6m and legacy costs incurred prior to the scheme being frozen due to national planning policy change.                                       | Contractor held open evening with residents and provided letter drop communicating works planned and contact details for any queries. Works commenced 25/6/24.   |
| Hopetown Darlington                              |              |              |            |              |            |               | Live   | Services                       | Services                       | Ian Thompson             | Brian Robson   | R0155       | £210,000           | £20,000,000              | £17,088,350                         | £37,088,350             | £37,451,515                    | 1%           | £363,165         | 30-Sep-24                                |  | 30-Sep-24                           | 0                         | Y                      | Space Architects       | Works on the Carriage works, Goods Shed and Head of Steam are nearing completion as is the car park and new pedestrian crossing. The site is due to open on 16th July. Works to VR pod will continue in to August  | The site has been operational since 16th July, works to the VR pod continue and will likely complete mid-September  |  | As previously reported, remaining risk and disputed sums remain. Depending on the outcome the current forecast is between £903k under budget and £363k over budget. The PPS is reporting the worst case scenario at this stage.  |
| Neasham Rd                                       |              |              |            |              |            |               | Live   | Operations                     | Operations                     | Anthony Sandys           | Ben Waldie   | H6745       | £0                 | £31,069,000              | £1,008,203                          | £32,077,203             | £31,643,297                    | -1%          | £433,906         | 02-May-25                                | 30-Nov-25                                | 30-Nov-25                           | 0                         | Y                      | Lee Darvill            | Revised master programme submitted to Housing Board for approval. Phase 1A properties scheduled for handover July 2024.  | Phase 1A properties have been completed and the handover process is ongoing   | Project still within approved budget. BS valuations now up to date.  | Trust Green appointed to maintain site following completion of landscaping amenity areas.  |
| Chesnut Street Housing Development               |              |              |            |              |            |               | Live   | Operations                     | Operations                     | Anthony Sandys           | Ben Waldie   | H6759       | £116,118           | £116,118                 | 0                                   | £116,118                | £116,118                       | 0%           | £0               | TBA                                      |  | TBA                                 | 0                         | Y                      | Neil Wennington        | CP2 drafted for client approval, outlining design budget, design programme and initial specification for development.  | Design commissioned for traditional build to apartment blocks. RIBA Stage 2 due Q3 2024.  | CP2 budget of £116,118.00 covers internal design costs. Existing external consultant input, PM fees & planning charge. Construction cost forecast to be reviewed following Stage 2 report. | Public RoW and brownfield site provide significant constraints on design. Existing drainage culvert appears to be within DBC adoptions, site investigations underway to confirm Decision due summer 24 on Homes England Brownfield site funding- If successful works to be underway prior to Apr 25. |
| Innovation Central                               |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Anthony Hewitt           | Joanne Wood  | R0157       | £50,000            | £500,000                 | £8,287,854                          | £8,787,854              | £8,787,854                     | 0%           | £0               | 31-Dec-21                                | 31-Aug-22                                | 31-Aug-22                           | 0                         | Y                      | Napper Architects      | The mast is now operational. The Deed of Covenant and BREEAM certificate are awaited. The project closure will be undertaken in July 2024, subject to these issues being resolved.   | BREEAM Certificate has been received with an overall score of 71.3% and a rating of Excellent. The Deed of Covenant is still outstanding, however, the project closure can now take place.                          |  |  |
| Ingenium Parc Masterplan + Infrastructure        |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Anthony Hewitt           | Joanne Wood  | R0144       | £0                 | £611,500                 | £4,265,593                          | £4,877,093              | £4,877,093                     | 0%           | £0               | 31-Aug-18                                | 23-Dec-22                                | 31-Jul-24                           | 577                       | Y                      | Y                      | Closure of the project will be undertaken from July 2024 with the responsibility for the site falling to Estates for the development land and StreetScene for the surrounding managed habitats.  | Some defects have been identified which have been notified to the contractor for remedial work.   |  | End of the drainage defect is due 24th July 2024 and the project closure can commence after this date.   |
| Eastbourne Sports Pitch Drainage                 |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Ian Thompson             | Rebecca Robson   | L0154       | £0                 | £1,610,000               | £941,843                            | £2,551,843              | £2,551,843                     | 0%           | £0               | 31-Jul-23                                | 31-Aug-23                                | 07-Jun-24                           | 241                       | Y                      | SPACE                  | The items listed below are still outstanding as of the 26/06/24.<br>1. Issuing of electrical certificates to Building Control for sign off.<br>2. Handing over of the O&M's / H&S files to the end user.<br>3. Electricity switch form temporary supply to mains.  | The items listed below are still outstanding as of the 27/08/24.<br>1. Handing over of the O&M's / H&S files to the end user.<br>2. CCTV connection.<br>3. Landscaping works - Autumn 2024                          | Final account to be agreed.  | Lesson Learnt and CP5 to be done once all works have been completed, final account agreed and files received.  |
| Derby Station Demolitions                        |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Dave Winstanley          | Julia McCabe   | R0165       | £1,322,940         | £1,322,940               | £0                                  | £1,322,940              | £1,322,940                     | 0%           | £0               | 01-Mar-23                                | 01-Dec-24                                | 01-Dec-24                           | 365                       | Y                      | A & N Consultants      | GATEWAY WEST: Pensbury/Victoria road. Pre-construction Information provided to TVCA. TVCA will be commissioning the demolition. 1-4 Park Lane & 1 Waverley Terrace (single property): Drainage survey and site investigations completed w/c 17/06/2024 reports due w/c 01/07/2024 and party wall design to follow. DBC & TVCA are meeting fortnightly to review progress and transfer of information | GATEWAY WEST: Site investigation reports issued 01/07/2024 and party wall design to complete w/c 05/08/24. DBC & TVCA are meeting fortnightly to review progress and transfer of information.                       |  |  |
| Darlington Station CPO & Acquisitions            |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Dave Winstanley          | Julia McCabe   | R0170       | £0                 | £8,077,262               | £655,650                            | £7,421,612              | £7,421,612                     | 0%           | £0               | 21-Sep-22                                |  | 21-Sep-22                           | 0                         | N                      | N/A                    | Property 1. Compensation amount agreed with claimant and funds transferred, completing all outstanding action. Property 2. Still awaiting evidence from former owner's surveyor. Sanderson Weatherall continue to chase.   | Property 2. Some information received from former property owner's surveyor and a clarification meeting held between him and Sanderson Weatherall, for DBC. Further info requested by Sanderson Weatherall.         |  | The Council continues to negotiate with the interest who are yet to agree a compensation amount. This process could continue until c. 2027.  |
| Central Park Mound Removal & Transformation      |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Dave Winstanley          | Michael Bowron   | R0172       | £2,350,000         | £2,650,000               | £250,000                            | £2,900,000              | £2,900,000                     | 0%           | £0               | 31-Mar-22                                | 30-Apr-24                                | 30-Apr-24                           | 0                         | Y                      | WDC                    | Handover of site to estates is being arranged  | Works to complete the mast remediation is expected end September 2024.  |  |  |
| 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%           | £0               | 01-Aug-13                                | 06-Nov-17                                | 06-Nov-17                           | 0                         | Y                      | Todd Milburn           | Works Complete. Following some remedial works on the Parkgate Elevation Demolition works now complete, perimeter fencing to be installed defects certificate has now been issued.  | Works Complete. Following some remedial works on the Parkgate Elevation Demolition works now complete, perimeter fencing to be installed defects certificate has now been issued.                                   |  |  |
| 156 Northgate                                    |              |              |            |              |            |               | Live   | Chief Execs & Economic Growth  | Chief Execs & Economic Growth  | Mark Ladyman             | Joanne Wood  | R0186       | £0                 | £1,000,000               | £0                                  | £1,000,000              | £1,000,000                     | 0%           | £0               | 31/08/2024                               | 31/03/2026                               | 31/03/2026                          | 0                         | Y                      | Y                      | Revised planning and listed building consent has been submitted on 19th July 2024. It is proposed that tender will be issued in September 24 with an anticipated commencement on site in Jan 2025.   | Planning and listed building consent is due 18th September. All design details are prepared and it's proposed that the tender will be issued upon receipt of planning approval.                                     | Once the design is fully agreed the costs will be updated.   |  |
| Coniscliffe Road                                 |              |              |            |              |            |               | Live   | Chief Execs & Economic Growth  | Chief Execs & Economic Growth  | Mark Ladyman             | Michael Bowron   | R0193       | £0                 | £500,000                 | £49,000                             | £549,000                | £549,000                       | 0%           | £0               | 01/03/2024                               | 01/03/2025                               | 01/03/2025                          | 0                         | Yes                    | Noel Walecki           | Planning documentation was submitted on 24th May 2024. CP3 is currently being finalised for signoff and procurement of the works are being looked at whilst Planning is in.  | Planning has been approved for the works. CP3 is being prepared for approval to enable the works to commence October 2024   |  | Vehicle mitigation measures are being costed up for the project however the additional cost is expected to be minimal and this will be looked at when known.   |
| Dolphin Centre - Pool Repairs                    |              |              |            |              |            |               | Live   | Chief Execs & Economic Growth  | Chief Execs & Economic Growth  | Ian Thompson             | Ben Waldie   | D0191       | £0                 | £220,000                 | £1,635,000                          | £1,855,000              | £1,855,000                     | 0%           | £0               | 14/09/2023                               | 16/08/2024                               | 16/08/2024                          | -7                        | Y                      | Michael Johnson        | Barr & Wray install completed, awaiting commissioning. Hippo Leisure works underway to install play features, completion scheduled for August 2024.  | Toddler pool reopened to public 19th August 24. Hippo leisure pricing minor additional works. Final structure inspection of basement due September 24   | Budget updated to £1.85m covering all 3 phases of essential works.   |  |
| Feethams House                                   |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Ian Williams             | Jenny Dixon & Jane Sutcliffe Project/ Richard Storey PM- building delivery | D0161       | £246,000           | £8,500,000               | £0                                  | £8,500,000              | £8,460,880                     | 0%           | £39,120          | 30/07/2019                               | 31/05/2020                               | 15/05/2020                          | -16                       | Yes                    | Tim Rainford (Nappers) | The CP5 is to be drafted and the full project closure process is anticipated to be completed in May 2025   | The CP5 is to be drafted and the full project closure process completed.  | currently 39k underspend but final archaeological report will spend some of that   |  |

| Project                                       | CP1 Start Up | CP2 Initiate | CP3 Design | CP4 Delivery | CP5 Review | Status Symbol | 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 | Anticipated Project Completion Date | Schedule Variation (Days) | CDM Notifiable Project | Principal Designer                   | Previous Plan Progress   | Plan Progress  | Budget Progress Report  | Issue Status Report  |  |
|---|--------------|--------------|------------|--------------|------------|---------------|--------|--------------------------------|--------------------------------|--------------------------|------------------------------|--------------------------|--|--|--|---------------------------------------|---|--------------|------------------------------|--|--|-------------------------------------|---------------------------|------------------------|--------------------------------------|--|--|---|--|--|
| Dolphin Centre M and E Refurb                 |              |              |            |              |            |               | Live   | Services                       | Services                       | Lisa Soderman            | Ben Waldie                   | D0197                    | £230,000                                 | £2,200,000                             | £500,000   | £2,700,000                            | £2,700,000                                  | 0%           | £0                           | 01/10/2025                               | 01/12/2025                               | 01/12/2025                          | 0                         | Y                      | A & N Consultants<br>Andrea Nicholls | Pre Construction Services Agreement to be prepared to employee Willmott Dixon to develop investment opportunities to Outline Business Case and essential M&E refurbishment design.   | Willmott Dixon submitted PCSA fee to develop design and conduct site surveys. Procurement Hub assisting with contract preparation  | Scheme approved budget £2,220,000.00+ £500,000.00 Sport England investment to fund - photovoltaic cells to flat roof footprint & replacement Combined Heat/Power boiler.  | Fire Engineering consultant appointed to assist design team develop compliant scheme.  |  |
| Northern Echo Building                        |              |              |            |              |            |               | Live   | Chief Execs & Economic Growth  | Chief Execs & Economic Growth  | Mark Ladyman             | Ian Stewart / Rebecca Robson | R0179                    | £0                                       | £11,400,000                            | £0   | £11,400,000                           | £11,400,000                                 | 0%           | £0                           | 31/03/2026                               | 31/12/2026                               | 31/12/2026                          | 0                         | Y                      | Mark Black - Adavo                   | Survey's and light soft strip all complete.<br>Key Dates :<br>Planning application – June 2024<br>Building Regs application – July 2024<br>Footpath closure – July 2024 – Jan 2026<br>Footpath closure – July 2024 – Jan 2026<br>Ground floor handover – July 2025<br>Overall completion – December 2026   | Key Dates:<br>Building Regs application – September 2024<br>Footpath closure – July 2024 – Jan 2026<br>Anticipated start on site – September 2024<br>Ground floor handover – July 2025<br>Overall completion – December 2026                                     |   |  |  |
| Houghton Road - Tornado Way                   |              |              |            |              |            |               | Live   | Services                       | Services                       | Andy Casey               | Noel Walecki                 | TP722                    | £0                                       | £1,539,433                             | £0   | £1,539,433                            | £1,539,433                                  | 0%           | £0                           | 31/03/2020                               |  | 31/07/2021                          | 487                       | N                      | Noel Walecki                         | Awaiting closure report.   | Awaiting closure report.   | Budget comprises £1,367,433 NPIF + £172,000 LTP match funding.  |  |  |
| Home Upgrade Grant                            |              |              |            |              |            |               | Live   | Operations                     | Operations                     | Graham Hall              | Christine Booth              | H6755 supported by 16063 | £0                                       | £6,210,000                             | £4,410,000.00                                      | £1,800,000                            | £1,800,000                                  | 0%           | £0                           | 31/05/2025                               |  | 31/05/2025                          | 0                         | Y                      | TBA                                  | Contracts completed 30.04.24 ESH Construction NEPO framework contract value up to £1,530,000. Storm Tempest for Retrofit Co-ordination, Assessment and Design. Direct Award for works up to £175,000 value. Classic Plumbing and Heating (Retrofit Coordinators) for Retrofit Co-ordination, Assessment and Design. Direct Award for works up to £175,000 value. | 81 of the initial 100 properties signed up for works to process. Variations agreed to include design works for Storm Tempest and Classic Plumbing and Heating. Batch submissions for properties involved in the scheme commenced June 2024.                      | £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. MOU for 2024-25 to return with revisions for reduced funding. | Project delivery reduced from 300 to 100 properties following mid-term review - Project value changed to £1,800,000 as of 01.04.24. Informal Change request submitted 18.06.24 to revert to 120 properties £2,160,000 capital funding. |  |
| Victoria Road Facade Improvements             |              |              |            |              |            |               | Live   | Chief Execs & Economic Growth  | Chief Execs & Economic Growth  | Mark Ladyman             | Mike Bowron                  | R0188                    | £30,000                                  | £588,000                               | £0   | £588,000                              | £588,000                                    | 0%           | £0                           | 31/03/2024                               | 31/03/2026                               | 31/03/2026                          | 0                         | Y                      | Lee Darvil                           | Initial tender prices have been returned exceptionally higher than expected. A detailed Value Engineering exercise is currently being carried out to maximise the impact of the works whilst reducing the reliance of sub contractors where the costs are high   | Value engineering has taken place on the initial properties to reduce the financial pressure. The next block of properties has been identified and being prepared to issue for construction.   | £60,968.00 spent so far.  |  |  |
| Rowan East Extension                          |              |              |            |              |            |               | Live   | Services                       | Services                       | Guy Metcalfe             | Julia McCabe                 | D0192                    | £10,000                                  | £10,000                                | £0   | £10,000                               | £10,000                                     | 0%           | £0                           | TBC                                      | TBC                                      | TBC                                 |                           | Yes                    | TBC                                  | An agreement to proceed with site investigations has been made with the DBC client and site manager and these are currently being planned.   | Site investigations and surveys ongoing  |   |  |  |
| Victoria Road Access to Station               |              |              |            |              |            |               | Live   | Services                       | Services                       | Andy Casey               | Noel Walecki                 | TP818                    | £0                                       | £1,146,701                             | £0   | £1,146,701                            | £1,146,701                                  | 0%           | £0                           | 31/03/2020                               | 31/07/2022                               | 31/07/2022                          | 0                         | Y                      | Noel Walecki                         | Awaiting closure report before cost centre can be closed and removed from PPS.   | Awaiting closure report before cost centre can be closed and removed from PPS.   | Funding is £675,000 LGF + £300,000 LTP. Additional LTP funding of £171,701 supplied to cover increased costs.   |  |  |
| Demolition Sports Direct Building             |              |              |            |              |            |               | Live   | Chief Exec's & Economic Growth | Chief Exec's & Economic Growth | Guy Metcalfe             | Brian Robson                 | R0177                    | £0                                       | £300,000                               | £0   | £300,000                              | £220,000                                    | -27%         | £-80,000                     | 30-Jun-22                                | 30-Jun-22                                | 30-Jun-22                           | 0                         | Y                      | A & N Consultants                    | Perimeter fencing work now complete  | Perimeter fencing work now complete  |   |  |  |
| Walsley Cycling Road, MSG Yarm Road Mill Lane |              |              |            |              |            |               | Live   | Services                       | Services                       | Andy Casey               | Noel Walecki                 | TP241                    | £0                                       | £325,000                               | £0   | £325,000                              | £325,000                                    | 0%           | £0                           | 31/03/2022                               | 31/03/2025                               | 31/03/2025                          | 0                         | Y                      | Noel Walecki                         | Jacobs (structural engineer for the bridge) are engaged to write the construction management plan, which considers ecological constraints highlighted by the EA. Ecologists have been reengaged to complete the BNG assessment. Still looking at April 2025 for construction to commence.  | Jacobs have completed the construction management plan, updated to accommodate comments from the Environment Agency. Ecologists are ongoing with the BDNG assessment. Start of construction delayed until April 2025 to reduce risk of inclement weather delays. | LTP (£180,000) plus Section 106 developer contributions (£155,000)  |  |  |
| <b>Total</b>                                  |              |              |            |              |            |               |        |                                |                                |                          |                              |                          | <b>Sum of Feasibility Project Budget</b> | <b>Sum of Original Approved Budget</b> | <b>Sum of Increase to Original Approved Budget</b> | <b>Sum of Current Approved Budget</b> | <b>Sum of Project Expected Outturn Cost</b> |              | <b>Sum of Variance Value</b> |  |  |                                     |                           |                        |                                      |  |  |   |  |  |
|   |              |              |            |              |            |               |        |                                |                                |                          |                              |                          | <b>£4,615,058</b>                        | <b>£108,071,916</b>                    | <b>£49,465,649</b>                                 | <b>£157,537,565</b>                   | <b>£157,488,704</b>                         |              | <b>£-48,861</b>              |  |  |                                     |                           |                        |                                      |  |  |   |  |  |

### 2024/25 Capital Resources Summary

| Row Ref. |   | Approved Commitments<br>£M | Virement of Resources<br>£M | Variance<br>£M | Total<br>£M    |
|----------|---|----------------------------|-----------------------------|----------------|----------------|
| 1        | <b>Capital Commitments</b>                            |                            |                             |                |                |
| 2        | Brought forward from 2023/24                          | 114.956                    |                             |                |                |
| 3        | 2024/25 Capital Programme (released by Cabinet)       | 36.913                     |                             |                | <b>151.869</b> |
| 4        | Projected (Under)/Over Spend                          |                            |                             |                |                |
| 5        | <b>Total Commitments</b>                              | <b>151.869</b>             | <b>0.000</b>                | <b>0.000</b>   | <b>151.869</b> |
|          | <b>To Be Funded By:</b>                               |                            |                             |                |                |
|          | <b>External and Departmental Resources</b>            |                            |                             |                |                |
| 6        | External Funding and Departmental Supported Borrowing | 15.606                     | -                           | -              | <b>15.606</b>  |
| 7        | Departmental Unsupported Borrowing                    | 0.000                      | -                           | -              | <b>0.000</b>   |
| 8        | Capital Grants  | 53.691                     | -                           | -              | <b>53.691</b>  |
| 9        | Capital Contributions                                 | 0.050                      | -                           | -              | <b>0.050</b>   |
| 10       | Revenue Contributions                                 | 28.304                     | -                           | -              | <b>28.304</b>  |
| 11       | Capital Receipts - HRA                                | 0.606                      | -                           | -              | <b>0.606</b>   |
|          | <b>Total</b>  | <b>98.257</b>              | <b>0.000</b>                | <b>0.000</b>   | <b>98.257</b>  |
|          | <b>Corporate Resources</b>                            |                            |                             |                |                |
| 12       | Capital Receipts (General Fund)/ Prudential Borrowing | 53.612                     | -                           | -              | <b>53.612</b>  |
|          | <b>Total</b>  | <b>53.612</b>              | <b>0.000</b>                | <b>0.000</b>   | <b>53.612</b>  |
| 13       | <b>Total Resources</b>                                | <b>151.869</b>             | <b>0.000</b>                | <b>0.000</b>   | <b>151.869</b> |

### Corporate Resources Analysis

|    | £M   |               |
|----|--|---------------|
| 14 | Required Resources to fund 2024/25 expenditure (see above)                   | 53.612        |
| 15 | <b>Total Planned Use of Corporate Resources</b>                              | 53.612        |
| 16 | Less: Total Projected net Capital Receipts 24/25 (as per Appendix 3)         | (8.364)       |
| 17 | Add: projects already released and included in the capital commitments above | 7.201         |
| 18 | <b>Corporate Resources required to fund capital programme</b>                | <b>52.449</b> |

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**Capital Receipts Utilisation - latest projection**

|  | <b>2024/25</b> | <b>2025/26</b> | <b>2026/27</b> |
|--|----------------|----------------|----------------|
|  | <b>£m</b>      | <b>£m</b>      | <b>£m</b>      |
| Projected Opening Balance as at 1 April                | 5.287          | 0.146          | 4.541          |
| Projected net Capital Receipts                         | 3.077          | 5.295          | 5.315          |
| Total projected Capital Receipts                       | 8.364          | 5.441          | 9.856          |
| <b><u>Less (as per approved capital programme)</u></b> |                |                |                |
| Capitalisation utilisation as per MTFP                 | (1.400)        | 0.000          | 0.000          |
| Council funded schemes                                 | (0.400)        | (0.400)        | (0.250)        |
| Economic Growth Investment Fund                        | (0.500)        | (0.500)        | 0.000          |
| Earmarked reserves                                     | (0.223)        | 0.000          | 0.000          |
| Slippage from previous years                           | (5.695)        | 0.000          | 0.000          |
| Projected available Capital Receipts as at 31 March    | 0.146          | 4.541          | 9.606          |

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