



DARLINGTON

Borough Council

Economy and Resources Scrutiny Committee Agenda

10.00 am

Thursday, 26 June 2025

Council Chamber, Town Hall, Darlington DL1 5QT

Members of the Public are welcome to attend this Meeting.

1. Introductions/Attendance at Meeting
2. Declarations of Interest
3. To approve the Minutes of the meeting of this Scrutiny held on 3 April 2025 (Pages 3 - 6)
4. To consider the dates and times of the meetings of this Committee for the Municipal Year 2025/2026 –
 - Thursday 4 September 2025, 10:00am
 - Thursday 30 October 2025, 10:00am
 - Thursday 8 January 2026, 10:00am
 - Thursday 29 January 2026, 10:00am
 - Thursday 16 April 2026, 10:00am
5. Collection of Council Tax, Business Rates and Rent 2024-25 –
Report of the Assistant Director of Housing and Revenues
(Pages 7 - 16)
6. Project Position Statement and Capital Programme Monitoring - Outturn 2024/25 –
Report of The Executive Director of Environment, Highways and Community Services and
The Executive Director of Resources and Governance
(Pages 17 - 40)

7. Revenue Budget Monitoring Outturn 2024/25 –
Report of the Executive Director Resources and Governance
(Pages 41 - 64)
8. Work Programme –
Report of the Assistant Director of Law and Governance
(Pages 65 - 80)
9. SUPPLEMENTARY ITEMS (if any) which in the opinion of the Chair of this Committee are
of an urgent nature and can be discussed at this meeting
10. Questions

A handwritten signature in black ink that reads "A. C. Wennington". The signature is written in a cursive style with a long horizontal flourish underneath the name.

Amy Wennington
Assistant Director Law and Governance

Wednesday, 18 June 2025

Town Hall
Darlington.

Membership

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

If you need this information in a different language or format or you have any other queries on this agenda please contact Olivia Hugill, Democratic Officer, Resources and Governance, 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: olivia.hugill@darlington.gov.uk or telephone 01325 405363

ECONOMY AND RESOURCES SCRUTINY COMMITTEE

Thursday, 3 April 2025

PRESENT – Councillors Dillon, Durham, Haszeldine, Henderson, Marshall, McGill, Ray and Mrs Scott

APOLOGIES – Councillors Baker and Coe,

ALSO IN ATTENDANCE – Councillor Porter (Cabinet Member for Resources)

OFFICERS IN ATTENDANCE – Brett Nielsen (Assistant Director Resources), Neil Bowerbank (Head of Strategy, Performance and Communications), Andrew Perkin (Business Growth and Investment Manager) and Olivia Hugill (Democratic Officer)

ER146 DECLARATIONS OF INTEREST

There were no declarations of interest reported at the meeting.

ER147 TO APPROVE THE MINUTES OF THIS SCRUTINY COMMITTEE:-

- a) Submitted – The Minutes (previously circulated) of the meeting of this Scrutiny Committee held on 30 January 2025.

RESOLVED – That the Minutes of the meeting of this Scrutiny Committee held on 30 January 2025 be approved as a correct record.

- b) Submitted – The Minutes (previously circulated) of the Special Meeting of this Scrutiny Committee held on 26 February 2025.

RESOLVED – That the Minutes of the Special Meeting of this Scrutiny Committee held on 26 February 2025 be approved as a correct record.

ER148 INCLUSIVE GROWTH STRATEGY FOR DARLINGTON

The Business Growth and investment Manager submitted a report (previously circulated) which provided an overview of the work completed over the last 12 months to develop a new Inclusive Growth Strategy for Darlington. It was explained that the plan would set the framework to ensure Darlington is a great place to live, work and visit.

The report stated that during the development of the strategy, the UK Government announced the intention to publish a new national Industrial Strategy and develop local growth plans for each mayoral authority. Due to this announcement the development of the Inclusive Growth Strategy was delayed to ensure new policy ambitions could be understood where appropriate.

The report touched on the Invest 20235 green paper which detailed the proposals for a modern industrial strategy and the Tees Valley Local Growth Plan which will provide

framework for inclusive growth in the local area.

The report included the next steps for the strategy, the final policy documents are yet to be published and with a defined policy framework in place, work to build the Darlington Inclusive Growth Strategy can now re-commence.

Conversation ensued around the differences between the Darlington Plan and the Tees Valley Joint plan, Members questioned whether the policies for both plans were similar.

Members discussed how it was important that the Darlington should benefit from the Tees Valley Joint Plan. The Committee explored different ways of how to review this strategy before the Local Growth Plan would be submitted to Government.

AGREED – That a Task and Finish Group be formed to monitor going forward.

ER149 ARTIFICIAL INTELLIGENCE

The Head of Strategy, Performance and Communications provided a report (previously circulated) which provided an overview of the progress made by the Council for the assessment and adoption of artificial intelligence.

The report explained that at current there are no specific UK Legislations which governance the use of AI, instead reliance on existing laws and regulations such as Data Protection, Intellectual Property and Equality Act.

The report expressed the aim to establish an Artificial Intelligence Strategy for Darlington Borough Council, work is ongoing and four main themes have surfaced. Darlington Borough Council are members of the LGA Artificial Intelligence Practitioners Group which involved sharing knowledge and learning work done by other local authorities.

It was clarified that in March 2025 Darlington Borough Council were selected to be part of a pilot programme for an AI tool called MINUTE that had been developed by the Government. In October 2024 three current Darlington Borough Council officers embarked on an 18-month Level 4 Business Analyst Apprenticeship which focused on the application of AI within Local Government.

It was explained to Members that once clear governance arrangement had been established, the Council will seek to maximise the benefits AI can offer where there is a clear business case.

Members discussed their concerns regarding the use of AI tools within the Council, Committee members advised different aspects for the team to investigate with AI such as bias and setting up partnerships with other local authorities whilst research is still to be done.

Discussion ensued around the future of AI at Darlington Borough Council and how this would be a good item to review in future meetings when we have more information and if a Strategy was to be introduced.

AGREED – That Members note the content of the report.

ER150 AGILE AND BLENDED WORKING

The Assistant Director of Resources submitted a report (previously circulated) to share an update on Agile and Blended Working at Darlington Borough Council.

The report explained that the Council undertook an agile working pilot between May and December 2022 to explore the potential of formalising the new ways of working which had commenced during the pandemic. Due to the success of the pilot the Council adopted an agile working solution and the “ways we can work” policy was adopted in April 2023.

The report stated the four role types the Council had such as fixed, agile, blended and home. The report included the statistics of the number of staff employed in the categories.

The report confirmed that flexible practice where agile/blended working was applied around business needs continued to demonstrate a return, there had been savings from reductions in travel costs, printing and rationalisation of buildings. The report showed evidence to suggest that our employment offer had increased recruitment and retention and assisted with staff sickness absence, if any changes would be made to this offer it could impact negatively on this. There is no evidence to suggest that the implementation of agile/blended working had impacted negatively on the service deliverance.

Members acknowledged the information included within this report, the Committee wanted further clarification on the procedures if staff were to underperform.

Members queried whether there are additional benefits for those that who are fixed employed compared to an employee with agile/blended working. Members asked whether residents perspectives had been sought with regards to this working pattern. The committee raised their concerns around staff welfare when home working, it was explained that there are mental health first aiders and management support available.

AGREED – That the contents of the report be noted.

ER151 WORK PROGRAMME

The Assistant Director Law and Governance submitted a report (previously circulated) requesting that consideration be given to this Scrutiny’s Committee’s work programme.

Discussion ensued around the Sickness Absence Year-end turn out and the Health and Safety Year-end turn out and whether the report should attend scrutiny rather than circulated to Members.

Members were encouraged to think about upcoming items to attend the next cycle of meetings for the Municipal Year 2025/26.

AGREED – That Members noted the report.

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
26 JUNE 2025**

COLLECTION OF COUNCIL TAX, BUSINESS RATES AND RENT 2024-25

SUMMARY REPORT

Purpose of the Report

1. To provide Members with an update on the collection of Council Tax, Business Rates and Council rents during 2024-25 and consider the write-off of debts over £1,000 that are irrecoverable, before approval by Cabinet on 8 July 2025.

Summary

2. The Collection of Council Tax, Business Rates and Council rents during 2024-25 has continued to be a significant challenge in the current economic climate.
3. However, despite the challenges, a total of £143.45 million has been collected in 2024-25, as follows:
 - (a) £79.19 million of Council Tax
 - (b) £33.78 million of Business Rates
 - (c) £30.48 million of Council rents.
4. Approval is being sought to write-off a total of £1,226,320 of debts in respect of individual cases exceeding £1,000 for the financial year 2024-25, where it has become apparent that no further steps can be taken to recover the sums due, as follows:
 - (a) £386,385 of Council Tax
 - (b) £331,368 of Business Rates
 - (c) £174,791 of former Council tenant arrears
 - (d) £86,253 of Housing Benefit overpayments
 - (e) £247,523 of sundry debts.

Recommendation

5. It is recommended that Members:
 - (a) Consider the contents of the report, and
 - (b) Agree its onward submission to Cabinet for approval of the write-off of £1,226,320 for debts over £1,000, subject to further steps for recovery being taken, wherever possible, if and when contact with the debtor is made.

Anthony Sandys
Assistant Director – Housing and Revenues

Background Papers

No background papers were used in the preparation of this report

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	The Council Tax and Business Rates Recovery Strategy sets out how the Council treats all our customers fairly and consistently in the recovery of debts and ensures individual’s rights are protected
Tackling Climate Change	The efficient and effective collection of Council Tax, Business Rates and rents supports the funding of initiatives within the Council’s Climate Change Strategy
Efficient and effective use of resources	This report does not contain proposals but refers to ongoing initiatives to increase income
Health and Wellbeing	There are no issues which this report needs to address
S17 Crime and Disorder	There are no issues which this report needs to address
Wards Affected	The report affects all wards
Groups Affected	The report affects all residents
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	There are no issues which this report needs to address

MAIN REPORT

Information and Analysis

Council Tax

6. During 2024-25, a total of £80.29 million of Council Tax was due, of which £77.34 million was collected (or 96.3%). In addition, £1.85 million of Council Tax arrears relating to previous years was collected in 2024-25. This compares to £72.52 million collected in 2023-24 (or 96.4%) and £1.88 million of Council Tax arrears.
7. The Collection of Council Tax during 2024-25 has continued to be a significant challenge in the current economic climate. However, despite the challenges, Council Tax arrears have only increased slightly from £6.26 million in March 2024 to £6.55 million in March 2025.
8. The Council is still expecting to collect the overall target of 99% of Council Tax due for 2024-25. A summary of Council Tax collection from 2012 is given at table 1 below and shows that collection rates remain high, and arrears are well managed.

Table 1: Council Tax collection summary

Year	Council Tax (£,000)				Percentage Collected to date
	Due	Collected	Written-off	Outstanding	
2012-13	41,262	40,890	361	11	99.1%
2013-14	44,662	44,177	481	4	98.9%
2014-15	46,291	45,697	584	10	98.7%
2015-16	47,874	47,201	657	16	98.6%
2016-17	50,238	49,528	691	20	98.6%
2017-18	53,288	52,507	741	40	98.5%
2018-19	57,166	56,372	720	74	98.6%
2019-20	60,092	59,393	553	146	98.8%
2020-21	61,561	60,785	479	297	98.7%
2021-22	67,565	66,275	638	652	98.1%
2022-23	70,788	69,470	406	912	98.1%
2023-24	75,059	73,270	261	1,528	97.6%
2024-25	80,277	77,337	113	2,827	96.3%

9. However, some of the older outstanding debts have been identified as irrecoverable and approval for write-off is being sought. A total of £386,385 Council Tax debts over £1,000 have been identified for write-off in 2024-25. This represents 0.48% of the Council Tax due to be collected in 2024-25. Details of the proposed Council Tax debts over £1,000 to be written off are given at table 2 below.

Table 2: Proposed Council Tax debts over £1,000 to be written off 2024-25

Reason for write-off	Value
Bankruptcy/Debt Relief Order	£222,042
No longer financially viable	£93,406

No forwarding address	£34,717
Council Tax Support	£27,060
Deceased	£5,408
Debt over 6 years old	£2,723
Official error	£1,029
Total write-off	£386,385

10. Details of the reasons for the write-off of debts are as follows:

- (a) **Bankruptcy/Debt Relief Order** – these are debts where the debtor has been made bankrupt, insolvent or is subject to a Debt Relief Order, and there are no assets left to recover the debt.
- (b) **No longer financially viable** – these are debts where all reasonable steps to recover the amounts have been taken, but it is no longer financially viable to proceed further. For example, this could be as a result of information from an Enforcement Agent, advice from Legal Services or the debtor being in prison.
- (c) **No forwarding address** – these are debts where all reasonable steps have been taken to trace the debtor, but their current whereabouts are not known. If contact is made in the future, the debt will become recoverable again.
- (d) **Council Tax Support** – these are debts which are actively being collected through the maximum deductions allowable from the debtor’s Department for Work and Pensions (DWP) benefits, but where the debtor has multiple debts outstanding.
- (e) **Deceased** – these are debts where the debtor is deceased and there are no assets left in the estate.
- (f) **Debt over 6 years old** – these are debts where all reasonable steps to recover the amounts have been taken, but it is no longer financially viable to proceed further, and the debt is over 6 years old.
- (g) **Official error** – these are debts caused because of an error made by the Council or another official organisation, such as the DWP, and the debt is irrecoverable.

11. Members should also be aware that, for the same period, £539,714 has been authorised for write-off in respect of sums of less than £1,000. A summary of the write-offs for 2024-25, including credits written back, is given at table 3 below.

Table 3: Council Tax write-off summary 2024-25

Classification	Value
Debts over £1,000 written-off	£386,385
Debts under £1,000 written-off	£539,714
Credits written back	-£90,381
Debts written-off reversal*	-£37,535
Total net write-off	£798,183

12. *Debts written-off reversal: These are debts previously written-off that have been reversed back to recover following successful contact with the debtor.

Business Rates

13. During 2024-25, a total of £34.06 million of Business Rates was due, of which £33.78 million was collected (or 99.2%). This compares to £31.16 million collected in 2023-24 (or 99.9%).
14. As with Council Tax, the collection of Business Rates during 2024-25 continued to be a significant challenge in the current economic climate. However, despite the challenges, Business Rates arrears (excluding costs) remain at low levels at £0.75 million in March 2025, compared to £0.80 million in March 2024.
15. The Council has already exceeded the collection target of 99% of Business Rates due for 2024-25. A summary of Business Rates collection from 2012 is given at table 4 below and shows that collection rates remain high, and arrears are well managed.

Table 4: Business rates collection summary

Year	Council Tax (£,000)				Percentage Collected to date
	Due	Collected	Written-off	Outstanding	
2012-13	32,344	31,763	573	8	98.2%
2013-14	33,257	32,664	575	18	98.2%
2014-15	33,546	33,110	436	0	98.7%
2015-16	34,063	33,733	330	0	99.0%
2016-17	35,738	35,305	431	2	98.8%
2017-18	33,545	33,166	376	3	98.9%
2018-19	33,683	33,313	349	21	98.9%
2019-20	32,926	32,758	156	12	99.5%
2020-21	18,395	18,372	17	6	99.9%
2021-22	26,391	26,320	61	10	99.7%
2022-23	31,537	31,484	-50	103	99.8%
2023-24	31,202	30,698	195	309	98.4%
2024-25	34,060	33,782	22	256	99.2%

16. However, some of the older outstanding debts have been identified as irrecoverable and approval for write-off is being sought. A total of £331,368 Business Rates debts over £1,000 have been identified for write-off in 2024-25. This represents 0.97% of the Business Rates due to be collected in 2024-25. Details of the proposed Business Rates debts over £1,000 to be written off are given at table 5 below.

Table 5: Proposed Business Rates debts over £1,000 to be written off 2024-25

Reason for write-off	Value
No longer financially viable	£199,452
Bankruptcy	£126,964
No forwarding address	£3,944
Debt over 6 years old	£1,008
Total write-off	£331,368

17. Members should also be aware that, for the same period, £19,364 has been authorised for write-off in respect of sums of less than £1,000. A summary of the write-offs for 2024-25, including credits written back, is given at table 6 below.

Table 6: Business Rates write-off summary 2024-25

Classification	Value
Debts over £1,000 written-off	£331,368
Debts under £1,000 written-off	£19,364
Credits written back	-£9,449
Debts written-off reversal	-£22,937
Total net write-off	£318,345

Council Rents

18. During 2024-25, a total of £30.9 million of Council rent was due and £30.3 million was collected (or 98.0%). In addition, £178,121 of former tenant arrears were also collected. The amount of rent arrears has decreased from £959,140 in April 2024 to £880,829 in April 2025.
19. Housing Services are committed to help tenants to maintain a tenancy through prevention, support and debt recovery and make all reasonable attempts to recover debts and provide practical advice and assistance to tenants facing difficulties with their rent payments.
20. Recovery action for current tenant rent charges includes letters, home visits, emails, text message and phone calls. Court action is taken to regain possession of the property as a last resort action. However, a supportive stance in relation to rent collection has been taken throughout 2024-25 to assist tenants to maintain their tenancy.
21. However, former tenant debts, including rechargeable repairs, may be written-off where recovery is uneconomical to the Council, or the tenant's whereabouts remain unknown for over a year, despite all reasonable tracing efforts being made. Current tenant arrears are only written-off where the tenant is subject to the Debt Respite Scheme (Breathing Space), Debt Relief Orders, Bankruptcy or Individual Voluntary Arrangements.
22. Approval is being sought to write-off a total of £174,791 of former tenant rent arrears over £1,000, where all reasonable recovery efforts have been exhausted. This represents 0.56% of Council rents due to be collected in 2024-25. Details of the proposed former tenant rent arrears over £1,000 to be written off are given at table 7 below.

Table 7: Proposed former tenant rent arrears over £1,000 to be written off 2024-25

Reason for write-off	Value
No longer financially viable	£112,301
No forwarding address	£37,912
Deceased	£20,787
Debtor in prison	£2,402

Debtor in residential care	£1,389
Total write-off	£174,791

23. Members should also be aware that, for the same period, £67,971 has been authorised for write-off in respect of sums of less than £1,000. A summary of the write-offs for 2024-25, including credits written back, is given at table 8 below.

Table 8: Former tenant arrears write-off summary 2024-25

Classification	Value
Debts over £1,000 written-off	£174,791
Debts under £500 written-off	£67,971
Credits written back	-£1,223
Net write-off	£241,539

Housing Benefit Overpayments

24. During 2024-25, a total of £428,985 Housing Benefit overpayments were identified and £453,719 was collected (or 105.8%). The amount of outstanding Housing Benefit overpayments has therefore reduced from £1.34 million in March 2024 to £1.19 million in March 2025.

25. Approval is being sought to write-off a total of £86,253 of Housing Benefit overpayments over £1,000, where all reasonable recovery efforts have been exhausted. This represents 4.88% of all Housing Benefit overpayments due to be collected in 2024-25. Details of the proposed Housing Benefit overpayments over £1,000 to be written off are given at table 9 below.

Table 9: Proposed Housing Benefit overpayments over £1,000 to be written off 2024-25

Reason for write-off	Value
Official error	£35,339
Deceased	£22,743
Bankruptcy/Debt Relief Order	£22,522
No longer financially viable	£4,462
Hardship	£1,188
Total write-off	£86,253

26. Members should also be aware that, for the same period, £13,287 has been authorised for write-off in respect of sums of less than £1,000. A summary of the write-offs for 2024-25 is given at table 10 below.

Table 10: Housing Benefit overpayments write-off summary 2024-25

Classification	Value
Debts over £1,000 written off	£86,253

Debts under £1,000 written-off	£13,287
Total write-off	£99,540

Sundry Debt invoices

27. During 2024-25, a total of £36.386 million of new sundry debts were raised and £36.751 million was collected (or 101.0%). The amount of outstanding sundry debts has increased slightly from £11.322 million in March 2024 to £11.552 million in March 2025, as some of the debt collected related to sundry debts raised in previous years.
28. Approval is being sought to write-off a total of £247,523 of sundry debts over £1,000, where all reasonable recovery efforts have been exhausted. This represents 0.68% of all sundry debts due to be collected in 2024-25. Details of the proposed sundry debts over £1,000 to be written-off are given at table 11 below.

29. Table 11: Proposed sundry debts over £1,000 to be written-off 2024-25

Reason for write-off	Value
Deceased	£127,701
No longer financially viable	£119,822
Total write-off	£247,523

30. Members should also be aware that, for the same period, £281,342 has been authorised for write-off in respect of sums of less than £1,000. A summary of the write-offs for 2024-25 is given at table 12 below.

Table 12: Sundry debts write-off summary 2024-25

Classification	Value
Debts over £500 written-off	£247,523
Debts under £500 written-off	£281,342
Total write-off	£528,865

Financial Implications

31. From April 2013, following the introduction of the Non-Domestic Rates Retention scheme, the Council has become liable for its proportion (49%) of the bad and doubtful debts with the remainder being shared between Central Government (50%) and the Durham and Darlington Fire Authority (1%). This has been allowed for in the Council’s accounts. Provision for bad and doubtful Council Tax debt has already been made in the Council’s accounts so that the write-offs as recommended have no additional financial impact on the Council.
32. Financial regulations require authorities to make an annual assessment of the extent to which any money owed to the Council is likely to prove irrecoverable and make adequate provision in their accounts. The financial implications of writing-off the proposed former

tenant arrears debt has therefore, already been taken into account in the Housing Revenue Account.

33. In respect of Housing Benefit overpayments, the DWP has recognised that in a system as complex as the Housing Benefit scheme, errors will occur. The DWP provide incentives for local authorities to minimise the number of these errors. As a result, local authorities receive subsidy depending on the type of overpayment.
34. Official error overpayments are subsidised at 100%, therefore these overpayments will be fully reimbursed by the DWP. All other eligible overpayments are funded at 40% subsidy, most of which are then successfully recovered. There will be no financial impact on the Council's current revenue budget as provisions have been made in the previous year.
35. For sundry debts, a provision is made in the accounts for bad debts on a monthly basis and reflected in budgets. Debts over one year old are provided for on a 100% basis, so the write-offs outlined above will have no adverse effect on the MTFP. Debts of less than one year old may also be provided for and the decision of how much to provide is taken in consultation with the manager responsible for the service.

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
26 June 2025**

**PROJECT POSITION STATEMENT AND CAPITAL PROGRAMME MONITORING – OUTTURN
2024/25**

SUMMARY REPORT

Purpose of the Report

1. To consider the Project Position Statement and Capital Programme Monitoring – Outturn 2024/25.

Summary

2. Attached at **Annex 1** is the Project Position Statement and Capital Programme Monitoring – Outturn 2024/25 report. which is due to be considered by Cabinet at its meeting on 8th July 2025.

Recommendation

3. It is recommended that Members consider the Project Position Statement and Capital Programme Monitoring – Outturn 2024/25.

**Elizabeth Davison
Executive Director of Resources & Governance**

**Dave Winstanley
Executive Director of Environment, Highways & Community Services**

Background Papers

- (i) Capital Medium Term Financial Plan 2024/25 – 2027/28
- (ii) Project Position Statement March 2025

Brian Robson : Extension 6608
Steve Wake : Extension 5424

Council Plan	The Capital Programme referred to in the report supports delivery of the Council Plan through appropriate deployment of the Council's resources.
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 this 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 proposals do not affect any particular groups within the community.
Budget and Policy Framework	This report does not represent a change to the budget and policy framework.
Key Decision	The report does not represent a key decision.
Urgent Decision	For the purpose of the 'call-in' procedure this does not represent an urgent matter.
Impact on Looked After Children and Care Leavers	This report has no impact on Looked After Children or Care Leavers.

**CABINET
8 JULY 2025**

**PROJECT POSITION STATEMENT & CAPITAL PROGRAMME MONITORING
OUTTURN 2024/25**

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

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

SUMMARY REPORT

Purpose of the Report

1. This report provides:
 - (a) Information on delivery of the Council's Capital Programme, the financial outturn position as at 31 March 2025 and the proposed financing of the 2024/25 capital expenditure.
 - (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. Significant enhancements have been made to the Council's assets in three major programme areas of schools, housing and transport, mostly using external funding, as well as several other largescale schemes in the Borough. These investments are 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.
4. Capital expenditure in 2024/25 totalled £51.712m. Since the last revision of the Capital Medium Term Financial plan further refinements to estimates have occurred as part of the ongoing management of the programme and these are included in the recommendations below, all revisions can be contained within existing programmes.
5. The Council has a substantial annual construction programme of work. The current project position statement (PPS) shows there are 22 live projects currently being managed by the

Council with an overall project outturn value of £132.748m. The majority of projects are running to time, cost and quality expectations with no foreseeable issues.

6. 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

7. It is recommended that Cabinet:
 - (a) Note the delivery and financial outturn of the 2024/25 Capital Programme.
 - (b) Note projected capital expenditure and resources.
 - (c) Approve the adjustments to resources as detailed in paragraph 25.

Reasons

8. The recommendations are supported by the following reasons:
 - (a) The recommendations are supported to enable Members to note the progress of the 2024/25 Capital Programme and to allow the capital spend to be fully financed.
 - (b) To inform Cabinet of the current status of construction projects.
 - (c) To maintain effective management of resources.

Dave Winstanley
Executive Director of Environment, Highways & Community Services

Elizabeth Davison
Executive Director of Resources & Governance

Background Papers

- (i) Capital Medium Term Financial Plan 2024/25 – 2027/28
- (ii) Project Position Statement March 2025

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 proposals do not affect any particular groups within the community.
Budget and Policy Framework	This report does not represent a change to the budget and policy framework.
Key Decision	The report does not represent a key decision.
Urgent Decision	For the purpose of the 'call-in' procedure this does not represent an urgent matter.
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

Information and Analysis

9. **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.
10. The Capital outturn for 2024/25 totalled £51.712m compared to £60.084m in 2023/24. **Appendix 2** analyses the 2024/25 capital spend by department, the proposed financing of the overall approved programme and corporate resources to be carried forward into

2025/26. The total of resources already approved to finance the outstanding capital programme including part finished projects is £164.730m therefore £113.018m will be carried forward into 2025/26 to fund completion. The spend summary shows the amount available to be utilised in future years to help finance the capital programme.

11. **Appendix 3** summarises the total approved departmental capital budgets of £347.294m, along with spend to date of £234.277m and the projected outturn position which is lower than budget at £347.143m.
12. The proposed financing of the 2024/25 expenditure is:

	2024/25
Capital Expenditure	£M
Financing of Capital Expenditure	51.712
<i>Corporate resources</i>	
Corporate Unsupported Capital Expenditure (Borrowing)	8.410
Capital Receipts	3.145
<i>Externally funded</i>	
Capital Grants	12.177
Capital Contributions	0.437
<i>Departmental and Other Resources</i>	
HRA - Capital Receipts	2.663
HRA - Revenue Contribution	13.455
HRA - Borrowing	3.957
Departmental - Unsupported Borrowing	6.066
Departmental – Revenue Contribution	1.402
Total Capital Financing	51.712

Project Position Statement

13. 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.
14. The Project Position Statement (Appendix 1) details the current live construction projects, up to the end of March 2025, 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.

15. The overview of live construction projects is as follows:

	Projects	Current Approved Budget £ / p	Projected Outturn £ / p	Variance %	Variance (Value) £ / p
Environment, Highways & Community Services	12	78,308,769	79,076,426	1.0	767,657
Resources & Governance	4	38,601,739	37,807,833	(2.1)	(793,906)
Economy & Public Protection	6	15,813,360	15,863,360	0.3	50,000
TOTAL	22	132,723,868	132,747,619		23,751

16. 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.

17. The live projects are at the following stages:

Department	Brief	CP1	CP2	CP3	CP4	CP5	Total
Environment, Highways & Community Services	0	0	1	4	2	5	12
Resources & Governance	0	0	1	3	0	0	4
Economy & Public Protection	0	0	1	5	0	0	6
TOTAL	0	0	3	12	2	5	22

18. **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.

19. The status on live projects is as follows:

Department	Red	Blue	Green
Environment, Highways & Community Services	2	10	0
Resources & Governance	0	2	2
Economy & Public Protection	0	6	0
TOTAL	2	18	2

- (a) Star and triangle symbols are used to identify projects that have variances which are:
- (i) More than £5,000, if the variance is also more than 5% of the approved budget for the project, or
 - (ii) More than £50,000 regardless of the percentage variance
- (b) Projects that are within these margins are symbolised with circles.
- (c) In addition to cost, the same symbols are used to indicate similar levels of variances in time and quality/outputs/outcomes.

20. Current projects with the red triangle symbol are as follows:

Project	Reason for Variance	Action
Skinnergate Re-development Housing	A number of delays have occurred on this project including the need to produce a revised design to satisfy concerns raised by English Heritage at the planning application stage and the requirements for Nutrient Neutrality.	Phase 1 demolition is now underway.
Hopetown Darlington	Over the past twelve months, a range of outcomes regarding financial outturn have been presented, primarily due to remaining construction risks and disputes. These outcomes were expressed as a range, from a £605k under budget position to a £363k over budget position. With the project now substantially complete and final accounts submitted there is more clarity on the risk and additional costs. At the conclusion of the financial year 24/25, the project is presently	We are seeking legal advice on the areas of dispute.

	<p>£569k over budget after the final account had been submitted. However, this figure includes several items subject to dispute.</p> <p>Should the Council be successful in claims against the relevant parties, then project's budget deficit will be reduced to £124k. Conversely, if all aspects prove unsuccessful, the upper limit of the forecast projection will result in a budget deficit of £792,000. We will continue to report the high-end number in the PPS which represents an overspend of 2%.</p>	
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Reconciliation of Project Position Statement to Capital Programme

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

	Value £m
Live Projects from Project Position	132.748
Schemes closed or on hold within CP but awaiting PPS post project review.	13.411
Annualised Schemes excluded from PPS - Housing Repairs & Maintenance	31.546
Annualised Schemes excluded from PPS - Highways Maintenance	11.827
Annualised Schemes excluded from PPS - Childrens Services School Maintenance	0.336
Non construction excluded from PPS	14.173
Capital Investment fund excluded from PPS	72.653
Projects under 75k excluded from PPS	1.957
Capital Schemes not yet integrated into PPS reporting	46.222
Included in PPS & CMR	0
Funding not yet allocated	22.270
Capital Programme	347.143

22. The table below shows the split of the approved capital programme of £347.294m, 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 £0.151m underspend on the approved capital programme, however, it should be noted that most of this amount is made up of grant funding or borrowing.

	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	43.667	31.450	0.000	0.033	1.819	0.000	17.294	94.263
Economic Growth	49.579	0.080	0.440	0.240	7.738	61.279	3.476	122.832
Highways/Transport	60.975	11.727	9.799	1.118	2.193	7.325	1.512	94.649
Leisure & Culture	22.025	0.125	2.545	0.310	0.000	3.974	0.000	28.979
Education	2.867	0.336	0.000	0.164	0.079	1.124	0.000	4.570
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	1.930	0.000	0.000	1.930
Total	179.113	43.718	12.784	1.865	13.830	73.702	22.282	347.294

Capital Programme

23. The following major areas of work have been undertaken in 2024/25:

(a) Children, Families and Learning

- (i) £184,334 of Childcare Expansion Capital Grants were issued to six settings to help increase the number of childcare places.

(b) Housing

- (i) Adaptations – Various minor adaptations were carried out to 157 properties across various areas.
- (ii) Heating Replacement - The upgrade of heating systems including 'A' rated Combi boilers, and air source heat pumps radiators and heating controls and the progressing of Electric to gas central heating replacement programme including the installation of new gas services and pipelines. Work was carried out to 193 properties.
- (iii) Structural Repairs – Ongoing structural monitoring continues and as a result, the balustrades were replaced to 3 blocks of flats in Whitby way along with the replacement of 12 balustrades to flats in the Bank Top area. We also commissioned a comprehensive structural survey of the walls on the North Road estate.
- (iv) Repairs before Painting – 232 properties had joinery repair works carried out as part of the cyclical external painting programme, which included 1098 properties (522 Houses, 318 flats, 3 schemes) in North Road, Firthmoor, Eastbourne and Northgate areas).
- (v) Roofing – Responsive replacements were carried out to 3 properties and flat roof replacement to 3 blocks of flats within various areas of Darlington, we also replaced the flat roofs to Dalkeith House. Planned Roofing replacement works, we carried out the replacement of roofs along with

repointing works to 201 properties in the Haughton area during the year 2024/25

- (vi) Garages – No planned works carried out 24/25 due to delays, this work will be carried out in 25/26 to allow demolition of blocks to be completed.
- (vii) External Works –
 - (1) Various properties across the Borough have had fencing replacements works completed.
 - (2) 262 properties were identified by responsive inspections and required some fencing replacing.
- (viii) Pavement Crossings – 3 properties had pavement crossings installed in their properties across the borough.
- (ix) Replacement Door Programme – 94 properties were identified by responsive inspections and required replacement doors. 240 fire doors were replaced to meet new fire regulation.
- (x) Communal Works & Door Entry Systems –
 - (1) Branksome lodge – full renewal to new system and upgrade including connection to the cloud.
 - (2) Branksome gate replaced with new bi-fold gate, the old sliding gate removed, with link to the cloud for access for this and the pedestrian gate.
 - (3) 7 sites have had new automation installed where old ones have been identified as intermittently faulty.
 - (4) 4 sites have had new door entry upgrades.
- (xi) Internal planned maintenance – 222 properties have been completed this year due to Labour constraints within Building Services.
- (xii) Windows – We completed a programme to upgrade 172 properties to Double Glazing.
- (xiii) Energy Efficiency works - Enabling work begun under the Social Housing Decarbonisation Funding Wave 2.1 (SHDFw2.1) stream. This will enable us to complete energy improvement works to 125 properties, which includes External Wall Insulation. We have also installed solar PV panels to 12 properties across the borough through additional grant funded projects.

(c) Transport

(i) Darlington Borough Council continues to deliver capital schemes as part of the action plans associated with the Darlington Transport Plan, Town Centre Transport Plan and Parking Strategy (2022 – 2030). The objectives of the Darlington Transport Plan, are to:

- (1) Reduce transport's impact on the environment and support health and wellbeing.
- (2) Improve safety for all road users.
- (3) Connect people with job and training opportunities and link communities.
- (4) Support a revitalised and transformed Darlington town centre and.
- (5) Maintain and effectively manage a resilient transport system.

(ii) Capital investment funding to progress and deliver DBC transport related improvement schemes are funded through the City Regional Sustainable Transport Settlements (CRSTS), which consolidates funding from previous allocations of the Highways Maintenance Block, Pothole Fund, and Integrated Transport Block. CRSTS funding spent on delivering a programme of maintenance schemes and transport improvement schemes, including:

- (1) Borough-wide patching and resurfacing schemes.
- (2) Resurfacing of A68 West Auckland Road (phase 1).
- (3) Resurfacing of B6280 Yarm Road (Hundens Lane Junction).
- (4) Resurfacing of Barmpton Lane.
- (5) Design of various safe routes to school schemes and the delivery of a scheme at Croft Road, Hurworth.
- (6) Implementation of dropped and raised kerbs to improve access for all.
- (7) Design and delivery of various road safety schemes throughout the borough including village gateways, speed indicator signs and a junction warning sign at Coatham Mundeville.
- (8) Maintenance and inspections of structures (bridges, retaining walls & culverts) throughout the borough.

24. Paragraph 25 shows the movements in the Capital Programme since the approval of the 2024/25 Capital MTFP, some of which have not yet been approved by Members.

25. Adjustment to resources requested by departments:

Virements

Department	Scheme	Value £	Reason for adjustment	Impact on budget
Economy & Public Protection	Towns Fund - Skinnergate & Yards Project (phase 2)	£150,000	Virement of Towns Funds	None
Economy & Public Protection	Towns Fund - Victoria Road	(£150,000)	Virement of Towns Funds	None
TOTAL		£0		

Adjustments to note which have been prior released

Department	Scheme	Value £	Reason for adjustment	Resource type adjusted
Economy & Public Protection	Towns Fund - 156 Northgate	£800,000	Prior release of Towns Fund	Towns Fund
Economy & Public Protection	Former Wilko Site	£1,523,500	Prior release of Economic Growth Investment Fund (EGIF) funding for purchase of site	EGIF
Environment, Highways & Community Services	Railway Heritage Quarter	£52,000	Additional Historic England Funding on top of initial award of £200k	Historic England
Environment, Highways & Community Services	EV Charging Scheme Allington Way and Lingfield Way	£850,000	Prior release of departmental borrowing	Departmental Borrowing
Environment, Highways & Community Services	Restoration Works to the Replica Locomotive No.1	£150,000	Release of Indigenous Growth Fund (IGF) funding	IGF
Environment, Highways & Community Services	Markets Phase 3	£885,328	Release of IGF funding	IGF
People	Darlington College 14-16 Alternative Provision Centre	£2,600,000	Release of Higher Needs Capital Funding	Higher Needs Capital
People	Abbey School Modular Classroom Structure	£87,000	S106 - 15/00513 - 17/00398 Esh Salutation Rd LTD Education	S106

People	Abbey School Modular Classroom Structure	£180,245	S106 17/00818 Story Homes Land at Carmel Rd South Education	S106
TOTAL		£7,128,073		

Adjustments needing approval release

Department	Scheme	Value £	Reason for adjustment	Resource type adjusted
Economy & Public Protection	Towns Fund - Edward Pease House 142 Northgate	(£8,000)	Adjustment to future Towns Fund Projects, in line with projected outturn for this scheme	Towns Fund
Economy & Public Protection	Towns Fund - Skinnergate & Yards Project (phase 2)	(£580,000)	Adjustment to future Towns Fund Projects, in line with projected outturn for this scheme	Towns Fund
People	Disabled Facilities Grant	£159,595	Increase in DFG funding for 2024/25 from Central Government	Disabled Facilities Grant (DFG)
Environment, Highways & Community Services	Installation of On Street Parking Machines	£287,000	Revenue Contribution (RCCO) 22/23 Contribution from Parking Processing and Appeals to support car parking infrastructure.	RCCO
Environment, Highways & Community Services	Oak Tree Pub MSG - Walking & Cycling	£11,167	S106 - Oak Tree Pub MSG - Walking & Cycling - (26) 1501256FUL	S106
Environment, Highways & Community Services	Lingfield Point	£2,000	S106 - Lingfield Point - Highways - (4) 0800638OUT	S106
Environment, Highways & Community Services	Railway Heritage Quarter	£46,550	RCCO 23/24 Contribution from the Single Programme	RCCO
Environment, Highways & Community Services	Roundhill Road	£36,913	Hurworth Gdns 16/00886/OUT Sustainable Transport	S106
Environment, Highways & Community Services	Roundhill Road	£102,411	Hurworth Gdns 16/00886/OUT Transport - Bus Services	S106

Environment, Highways & Community Services	Roundhill Road	£182,000	S106 16/00886 Bellway homes Public Transport	S106
Environment, Highways & Community Services	Neasham Road	£117,936	S106 20/00196 Neasham Road Joint Venture (JV) - Sustainable transport	S106
Environment, Highways & Community Services	Neasham Road	£101,709	S106 20/00196 Neasham Road JV - Highways Contribution	S106
Environment, Highways & Community Services	Neasham Road	£205,919	S106 Neasham Rd JV 20/00196/FUL Transport - Highways A66 Roundabouts	S106
Environment, Highways & Community Services	Blackwell Grange Footpath	£44,677	S106 - Blackwell Grange JV - 23/00782/FUL - Sustainable Transport Contribution	S106
Environment, Highways & Community Services	Speed Management & Road Safety	£16,191	RCCO 24/25 Contribution towards Speed Management & Road Safety from Personalised Travel Plan Delivery	RCCO
Resources & Governance	Capitalised repairs	£114,000	RCCO 24/25 Contribution towards Town Hall Block C Works	RCCO
Environment, Highways & Community Services	Flood Prevention Works at Stonedale Crescent	£45,000	RCCO 24/25 Contribution towards Flood Prevention Works at Stonedale Crescent	RCCO
Environment, Highways & Community Services	Highways Maintenance at Lime Lane	£120,000	RCCO 24/25 Contribution towards Highways Maintenance at Lime Lane	RCCO
Environment, Highways & Community Services	Dolphin Centre M&E Phase 3	£50,000	RCCO 24/25 Contribution towards Dolphin Centre Design Fees for Invest to Save - M&E Phase 3	RCCO
Environment, Highways & Community Services	Restoration of Locomotion No1 Replica	£15,000	Funding from Beamish Museum	Contribution from Beamish Museum
Environment, Highways & Community Services	Restoration of Locomotion No1 Replica	£50,000	Additional funding, part of £1m reserve	Rail Heritage ring-fence reserve
Resources & Governance	Social Housing Decarbonisation Fund - Wave 2.1	£1,271,238	TVCA Funding for Social Housing Decarbonisation Fund (SHDF) - Wave 2.1	TVCA
Environment, Highways &	Railway Heritage	£73,000	RCCO 24/25 Contribution towards RHQ to support	RCCO

Community Services	Quarter		Crossing Scheme	
Environment, Highways & Community Services	Walking Cycling Route MSG Yarm Road Mill Lane	£74,261	S106 - Walking Cycling Route MSG Yarm Road Mill Lane (16/00396/OUT 18/00972)	S106
TOTAL		£2,538,566		

26. **Appendix 4** details the general fund capital receipts and corporate resources received and brought forward from previous years. These amount to £5.344m of which £3.145m has been utilised to finance capital expenditure as well as £0.182m of earmarked receipts to fund slippage, leaving a balance of £2.017m to carry forward into future years.

Conclusion

27. The total capital spend incurred during 2024/25 was £51.712m. Overall a balanced programme has been achieved with a wide variety of capital improvements undertaken throughout the Borough during 2024/25.

Outcome of Consultation

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

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Capital 2024-25 Spend Summary - Financing by Department

Line		GF Corporate Resources £M	HRA Capital Receipts £M	HRA Corporate Resources £M	HRA Revenue Contribution £M	Departmental Borrowing £M	Revenue Contribution £M	Capital Contributions £M	Capital Grants £M	Total £M
	Capital Expenditure									
1	Resources & Governance	5.978	2.663	3.956	13.453	-	0.114	-	2.899	29.064
2	Economy & Public Protection	3.006	-	-	-	-	-	0.010	4.218	7.234
3	Environment, Highways & Community Services	2.497	-	-	0.002	5.889	1.288	0.427	3.054	13.157
4	People	0.073	-	-	-	-	-	-	2.007	2.080
5	Department Total	11.555	2.663	3.956	13.455	5.889	1.402	0.437	12.177	51.535
6	Prudential Borrowing - Leasable Assets (not budgeted)	-	-	-	-	0.178	-	-	-	0.178
7	Total Capital Expenditure	11.555	2.663	3.956	13.455	6.066	1.402	0.437	12.177	51.712
	Resources									
8	Approved	49.677	2.991	3.956	15.702	21.206	4.989	1.584	59.041	159.147
9	Recommended additional approvals	0.050	0.000	-	-	-	0.752	1.161	3.443	5.406
10	Leasable Assets	-	-	-	-	0.178	-	-	-	0.178
11	Total Resources	49.727	2.991	3.956	15.702	21.383	5.741	2.745	62.484	164.730
12	Approved / (Unapproved) Resources C/F (Line 11 - 7)	38.172	0.328	-	2.247	15.317	4.338	2.308	50.306	113.018

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Capital Programme Summary							
	A	B	C	D	E	F	G
Department	Budget 2024/25	Spend as at 31/03/24	Resources Available 2024/25	Spend 2024/25	Expected Outturn	Variance	Resources c/fwd to 2025/26 (before para. 25 adj.) £M
	£M	£M	£M	£M	£M	£M	£M
			(A - B)			(E - A)	(C - D)
Resources & Governance	131.026	48.690	82.336	29.064	130.215	(0.811)	53.272
Economy & Public Protection	29.597	12.349	17.248	7.234	30.861	1.263	10.015
Environment, Highways & Community Services	180.100	120.542	59.558	13.157	179.560	(0.540)	(13.157)
People	6.571	1.161	5.410	2.080	6.507	(0.063)	3.329
Totals Excluding Leasable assets	347.294	182.742	164.553	51.535	347.143	(0.151)	53.460
Prudential Borrowing Leasable Assets	0.178	-	0.178	0.178	-		-
Total Capital Expenditure 2021/22	347.472	182.742	164.730	51.712	347.143	(0.151)	53.460

Total spend 234.277

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General Fund Capital Receipts & Corporate Resources		
Line No	Sites	2024/25 £M's
1	Brought Forward from 2023/24	5.287
2	Sales Completed Land at Beck House 26 Forge Way	0.050 0.007
	Total	5.344

Capital Receipt Analysis		
3	Brought Forward from 2023/24	5.287
4	Receipts received in 2024/25	0.057
		5.344
5	Less receipts used to finance expenditure	(3.145)
6	Less earmarked receipts	(0.182)
7	Capital Receipts carried forward to 2025/26	2.017

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ECONOMY AND RESOURCES SCRUTINY COMMITTEE
26 June 2025

REVENUE BUDGET MONITORING OUTTURN 2024/25

SUMMARY REPORT

Purpose of the Report

1. To consider the revenue outturn 2024/25.

Summary

2. Attached at **Annex 1** is the revenue outturn 2024/25 report which is due to be considered by Cabinet at its meeting on 8th July 2025.

Recommendation

3. It is recommended that Members consider and discuss the revenue outturn 2024/25 report.

Elizabeth Davison
Executive Director – Resources and Governance

Background Papers

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

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 provides an update on the revenue budget position, which supports the council's responsibilities and ambitions to tackle climate change.
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	This report does not recommend a change to the Council's budget or policy

Framework	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

**CABINET
8 JULY 2025**

REVENUE OUTTURN 2024/25

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

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

SUMMARY REPORT

Purpose of the Report

1. To present the 2024/25 revenue outturn position (subject to Audit), to allow Members to consider the results in light of the Council's Medium Term Financial Plan (MTFP) and also to consider the Housing Revenue Account (HRA) outturn.

Summary

2. This is the final revenue budget management report to Cabinet for 2024/25. The year-end projection shows an overall improvement in the 2024/25 financial position of £0.264m. This is an £1.149m improvement on the 2025/26 MTFP projected opening balance.
3. Details of variances from the original budget along with changes since the quarter 3 (Q3) projected position are contained within the main report.
4. There are a number of carry forward requests detailed in paragraphs 17 – 19, which will assist with projected slippage and pressures in the coming year.

Recommendation

5. It is recommended that:-
 - (a) The revenue outturn for 2024/25 be noted.
 - (b) The carry forward of resources referred to in paragraphs 17 - 19 be noted and approved.

Reasons

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

Elizabeth Davison
Executive Director of 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 provides an update on the revenue budget position, which supports the council's responsibilities and ambitions to tackle climate change.
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

7. This is the final revenue budget management report to Cabinet for 2024/25 and provides the 2024/25 revenue outturn position as part of the Council's continuous financial management process.
8. Overall, the projected General Fund reserves position at the 31 March 2025 is £12.607m, an increase of £0.264m on the planned balances in the 2024-28 MTFP. This relates to £1.321m underspend in the Council's 2023/24 financial results, £0.777m projected departmental overspends in the 2024/25 financial year and a £0.280m decrease in corporate resources.

Departmental Resources

9. Departmental resource projections are summarised in **Appendix 2** and detailed in **Appendices 2(a) to 2(e)**.
10. The **People Services** outturn position is an underspend of £0.187m, after carry forward requests of £0.653m. This is an improvement of £0.330m on the position reported at Q3. The main changes to the previously reported position are detailed below:
 - (a) **Children's Services** has overspent by £0.299m, a small improvement of £0.005m on the reported Q3 position. Changes since Q3 include the following:
 - (i) Adoption and Placements and Assessment and Care Planning has a combined overspend of £0.284m, a decline of £0.131m from the Q3 report. This increase is due to four high cost placements that were extended beyond the expected end date adding £0.607m to the overspend. This increased pressure was offset by a reduction of two independent foster care placements £0.068m, slippage in the recruitment of staff for the repurpose of Gilling Children's home £0.073m, lower growth in in-house Foster Care £0.168m, and by additional grant and staffing and running costs savings of £0.163m.
 - (ii) Disabled Children has overspent by £0.059m, an improvement from the Q3 report of £0.058m. This is due to a reduction of actual day care provision taken up by families and staffing and running costs savings across the service.
 - (iii) First Response & Early Help has underspent by £0.195m, an improvement of £0.077m from the Q3 reported position, due to a combination of staffing and running cost savings.
 - (b) **Development & Commissioning** has underspent by £0.303m after carry forward requests of £0.060m. This is an improvement of £0.086m on Q3, due to a reduction in demand led services of £0.051m, vacancies and running cost savings of £0.034m.
 - (c) **Education** has underspent by £0.290m after carry forwards requests of £0.101m, an improvement of £0.179m on the Q3 position. This improvement has come from:

- (i) Education Services an improvement of £0.055m mainly due to additional grant income and traded income.
 - (ii) School Transport an improvement from Q3 of £0.124m, due to a reduction in routes for special out of borough and post 16 pupils, following the ending of placements.
- (d) **Adult Social Care and Health** outturn position is an overspend of £0.265m after carry forward requests of £0.492m, an improvement of £0.092m on Q3 reported position. Changes since Q3 include the following:
- (i) External Purchase of Care has underspent by £0.096m after a carry forward request of £0.470m, a movement of £0.227m on the Q3 reported position made up as follows:
 - a) Direct payments and Domiciliary care packages have reduced by £0.276m due to movements in care activity.
 - b) Attrition across care packages (£0.154m) and delays in hospital discharges (£0.100m) has reduced expenditure.
 - c) Direct payment contingency reclaims have increased by £0.166m.
 - d) Additional income of £0.563m due to assessed contributions and Health funding.
 - e) Increased expenditure for short break stay packages (£0.490m) and additional Residential/Nursing placements (£0.077m).
 - (ii) Service Development & Integration has overspent by £0.384m a movement of £0.338m on the Q3 reported position. This movement is mainly from an increase in bad debt provision following an exercise to identify historic invoices which are unlikely to be paid due to the customer being deceased or the debt is uneconomical to pursue.
 - (iii) Savings in staffing, reduction in the use of agency workers, general supplies and services, across Adult Services have provided an additional savings on Q3 of £0.200m.
11. **Environment, Highways and Community Services** outturn position is an overspend of £0.337m after carry forward requests of £0.451m, an improvement of £0.514m on the reported position at Q3. The headline changes are detailed below:
- (a) **Highways and Capital Projects** underspent by £0.023m after carry forward requests of £0.036m, an improvement of £0.418m from Q3. The main elements of this movement are broken down into:

- (i) Building Design and Capital Projects, saw a growth in their income generation over the last quarter of £0.202m, due to works carried out on schemes including the Towns Fund, allowing for cost recovery.
 - (ii) Concessionary Fares and Sustainable Transport, following the year end reconciliation process carried out by Tees Valley Combined Authority (TVCA) on the English National Concessionary Travel Scheme (ENCTS) scheme, concessionary fares spend reduced, along with savings in running costs across sustainable transport budgets gave an improvement of £0.062m on the Q3 report.
 - (iii) Highways and Highways DLO, additional income generation over the final quarter has pulled back the projected overspend giving an overall improvement of £0.117m from the previously reported position.
- (b) **Community Services** overspent by £0.020m after carry forward requests of £0.176m, an improvement of £0.398m from Q3. Movements since Q3 include:
- (i) Street Scene has improved by £0.188m over the last quarter as repair and servicing costs associated with the larger fleet vehicles were not needed and therefore were lower than anticipated, along with a general improvement in income levels which allowed for additional cost recovery.
 - (ii) Waste Management has seen a further improvement in the level of tonnages for both household waste and at the civic amenity site with an associated decrease in costs of £0.201m.
- (c) **Community Safety** underspent by £0.396m after carry forward requests of £0.095m, an improvement of £0.040m from the Q3 position.
- (i) Car Parking and Parking Enforcement underspent by a further £0.068m from Q3. Patronage at the Council's car parks remains strong and continues to perform better than levels projected as part of the MTFP. Increased enforcement action by the Community Enforcement Team has seen an increase in parking fines which have helped to improve adherence to parking regulations.
- (d) **Leisure and Cultural Services** overspent by £0.521m after carry forward requests of £0.144m, an improvement of £0.053m from the Q3 position. Movements since Q3 include:
- (i) Leisure overall has improved by £0.191m as the strong performance at Dolphin centre was maintained over the final quarter of the year, from both the leisure offer and secondary spend.
 - (ii) Hippodrome, savings in staffing and strong secondary spend increased the underspend by £0.075m over the Q3 reported position.
 - (iii) Libraries position improved by £0.044m as alternative funding was identified to support the increased security requirements at Crown Street.

- (iv) Hopetown Darlington, overspend increased by £0.275m on the Q3 reported position.
 - a) Hopetown has been an extremely complex project, one of the largest capital projects delivered by the Council with multiple partners contributing to deliver a world class visitor attraction. Hopetown opened slightly later than anticipated; with some of the key facilities, such as Experiment, the show field and the private siding being completed after opening. This has affected the programming and initial years performance against the targets originally set, which has impacted on forecasted income.
 - b) A series of actions have been implemented over quarter 4 to address income, costs and visitor number projections previously reported. They have taken time to implement over quarter 4 and whilst they are starting to make an impact, the pressure has increased by £0.275m from the previously reported projected position. Visitors are choosing to park in neighbouring residential streets which is impacting on projected income in the region of £0.210m, options are being developed to improve this position.
 - c) The main issue to address is numbers visiting the site as spend per visitor is close to what was anticipated. This has impacted on projected income of around £0.104m in retail, £0.089m in catering and £0.359m in admissions income for The Experiment and Wagon Woods, sponsorship and donations. The reputation of Hopetown is growing, and this is being ramped up with a significant amount of work planned to further develop the profile of Hopetown to build awareness and gain traction in the marketplace. Hopetown has received a significant number of awards since opening, and this is continuing to build the profile. This work will continue to establish the venue as a world class visitor destination as was the vision that Members all endorsed. More actions are planned over the coming months and there is continuous review and monitoring of the business plan with further changes planned to manage the overall costs of the site.
 - (e) **Corporate Landlord** has overspent by £0.257m, an increase of £0.397m from Q3. Pressures in utilities contributed to the increased cost, with gas expenditure worsening by £0.160m from unit price variations and issues with the Combined Heat and Power (CHP) unit at the Dolphin Centre resulted in electricity costs increasing by £0.190m over the final quarter of the year. This unit is currently being replaced as part of the ongoing project.
12. **Resources and Governance** overall budget outturn position is an overspend of £0.796m after carry forward requests of £0.055m. This is an improvement of £0.456m on the position reported at Q3. The main changes to the previously reported position are as follows:

- (a) **Resources** an underspend of £0.820m, an improvement of £0.376m from Q3. This is mainly due to, Financial Services having an improved position of £0.355m due to a reduction in external audit fees concerning the backstop arrangements, additional grant income, staff vacancies and running cost savings across all budgets.
 - (b) **Head of Strategy, Performance & Communications** has underspent by £0.171m after a carry forward request of £0.010m, an improvement of £0.079m on Q3. This is due to staffing and running costs savings across all the service areas.
 - (c) **Law and Governance** has overspent by £0.186m, after a carry forward request of £0.040m, an improvement of £0.239m on Q3. The majority of this improvement has arisen from lower than projected external legal costs of £0.301m for Children's and Adults services, both of which are demand led.
 - (d) The **Xentrall Services**, ICT budget has overspent by £0.286m, an increase of £0.147m on the Q3 position. This is due to replacement ICT equipment and increased prices for Infrastructure.
 - (e) **Housing & Revenues** has overspent by £1.341m, an increase of £0.118m on the Q3 position. This increase is a continuation of shortfalls in Housing Benefit subsidies linked to the increase in homelessness and the lack of suitable accommodation, which has been offset by reduced bank charges (£0.060m) additional Homeless grant (£0.200m) and other staffing and running costs across the division.
13. **Economy and Public Protection** is underspent by £0.178m after carry forward requests of £0.117m, a decline of £0.086m on the position reported at Q3 as detailed below:
- (a) Development Management met its income target, however bad debt associated with S106 agreements saw the projected underspend not materialise. Work to recover this outstanding debt continues into 2025/26.
 - (b) Place Strategy's underspend has increased by £0.040m from staff savings generated from alternative funding.
 - (c) Property Management and Estates overspent by £0.081m which are the Cabinet approved holding costs for the former Wilko property pending future development.
14. The School balances and allocations are shown in Appendix 2(f).

Council Wide and Corporately Managed Resources

15. The Council Wide and Corporately Managed Resources budgets have a projected outturn overspend of a £0.125m. This overspend is detailed as follows:
- (a) Financing Costs for the year have overspent by £0.324m due to interest rates remaining higher for longer than anticipated (£0.270m) due to the economic climate, to offset this the Council has reduced borrowing as far as possible to minimise exposure to higher rates. Investment returns are slightly lower than budgeted due to the ending of one of the property fund investments (£0.054m).

- (b) The Council received additional non budgeted income from the Government from the Levy Account Surplus in late March (£0.192m), which along with additional procurement savings from North East Purchasing Organisation (NEPO) rebates have offset the additional financing cost pressure.

Carry Forward Requests

- 16. There are a number of new carry forward requests to 2025/26 amounting to £1.276m from departments as detailed below. These requests are categorised into three areas: slippage, assisting in achieving the council plan ambitions and budget pressures. Approval is requested to carry these amounts forward into the new financial year.
- 17. **Slippage** – There is £0.197m of slippage on planned projects across the Council in the following areas:
 - (a) £0.031m **Flood & Water Act** – The Council’s flood and water officer will use these funds to support schemes and projects in 2025/26. This will fund the Council’s contribution to ongoing drainage studies in partnership with Northumbrian Water and the Environment Agency, to assess the risk of flooding in Darlington and identify any potential schemes that may need to be developed to manage that risk.
 - (b) £0.005m **Highways** – For Salters Lane North kerb relay, following slippage on the works due to delays associated with permits.
 - (c) £0.036m **Street Scene** – Slippage on various small schemes including installation of street furniture including the new solar benches and wheelchair accessible picnic tables, essential footpath works at South Park rose garden and essential bridge repairs at The Denes.
 - (d) £0.011m **Dolphin Centre** – Replacement pavement café furniture to replace damaged and leisure equipment that has been ordered but not yet delivered.
 - (e) £0.018m **Outdoor Events** – Purchase of merchandise for the Darlington 10k run funded from previous years participants and bollard repair within the Town Centre.
 - (f) £0.096m **Estates and Property Management** – To cover back dated service charges within Bishopsgate House.
- 18. **Assist in achieving the Council plan ambitions** - There is £0.449m of carry forwards identified as follows:
 - (a) £0.010m **Commissioning** – To contribute towards the setting up costs of the repurpose of Gilling Children’s home, to support the children’s sustainability programme delivery.
 - (b) £0.060m **Education** – To implement a three year pilot to use a Quality Assurance tool linked to Education, Health and Care Plans (EHCP’s), to support the quality of EHCPs and delivery of automated data analysis to inform and support decisions. The Local

Area SEND Inspection of Darlington in November 2024 identified improving the quality of EHCP's as an area for improvement, this tool will make a significant contribution to improving this inspection outcome for the local area and evidencing improvements made.

- (c) £0.041m **School Transport** – To provide the Easyroute planner for school transport routes for three years. This will allow for multi-mapping of a number of different pickup points as well as formulating the shortest route. With the increased precision the team can also use the system to challenge contractors bidding for work, when the route is based on price per mile, which will result in savings against the school transport budget.
- (d) £0.022m **Work Force Development** - To support the service to deliver a leadership development programme for Team Managers and to support our ongoing work in terms of Equality, Diversity and Inclusion by funding specific training related to seldom-heard groups in Darlington as per the CQC framework.
- (e) £0.050m **Street Scene Trade Waste** – Following the introduction of recent regulations that require businesses to separate their waste streams, the Council have introduced trade recycling but are not able to offer food waste collections until 2026/27. This has resulted in some customers moving to new providers. The estimated reduction of income during transition of service in 2025/26 is £0.050m and this carry forward is requested while work is undertaken to address this fall in income and assess how businesses are managing their waste collections and how food waste has impacted income from other collections.
- (f) £0.020m **Street Scene** – To provide upfront funding for invest to save and income generation initiatives under development in 2025/26.
- (g) £0.070m **Community Safety** – Staff savings associated with one-off funding is requested to be carried forward to support enforcement and service priorities in 2025/26.
- (h) £0.025m **CCTV** – Contributions received in 2024/25 by external bodies is requested to be carried forward to support service delivery in 2025/26.
- (i) £0.015m **Dolphin Centre** – Installation of three additional cameras for improved security on key locations in the facility and purchase of Technogym Checkup equipment for improved customer experience.
- (j) £0.100m **Dolphin Centre** – Upfront savings made in staffing in 2024/25 are requested to be carried forward to contribute towards the MTFP saving target for 2025/26 as spend to save schemes are developed.
- (k) 0.005m **Health & Safety** – To provide additional training for new team members to ensure the Council continues to provide excellent health & safety advice for all projects.
- (l) £0.010m **Communication and Systems**– To support several activities including enhancing the provision of the benefits advice service, temporarily increasing capacity

to support the S&DR200 celebrations, and ensuring all of the content on the corporate website is promptly transferred to the updated web platform.

- (m) £0.09m **Economy** – Savings within the Business team are proposed to be rolled forward to deliver number of events, e.g. Jobs Fair, STEM events, UK Real Estate & Inward Investment Forum (UKREiiF) and some advertorial features, to promote economic activity within the borough.
- (n) £0.012m **Climate Change** – Due to a short-term vacancy during the year a small underspend was generated within the climate change team. It is requested that this underspend is carried forward to support the climate change aims of the Council.

19. **Pressures.** There are £0.630m of identified pressures as follows:

- (a) £0.050m **Voluntary Sector** – Additional pressures arising across the commissioned services from increased service demand or inflationary increases.
- (b) £0.470m **External Purchase of Care** – Following the introduction of increased national insurance rates for employers from April 2025 the Council has reviewed the impact of these changes on Darlington’s care market and has agreed to increase the staffing element of our payments formula by 1.2%. This will apply to care providers on the Council’s Adults residential and Home Care and Support frameworks.
- (c) £0.020m **Street Scene** – Due to a rise in damage to play areas from misuse and vandalism continuing to put a pressure on the service.
- (d) £0.030m **Street Scene** – The ongoing borough-wide tree survey has identified additional trees required to be surveyed which will result in a cost pressure in 2025/26.
- (e) £0.020m **Street Scene** – The service currently uses two quad bikes for various activities, including weedkilling and winter gritting. While the replacement of the equipment is reflected in the MTFP the replacement cost has grown significantly, and it is requested that the increase in price above the projected replacement cost is carried forward.
- (f) £0.040m **Complaints** – The Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman introduced Statutory Complaints Handling Codes on 1 April 2024, requiring payments to complainants where the Council fails to comply. Since 2019/20 stage 2 complaints have risen annually, increasing by 50% to 2024/25, meaning this statutory function is no longer appropriately resourced. Carry forward is requested to provide additional temporary resource to assist with the completion of Stage 2 complaints, whilst determining future resourcing.

Housing Revenue Account

20. Housing Revenue Account (HRA) projections are shown in **Appendix 3** with an overall balanced budget. There has been an improvement in the working balance of £1.584m from the Q3 projection which is due to:

- (a) Rental and Sundry Rents are higher than forecasted due to 2024/25 having an additional rent week which was not factored into the Q3 projection. This has increased income by £0.632m.
- (b) Service Charges and Charges for Services and Facilities show a net improvement of £0.019m. Additional service costs are offset by charges to tenants.
- (c) There was an additional £0.165m Wave 2.1 grant income received which was not included in Q3.
- (d) There has been an additional interest income £0.483m received across the year, this is due to interest rates remaining higher for longer than originally forecast.
- (e) The repairs and maintenance budget has increased by £0.551m due to additional repairs required across properties, inflationary increases in the cost of those repairs and additional charge from a supplier for works undertaken which had not been previously charged.
- (f) The capital financing costs have decreased by £0.811m which is due to lower financing costs from slippage in the capital programme, including the new build housing schemes.

Conclusion

- 21. The Council's projected revenue reserves at the end of 2024/25 are £12.607m, an increase of £0.264m on the initial 2024-28 MTFP position. This increase in reserves includes a brought forward amount of £1.321m from 2023/24, £0.777m of departmental overspends and a net overspend of £0.280m in corporate resources.
- 22. The £12.607m of projected reserves, is an improvement of £1.149m on the initial estimated 2025/26 -2028/29 MTFP opening balance of £11.458m.

Outcome of Consultation

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

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REVENUE BUDGET MANAGEMENT 2024/25**Projected General Fund Reserve at 31st March 2025**

	2024-28 MTFP (Feb 2024)	£000
Medium Term Financial Plan (MTFP) :-		
MTFP Planned Opening Balance 01/04/2024		16,384
Approved net contribution from balances		(4,041)
Planned Closing Balance 31/03/2025		12,343
Increase in opening balance from 2023-24 results		1,321
Projected corporate underspends / (overspends) :-		
Council Wide		64
Financing Costs		(324)
Joint Venture - Investment Return		0
Contingencies		(83)
Contribution from general fund reserves to Housing Benefits		(155)
Unallocated grant income		218
Projected General Fund Reserve (excluding Departmental) 31st March 2025	at	13,384
Planned Balance at 31st March 2025		12,343
Improvement		1,041

Departmental projected year-end balances

	Improvement / (decline) compared with 2024-28 MTFP	£000
People Services		187
Environment, Highways & Community Services		(337)
Resources and Governance		(796)
Economy & Public Protection		178
Chief Executive		(9)
TOTAL		(777)

Summary Comparison with :-

	2024-28 MTFP	£000
Corporate Resources - increase in opening balance from 23/24 results		1,321
Corporate Resources - additional in-year Improvement/(Decline)		(280)
Departmental - Improvement / (Decline)		(777)
Improvement / (Decline) compared with MTFP		264
Projected General Fund Reserve at 31st March 2025		12,607

GENERAL FUND REVENUE BUDGET MANAGEMENT 2024/25

	Budget				Expenditure		
	Original 2024/25	Approved Adjustments	Approved C/fwds	Amended Approved Budget	Projected Outturn	C/fwds to approve	Variance
	£000	£000	£000	£000	£000	£000	£000
Departmental Resources							
People Services	84,432	1,237	(715)	84,954	84,114	653	(187)
Environment, Highways & Community Services	24,842	2,209	(1,393)	25,658	25,544	451	337
Resources and Governance	13,580	831	(302)	14,109	14,850	55	796
Chief Executive	302	14	(15)	301	310	0	9
Economy & Public Protection	1,675	420	(195)	1,900	1,605	117	(178)
Total Departmental Resources	124,831	4,711	(2,620)	126,922	126,423	1,276	777
Corporate Resources							
Council Wide	631	(452)	(200)	(21)	(85)	0	(64)
Financing Costs	3,547	0	0	3,547	3,871	0	324
Joint Venture - Investment Return	(1,517)	0	0	(1,517)	(1,517)	0	0
Unallocated grant income	0	0	0	0	(218)	0	(218)
Contingencies Budget							
Apprentice Levy	202	0	0	202	285	0	83
Total Corporate Resources	2,863	(452)	(200)	2,211	2,336	0	125
Net Expenditure	127,694	4,259	(2,820)	129,133	128,759	1,276	902
Contributions To / (From) Reserves							
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	2,820	2,820	2,820	0	0
Contribution from general reserves to Housing Benefits	0	(155)	0	(155)	0	0	155
General Fund Total	121,411	0	0	121,411	121,192	1,276	1,057

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

REVENUE BUDGET MANAGEMENT UPDATE 2024/25

	Budget				Expenditure		(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Approved C/fwds £000	Amended Approved Budget £000	Expenditure £000	Total Projection £000	
	<u>Council Wide</u>						
Corporate Running Costs	28	240	(200)	68	0	0	(68)
Procurement savings	(24)	0	0	(24)	(85)	(85)	(61)
Pay Award	627	(692)	0	(65)	0	0	65
In Year Over/(Under) Spend	631	(452)	(200)	(21)	(85)	(85)	(64)

REVENUE BUDGET MANAGEMENT UPDATE 2024/25								
	Budget				Expenditure			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Approved C/fwds £000	Amended Approved Budget £000	Expenditure £000	C/fwds to approve £000	Total Projection £000	
<u>People Services</u>								
Executive Director - People	178	(1)	0	177	208	0	208	31
<u>People Support Services</u>								
Transformation & Performance	793	116	0	909	734	0	734	(175)
Business Support	1,649	107	0	1,756	1,742	0	1,742	(14)
	2,442	223	0	2,665	2,476	0	2,476	(189)
<u>Children's Services</u>								
Children's Services Management & Other Services	1,114	10	0	1,124	1,275	0	1,275	151
Assessment Care Planning & LAC	4,429	84	0	4,513	5,006	0	5,006	493
First Response & Early Help	3,758	(234)	0	3,524	3,329	0	3,329	(195)
Youth Offending/ASB	307	(7)	0	300	300	0	300	0
Adoption & Placements	21,263	(42)	0	21,221	21,012	0	21,012	(209)
Disabled Children	1,372	112	0	1,484	1,543	0	1,543	59
Quality Assurance & Practice Improvement	138	(38)	0	100	100	0	100	0
	32,381	(115)	0	32,266	32,565	0	32,565	299
<u>Development & Commissioning</u>								
Commissioning	1,967	475	(225)	2,217	1,905	10	1,915	(302)
Voluntary Sector	293	0	0	293	242	50	292	(1)
	2,260	475	(225)	2,510	2,147	60	2,207	(303)
<u>Education</u>								
Education	702	67	(48)	721	486	60	546	(175)
Schools	0	0	0	0	0	0	0	0
Transport Unit	3,111	27	0	3,138	2,982	41	3,023	(115)
	3,813	94	(48)	3,859	3,468	101	3,569	(290)
<u>Public Health</u>								
Public Health	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
<u>Adult Social Care & Health</u>								
External Purchase of Care	35,886	390	(442)	35,834	35,268	470	35,738	(96)
Intake & Enablement	727	24	0	751	748	0	748	(3)
Older People Long Term Condition	1,832	13	0	1,845	1,849	0	1,849	4
Physical Disability Long Term Condition	14	0	0	14	7	0	7	(7)
Learning Disability Long Term Condition	2,253	29	0	2,282	2,250	0	2,250	(32)
Mental Health Long Term Condition	1,163	68	0	1,231	1,246	0	1,246	15
Service Development & Integration	1,068	(28)	0	1,040	1,424	0	1,424	384
Workforce Development	415	65	0	480	458	22	480	0
	43,358	561	(442)	43,477	43,250	492	43,742	265
In Year Over/(Under) Spend	84,432	1,237	(715)	84,954	84,114	653	84,767	(187)

REVENUE BUDGET MANAGEMENT UPDATE 2024/25

	Budget				Expenditure			(Under)/ Over Spend £000
	Original	Approved	Approved	Amended	Expenditure	C/fwds to approve	Total Projection	
	Budget	Adjustments	C/fwds	Budget				
	£000	£000	£000	£000	£000	£000	£000	
<u>Environment, Highways & Community Services</u>								
Executive Director - Environment, Highways & Community Services	184	0	0	184	183	0	183	(1)
<u>Highways & Capital Projects</u>								
AD - Highways & Capital Projects	111	(1)	0	110	109	0	109	(1)
Building Design Services	63	(3)	0	60	(18)	0	(18)	(78)
Capital Projects	374	65	(66)	373	249	0	249	(124)
Car Parking R&M	612	0	0	612	531	0	531	(81)
Concessionary Fares	2,247	50	(56)	2,241	2,526	0	2,526	285
Flood & Water Act	89	202	(202)	89	58	31	89	0
Highways	4,237	246	(172)	4,311	4,352	5	4,357	46
Highways - DLO	(437)	22	0	(415)	(388)	0	(388)	27
Investment & Funding	89	433	(405)	117	107	0	107	(10)
Sustainable Transport	96	95	(28)	163	76	0	76	(87)
	7,481	1,109	(929)	7,661	7,602	36	7,638	(23)
<u>Community Services</u>								
AD - Environmental Services & Community Safety	99	(1)	0	98	98	0	98	0
Allotments	19	0	0	19	18	0	18	(1)
Building Cleaning - DLO	33	32	0	65	135	0	135	70
Cemeteries & Crematorium	(821)	7	0	(814)	(549)	0	(549)	265
Street Scene	6,282	257	(61)	6,478	6,111	176	6,287	(191)
Transport Unit - Fleet Management	57	1	0	58	61	0	61	3
Waste Management	4,109	8	0	4,117	4,016	0	4,016	(101)
Winter Maintenance	618	5	0	623	598	0	598	(25)
	10,396	309	(61)	10,644	10,488	176	10,664	20
<u>Community Safety</u>								
CCTV	284	5	0	289	267	25	292	3
Community Safety	781	119	(140)	760	615	70	685	(75)
Parking	(2,049)	33	0	(2,016)	(2,285)	0	(2,285)	(269)
Parking Enforcement	17	(34)	0	(17)	(89)	0	(89)	(72)
Stray Dogs	53	1	0	54	71	0	71	17
	(914)	124	(140)	(930)	(1,421)	95	(1,326)	(396)
<u>Leisure and Culture</u>								
Dolphin Centre	973	74	(12)	1,035	676	126	802	(233)
Eastbourne Complex	36	3	0	39	40	0	40	1
Hippodrome	222	100	(40)	282	167	0	167	(115)
Hopetown Darlington	369	41	0	410	1,285	0	1,285	875
Indoor Bowling Centre	19	12	(12)	19	16	0	16	(3)
Libraries	946	11	0	957	991	0	991	34
Move More	31	1	0	32	32	0	32	0
Outdoor Events	522	1	0	523	505	18	523	0
Community Catering	82	1	0	83	45	0	45	(38)
Culture and Heritage Fund	122	1	(7)	116	116	0	116	0
	3,322	245	(71)	3,496	3,873	144	4,017	521
<u>Building Services</u>								
Construction - DLO	(366)	9	0	(357)	(347)	0	(347)	10
Other - DLO	0	36	0	36	0	0	0	(36)
	(366)	45	0	(321)	(347)	0	(347)	(26)
<u>Corporate Landlord</u>								
Corporate Landlord	4,534	377	(192)	4,719	4,976	0	4,976	257
<u>General Support Services</u>								
Works Property & Other	76	0	0	76	64	0	64	(12)
<u>Joint Levies & Boards</u>								
Environment Agency Levy	129	0	0	129	126	0	126	(3)
In Year Over/(Under) Spend	24,842	2,209	(1,393)	25,658	25,544	451	25,995	337

REVENUE BUDGET MANAGEMENT UPDATE 2024/25

	Budget				Expenditure			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Approved C/fwds £000	Amended Approved Budget £000	Expenditure £000	C/fwds to approve £000	Total Projection £000	
<u>Resources and Governance</u>								
Executive Director - Resources and Governance	136	(3)	0	133	132	0	132	(1)
<u>Resources</u>								
AD Resources	120	1	0	121	123	0	123	2
Financial Services	1,598	180	(65)	1,713	1,003	0	1,003	(710)
Financial Assessments & Protection	301	40	0	341	289	0	289	(52)
Xentrall (D&S Partnership)	1,968	231	0	2,199	2,197	0	2,197	(2)
Human Resources	680	63	(123)	620	563	0	563	(57)
Health & Safety	200	(29)	0	171	165	5	170	(1)
	4,867	486	(188)	5,165	4,340	5	4,345	(820)
<u>Head of Strategy Performance & Communications</u>								
Communications & Engagement	1,045	133	(48)	1,130	982	10	992	(138)
Systems	1,132	(17)	(66)	1,049	1,016	0	1,016	(33)
	2,177	116	(114)	2,179	1,998	10	2,008	(171)
<u>Law & Governance</u>								
AD Law & Governance	136	(1)	0	135	146	0	146	11
Complaints & FOI	330	(1)	0	329	292	40	332	3
Democratic Services	1,381	5	0	1,386	1,505	0	1,505	119
Registrars	(26)	6	0	(20)	(23)	0	(23)	(3)
Administration	550	46	0	596	636	0	636	40
Legal Services	1,768	4	0	1,772	1,720	0	1,720	(52)
Procurement	195	(16)	0	179	197	0	197	18
Coroners	321	0	0	321	371	0	371	50
	4,655	43	0	4,698	4,844	40	4,884	186
<u>Xentrall Shared Services</u>								
ICT	811	3	0	814	1,100	0	1,100	286
	811	3	0	814	1,100	0	1,100	286
<u>Building Services</u>								
Maintenance - DLO	(684)	0	0	(684)	(709)	0	(709)	(25)
	(684)	0	0	(684)	(709)	0	(709)	(25)
<u>Housing & Revenues</u>								
Local Taxation	473	0	0	473	189	0	189	(284)
Rent Rebates / Rent Allowances / Council Tax	(132)	0	0	(132)	1,744	0	1,744	1,876
Housing Benefits Administration	451	186	0	637	641	0	641	4
Customer Services	324	0	0	324	214	0	214	(110)
Homelessness	347	0	0	347	196	0	196	(151)
Service, Strategy & Regulation and General	155	0	0	155	161	0	161	6
	1,618	186	0	1,804	3,145	0	3,145	1,341
In Year Over/(Under) Spend	13,580	831	(302)	14,109	14,850	55	14,905	796

REVENUE BUDGET MANAGEMENT UPDATE 2024/25

	Budget				Expenditure			(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Approved C/fwds £000	Amended Approved Budget £000	Expenditure £000	C/fwds to approve £000	Total Projection £000	
Chief Executive								
Chief Executive	217	(1)	0	216	225	0	225	9
Darlington Partnership	85	15	(15)	85	85	0	85	0
In Year Over/(Under) Spend	302	14	(15)	301	310	0	310	9
Economy and Public Protection								
AD - Economic Growth	154	(1)	0	153	148	0	148	(5)
Emergency Planning	105	0	0	105	92	0	92	(13)
Building Control	192	1	0	193	148	0	148	(45)
Consolidated Budgets	46	109	(5)	150	150	0	150	0
Development Management	52	1	0	53	64	0	64	11
Economy	259	56	(58)	257	259	9	268	11
Environmental Health	351	0	0	351	248	0	248	(103)
Place Strategy	603	93	(82)	614	539	12	551	(63)
Property Management & Estates	(487)	122	(50)	(415)	(430)	96	(334)	81
Private Sector Housing	112	29	0	141	107	0	107	(34)
General Licensing	0	1	0	1	1	0	1	0
Taxi Licensing	28	9	0	37	43	0	43	6
Trading Standards	260	0	0	260	236	0	236	(24)
In Year Over/(Under) Spend	1,675	420	(195)	1,900	1,605	117	1,722	(178)

BUDGET MANAGEMENT 2024/25

SCHOOLS PROJECTED BALANCES 2024/25					
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	%
Primary					
Federation of Darlington Nursery Schools	34	1,131	1,165	134	12%
Harrowgate Hill Primary	43	2,687	2,730	(39)	(1%)
Red Hall Primary	239	1,588	1,827	156	10%
Rise Carr College, Clifton House & Eldon House	305	2,005	2,310	244	12%
Primary Total	621	7,411	8,032	495	

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

HOUSING REVENUE ACCOUNT 2024/25

	Budget			Total Projection £000	(Under)/ Over Spend £000
	Original Budget £000	Approved Adjustments £000	Amended Approved Budget £000		
<u>Housing Revenue Account</u>					
<u>Income</u>					
Rents Of Dwellings (Gross)	(23,640)	0	(23,640)	(23,561)	79
Sundry Rents (Including Garages & Shops)	(497)	0	(497)	(580)	(83)
Charges For Services & Facilities	(3,377)	11	(3,366)	(3,567)	(201)
Contribution towards expenditure	(887)	(205)	(1,092)	(1,496)	(404)
Interest Receivable	(6)	0	(6)	(933)	(927)
Total Income	(28,407)	(194)	(28,601)	(30,137)	(1,536)
<u>Expenditure</u>					
Operational	4,859	205	5,064	5,523	459
Service Charges	3,377	(11)	3,366	3,548	182
Maintenance	6,179	0	6,179	6,984	805
Capital Financing Costs	3,911	0	3,911	3,101	(810)
Revenue Contribution to Capital Outlay	13,455	0	13,455	13,455	0
Increase in Bad Debt Provision	250	0	250	128	(122)
In year contribution to/(from) balances	(3,624)	0	(3,624)	(2,602)	1,022
Total Expenditure	28,407	194	28,601	30,137	1,536
(Surplus)/Deficit	0	0	0	0	0

HRA Balances	£000
Opening balance 01/04/2024	25,947
Contribution to/(from) balances	(2,602)
Closing balance	23,345

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**ECONOMY AND RESOURCES SCRUTINY COMMITTEE
26 JUNE 2025**

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

SUMMARY REPORT

Purpose of the Report

1. To consider the work programme items scheduled to be considered by this Scrutiny Committee during 2025/26 Municipal Year and to consider any additional areas which Members would like to suggest should be included.

Summary

2. Members are requested to consider the attached draft work programme (**Appendix 1**) for the next Municipal Year which has been prepared based on Officers recommendations and discussions held at the Economy and Resources Scrutiny Committee Annual Briefing which took place on 28 May 2025.
3. Once the work programme has been approved by this Scrutiny Committee, any additional areas of work which Members wish to add to the agreed work programme will require the completion of a quad of aims in accordance with the previously approved procedure (**Appendix 3**)

Recommendation

4. Members are requested to consider and approve the attached draft work programme as the agreed work programme for the Municipal year 2025/26 and consider any additional items which they might wish to include.

**Luke Swinhoe
Assistant Director Law and Governance**

Background Papers

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

Olivia Hugill, Extension: 5363

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

MAIN REPORT

Information and Analysis

5. The format of the proposed work programme has been reviewed to enable Members of this Scrutiny Committee to provide a rigorous and informed challenge to the areas for discussion.
6. The Council Plan was adopted on 18 July 2024, and outlines Darlington Borough Council's long-term ambitions for Darlington and priorities for action over the next three years. It gives strategic direction to the Council and Council services, defining priorities, identifying key actions, and shaping delivery.

Forward Plan and Additional Items

7. Once the Work Programme has been agreed by this Scrutiny Committee, any Member seeking to add a new item to the work programme will need to complete a quad of aims.
8. Details of the items included on the Forward Plan has been attached at **Appendix 2** for information.

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ECONOMY AND RESOURCES SCRUTINY COMMITTEE WORK PROGRAMME 2025/26

	Topic	Timescale	Lead Officer	Scrutiny's Role
RESOURCES				
	Performance Management Framework	Work to be undertaken to look at relevant PI's. Informal meeting to be arranged	Relevant Assistant Directors	To understand/monitor and challenge the indicators
	Sickness Absence Year-end turn out	To be circulated to Members of the Scrutiny Committee as a briefing report June 2025	Brett Nielsen	N/A
	Health and Safety Year-end turn out	To be circulated to Members of the Scrutiny Committee as a briefing report June 2025	Brett Nielsen	N/A
	Medium-Term Financial Plan - Monitoring	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee June 2025	Brett Nielsen	To contribute and challenge the Medium-Term Financial Plan and assist with the implementation and development of the required savings

		September 2025 January 2026		
	Medium-Term Financial Plan	January 2026	Brett Nielsen	To provide a response to Cabinet on the proposals in relation to the Medium-Term Financial Plan
	Capital Programme and Project Position Statement	Quarterly monitoring reports to be submitted to meetings of this Scrutiny Committee June 2025 September 2025 January 2026	Anthony Hewitt / Brian Robson	To look at the position
	Investment Fund	4 September 2025	Brett Nielsen	To consider progress against the agreed investments being funded through the Investment Fund.
	Borrowing – High Level Headlines	TBC	Brett Nielsen	To look at the position
	Complaints, Compliments and Comments - Annual Report	4 September 2025	Lee Downey	To look at the position
	Complaints Made to Local Government Ombudsman	4 September 2025	Lee Downey	To consider the outcome of cases which have been determined by the Local Government and Social Care Ombudsman (LGSCO) and the Housing Ombudsman (HO) and forward any view to Cabinet

	Collection of Council Tax, Business Rates and Rent 2024/25	June 2025	Anthony Sandys	To provide Members with an update on the collection of Council Tax, Business Rates and Council rents during 2024-25 and consider the write-off of debts over £1,000 that are irrecoverable, before approval by Cabinet.
ECONOMY				
	Office Demand Study (Council Assets)	TBC	Andrew Perkin	To update Members of Scrutiny
	Business Engagement	TBC	Seth Pearson	To update Members of Scrutiny
	Governance Update on Market Asset Management	TBC	TBC	To update Members of Scrutiny
	Housing Strategy	September 2025	David Hand	To update Members of Scrutiny.

Meeting Dates:

26 June 2025

4 September 2025

30 October 2025

8 January 2026

29 January 2026

16 April 2026

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**



| DARLINGTON

Borough Council

**FORWARD PLAN
FOR THE PERIOD: 4 JUNE 2025 - 30 OCTOBER 2025**

Title	Decision Maker and Date	Page
Consultation on the Renewal of the Town Centre Public Space Protection Order and Introduction of a Borough Wide Public Space Protection Order	Cabinet 10 Jun 2025	Error! Bookmark not defined.
Physical Activity Strategy	Cabinet 10 Jun 2025	Error! Bookmark not defined.
Representation on Other Bodies 2025/26	Cabinet 10 Jun 2025	Error! Bookmark not defined.
Climate Change Progress	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Collection of Council Tax, Business Rates and Rent 2024/25	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Consultation on a Homes Strategy for the Borough	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Council Plan Performance Reporting Update - Quarter 4	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Disabled Facilities Grant 2025/26	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Dolphin Centre – Invest to Save Projects	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Housing Services Fire Safety Policy 2025-2030	Cabinet 8 Jul 2025	Error!

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

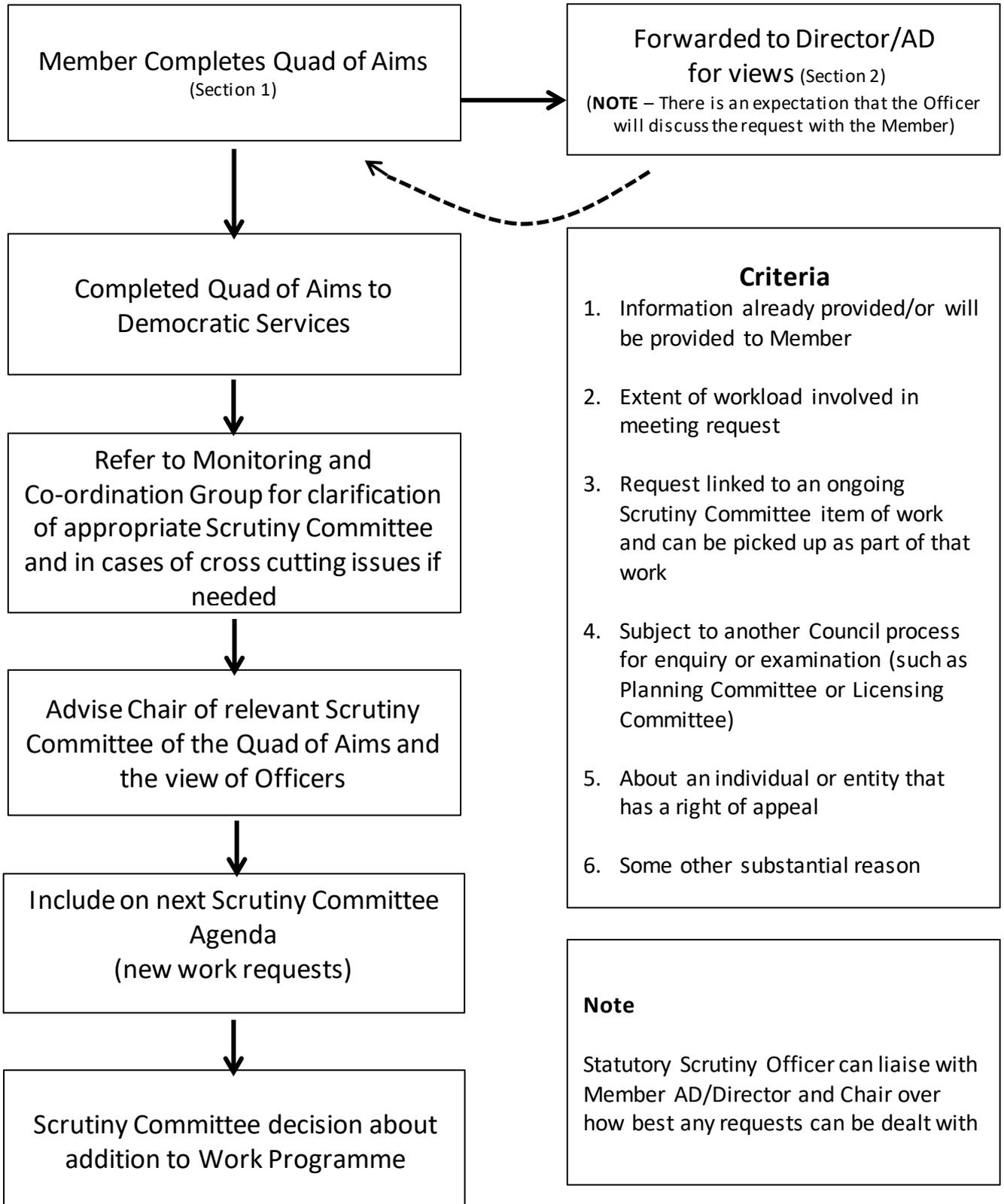
		Bookmark not defined.
Introduction of a Boroughwide Article 4 Direction to control changes of use to Houses of Multiple Occupation	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Project Position Statement and Capital Programme Monitoring Outturn 2024/25	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Revenue Budget Outturn 2024/25	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Schedule of Transactions	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Town Centre Regeneration	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Xentrall Shared Services Annual Report	Cabinet 8 Jul 2025	Error! Bookmark not defined.
Annual Review of the Investment Fund	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Blue Badge Application Procedures	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Climate Change and Nature Restoration Strategy	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Community Asset Transfer Policy	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Complaints, Compliments and Comments Annual Reports 2023/24	Cabinet 9 Sep 2025	Error! Bookmark not defined.

**DARLINGTON BOROUGH COUNCIL
FORWARD PLAN**

Complaints Made to Local Government Ombudsman	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Project Position Statement and Capital Programme Monitoring - Quarter 1 2025/26	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Regulatory Investigatory Powers Act (RIPA)	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Revenue Budget Monitoring 2025/26 - Quarter 1	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Single Use Plastic Policy	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Strategic Asset Plan	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Treasury Management Annual Report and Outturn Prudential Indicators 2024/2025	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Woodland Road Waiting Restrictions	Cabinet 9 Sep 2025	Error! Bookmark not defined.
Procurement Plan Update	Cabinet 7 Oct 2025	Error! Bookmark not defined.

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



PLEASE RETURN TO DEMOCRATIC SERVICES

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

SECTION 1 TO BE COMPLETED BY MEMBERS

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

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

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Signed Councillor

Date

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

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

Signed **Position** **Date**

PLEASE RETURN TO DEMOCRATIC SERVICES

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