

To all Members of the

CABINET

AGENDA

Notice is given that a Meeting of the Cabinet is to be held as follows:

VENUE Room 007a and b, Civic Office, Waterdale, Doncaster, DN1 3BU
DATE: Tuesday, 14th February, 2017
TIME: 10.00 am

ITEMS

1. Apologies for Absence
2. To consider the extent, if any, to which the public and press are to be excluded from the meeting
3. Public Questions and Statements

(A period not exceeding 20 minutes for questions and statements from members of the public and Elected Members to the Mayor of Doncaster, Ros Jones. Questions/Statements should relate specifically to an item of business on the agenda and be limited to a maximum of 100 words. As stated within Executive Procedure Rule 3.3 each person will be allowed to submit one question/statement per meeting. A question may only be asked if notice has been given by delivering it in writing or by e-mail to the Governance Team no later than 5.00 p.m. on Thursday, 9 February, 2017. Each question or statement must give the name and address of the person submitting it. Questions/Statements should be sent to the Governance Team, Floor 2, Civic Office, Waterdale, Doncaster, DN1 3BU, or by email to Democratic.Services@doncaster.gov.uk).

Jo Miller
Chief Executive

Issued on: Monday, 6 February 2017

Governance Officer for this
meeting:

Amber Torrington
Tel. 01302 737462

4. Declarations of Interest, if any.
5. Decision Record Forms from the meeting held on 31st January 2017 for noting (previously circulated)

A. Reports where the public and press may not be excluded

Key Decisions

6. Revenue Budget 2017/18.	1 - 78
7. Capital Programme 2017/18 to 2020/21.	79 - 112
8. Housing Revenue Account Budget 2017/18.	113 - 134
9. Treasury Management Strategy 2017/18 to 2020/21.	135 - 178
10. Corporate Plan 2017-18.	179 - 198
11. School Admission Arrangements for 2018/19 Academic Year.	199 - 254

Cabinet Members

Cabinet Responsibility For:

Chair – Ros Jones, Mayor of Doncaster
Vice-Chair – Deputy Mayor Councillor Glyn Jones

Budget and Policy Framework

Adult Social Care and Equalities

Councillor Joe Blackham
 Councillor Tony Corden
 Councillor Nuala Fennelly
 Councillor Pat Knight
 Councillor Chris McGuinness
 Councillor Bill Mordue
 Councillor Jane Nightingale

Regeneration and Transportation
 Customer, Corporate and Trading Services
 Children, Young People and Schools
 Public Health and Wellbeing
 Communities, the Voluntary Sector and Environment
 Business, Skills, Tourism and Culture
 Housing

**To the Chair and Members of
CABINET**

REVENUE BUDGET 2017/18

Relevant Member(s)	Cabinet	Wards Affected	Key Decision
Mayor Ros Jones		All	Yes

EXECUTIVE SUMMARY

1. This report details the Mayor's revenue budget proposals for 2017/18 and the Medium-term Financial Forecast (MTFF) 2017/18 to 2020/21. As detailed in previous budget reports the Government's approach has continued with a programme of reduced funding that requires local authorities to reduce overall expenditure. The Council is estimating having to find £23.5m of financial pressures in 2017/18, increasing to £66.8m a year by 2021.
2. This arises due to expected government grant reductions of £10.4m in 2017/18, increasing to £19m a year by 2020/21. On top of the grant reductions the Council is facing significant expenditure pressures which are estimated at £13.1m in 2017/18 and increase to over £47m by 2020/21. This includes pay and price inflation which covers the impact of the Government National Living Wage on Adult Social Care contracts of £1.9m in 2017/18, increasing to 13.3m by 2020/21. An explanation of the budget gap is provided at Appendix A. The service specific budget pressures amount to £5.3m in 2017/18 and are detailed in Appendix C; this includes providing £1.8m for Adults, Health & Wellbeing pressures.
3. Whilst the financial circumstances are not of our making, it is our responsibility to ensure we propose a robust, clear and balanced budget. The budget proposed is based on reduced but sustainable income and only uses minimal one-off reserves in 2017/18 in line with the financial strategy. Delivery of the budget continues to depend on achieving the challenging reductions in spending and delivering high quality key services. We have plans to address the £23.5m in 2017/18, which are detailed in paragraphs 12 to 13 and Appendix B. This involves the use of £2.0m one-off general fund uncommitted reserves in 2017/18.
4. The proposals include an increase in Council Tax of 1.99% in 2017/18 which will generate £1.88m, and is required in order to meet the budget gap and deliver a budget in line with the financial strategy. This will increase the council tax by 46p per week (30p Band A). Although the Council Tax system is disproportionate across the country, it is not something we can resolve overnight and the Council is aiming to improve the position by utilising the Government Social Care "precept". The Council Tax proposals include a further increase through the government's 2% Social Care "precept" which equates to £1.89m in additional income in Doncaster. This will contribute towards the pressures for Adults,

Health & Wellbeing including price inflation, pay inflation, investment in the care ladder and growth in the number of clients from projected changes in the population. The 2% Social Care “precept”, will also increase council tax by 46p per week (31p Band A). The current council tax bill is £1,190.32 Band D (£793.55 Band A), overall this will increase the council tax to £1,237.81 per annum Band D (£825.21 Band A) which means an additional £47.49 for Band D council tax per annum, 92p per week (£31.66 for Band A per annum, 61p per week).

5. Doncaster continues to have one of the lowest Council Tax rates in comparison to other Metropolitan Districts and Unitary Authorities (9th lowest in 2016/17).
6. Despite the considerable funding reductions we are committed to being a council that promotes growth and prosperity for all its residents. We must ensure that services are targeted and make a difference to those people who need them most, making the most of technology, re-designing our services so they are fit for the future and working in partnership with our local communities, voluntary, charity and faith sectors to deliver services together.
7. The updated Medium-Term Financial Forecast for the period 2017/18 to 2020/21, taking into account all planned changes to income, is detailed at Appendix J. This includes full details on all the budget assumptions including grant funding, other income and estimated price changes. It is intended that the Mayor and Full Council will consider a 4-year balanced budget to March 2021 in summer 2017.
8. The balance on the uncommitted General Fund reserve is estimated at £10.7m for the financial year 2017/18; further details are provided in paragraph 33.

EXEMPT REPORT

9. Not applicable.

RECOMMENDATIONS

10. Cabinet is asked to recommend to Council to approve the 2017/18 Revenue Budget as set out in this report. This includes: -
 - a. the revenue budget proposals for 2017/18 detailed at Appendix B (savings £21.516m) and Appendix C (pressures £5.255m);
 - b. Council Tax to be increased by 3.99% to £1,237.81 for a Band D property (£825.21 for a Band A) for 2017/18. This includes:
 - i. 1.99% council tax increase equates to an increase of £23.69 for Band D per annum, £0.46 per week (£15.79 for Band A per annum, £0.30 per week);
 - ii. 2% Government’s Social Care “precept” equates to an increase of £23.80 for Band D per annum, £0.46 per week (£15.87 for Band A per annum, £0.31 per week).
 - c. the 2017/18 Grants to 3rd Sector Organisations outlined in paragraph 23 and Appendix F;
 - d. the summary fees and charges analysis shown in Appendix G together with the detailed fees and charges proposed for 2017/18 at Appendix H;
 - e. the Medium Term Financial Forecast including all proposals in this report as set out in Appendix J;

- f. a gross revenue expenditure budget of £483.8m and a net revenue expenditure budget of £213.4m, as detailed in Appendix J.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER

11. The Council will continue to care for and protect the most vulnerable in the borough but it is inevitable that as the Council becomes a leaner organisation that citizens will see services delivered in new and different ways.

BACKGROUND

Financial Strategy

12. The budget proposals are driven by the priorities in the corporate plan and Doncaster Council's purpose to ensure Doncaster and its people thrive – ensuring value for money is at the heart of everything we do. The updated 2017/18 Corporate Plan is presented on the same agenda and provides clear direction for the work of the Council for the next year. In doing so, it brings together the plans and delivery programmes that are already shaping how we work – for example the One Doncaster Action Plan, Town Centres Masterplan, Early Help Strategy and the Place Plan.
13. The 2017/18 budget is based around the following key strategic budget themes: -
- a. A Commissioning Council – We will work better with our partners, the voluntary sector, communities and businesses to commission and procure local services that make a real difference. We want well managed services where our residents are at the heart of what we do. We are committed to delivering services in-house if they deliver best value, e.g. an example of a commissioning Council is Public Health.
 - b. An Empowering Council – We want to help our communities and our residents to get the services that they really need and are right for them. That means the Council wants to know what works best for individuals and would want to help residents find the services that best suit their needs. We want to enable people and communities to help themselves and improve self-sufficiency. This also involves ensuring that our services fully recover their costs where possible and that there are no subsidised services without a clear decision to do so, e.g. Supported Living and Stronger Families.
 - c. A Community Council – The Council has a pivotal role to play in Doncaster's future as a borough. We have strong community relationships and a leadership role and these will continue in the future. We will still be a strong advocate for the borough, e.g. Libraries transferring to the communities.
 - d. A Streamlined Council – We have far too many buildings and need to concentrate our services in buildings that are cost-effective, maximise the use of space and are as multi-use as possible. Our buildings have to be more customer-orientated and open at more appropriate times for our users and offer shared facilities with others, including our communities, e.g. Appropriate Asset Programme.
 - e. A Productive Council – We need to be as productive as possible. This means taking a look at what we do and how we do it. We may redesign some services, push for more commercial value for money processes and encourage modern forms of service delivery. Our people are our greatest resource and we have to ensure that they are supported to deliver the best

possible services for local people, e.g. Modern and Productive Workforce Programme.

- f. A Council Fit for the Future – Doncaster Council will be a modern digital authority both internally and externally, with all services on-line. It will provide a modern, high quality and efficient integrated front office with resulting improved service delivery through redesigned business processes, improved technology, mobile working and higher skilled staff. It will utilise the resulting business intelligence to become a more intelligent and proactive organisation focused on assisting Doncaster as a place and its people to thrive. It will also focus on reducing high cost services and ensure we provide affordable services, e.g. Digital Council and Enterprise Resource Planning (ERP).
 - g. A Preventative Council – By concentrating more on early intervention, we can take action to avoid additional future costs as problems develop, e.g. Early Help Strategy.
 - h. A Dynamic Council – To help modernise and shape our services we need to encourage a culture that increases productivity, flexibility and ability to adapt to change as part of every-day business. We need to change the way we work to deliver services in a motivating and effective way, at the same time improving services for the public, e.g. Streetlamp initiative.
14. The financial strategy should be read in conjunction with other Council strategy documents including Capital Programme, HRA budget, Treasury Management Strategy, Borough Strategy, Council Plan and ICT Strategy.

Budget Proposals 2017/18

15. The savings to deliver a balanced budget for 2017/18, are detailed at Appendix B. These include additional income from Council Tax £5.87m (includes £1.89m for the Government's 2% Social Care "precept") and National Non-Domestic Rates (NNDR) £1.37m. A thorough review of the Treasury Management budget has been undertaken and the budget can be prudently reduced by £2.2m in 2017/18, leaving a general fund budget of £9.4m. This will provide sufficient funding to cover the Council's interest on current loans, anticipated future borrowing for the capital programme and a modest budget for investment income in line with the Treasury Management Strategy, which is included on this agenda. A summary of the savings by Directorate is provided below:-

	2017/18 £'m
Adults, Health & Wellbeing	-5.480
Adults, Health & Wellbeing Staff savings	-0.566
Customer Journey	-0.469
Day Opportunities	-0.253
Home Care	-0.724
Leisure Trust	-0.250
Libraries	-0.100
Reducing the number of Independent Residential Placements (2016/17 saving)	-0.800
Residential Care - Older People	-1.418
Residential Care - Working Age	-0.900
Council-Wide	-10.732
Apprenticeship Levy	-0.300
Business Rates Income	-1.367
Commercialisation and Marketing Income	-0.100

	2017/18 £'m
Consultants & Agency	-0.100
Council Tax 1.99% Increase	-1.880
Council Tax Base Growth	-0.859
Council Tax Collection Fund	-0.666
Council-wide – Reduce Senior Management	-0.100
Fees & Charges	-0.243
Government's 2% Social Care “precept”	-1.889
Local Council Tax Support Scheme (LCTS)	-0.581
Metropolitan Debt Levy	-0.067
Pension	-0.100
Procurement	-0.250
Treasury Management	-2.230
Finance & Corporate Services	-0.200
Corporate Services	-0.100
Professional Business Support (PBS)	-0.100
Learning & Opportunities – CYP	-2.610
Education Services Grant	-1.760
LO-CYP: Management Restructure	-0.850
Regeneration & Environment	-2.494
Assets	-0.289
Highways and Streetscene	-1.000
Housing Management	-0.100
Parking - bus lane enforcement	-0.030
Planning and Building Control	-0.100
Regulation & Enforcement	-0.100
South Yorkshire Passenger Transport Executive (SYLTE)	-0.675
Waste Contract	-0.200
Grand Total	-21.516

16. The budget pressures proposed are detailed at Appendix C, which include Apprenticeship levy of £0.75m, £2m of service pressures and £1.8m for Adults, Health & Wellbeing. The £1.8m provides additional funding for estimated increases to the population on the specific budgets of £0.4m, transitions from Children & Young People £0.3m, investing in supported living and direct payments £0.3m and Digital Council/technology pressures of £0.8m.

17. Delivering the proposals leaves a £2.0m budget gap in 2017/18 which will be met from general uncommitted reserves. Additional on-going savings will then be delivered in 2018/19 to produce a balanced budget moving forward.

18. A summary of the budget position for 2017/18 is detailed below: -

	£'m
Budget Gap	-23.5
Including Budget Pressures of £5.255m – Appendix C	
Budget Savings – Appendix B	-21.5
Use of General Reserves	-2.0
Total Proposals to meet Budget Gap	-23.5

19. The majority of grant allocations have been notified but some minor grants are still to be confirmed; these will be received in 2017/18 and improve the monitoring

position. Where the grants are reducing and there is an exit strategy further details are provided in Appendix D.

20. The Council is expecting to prepay the full pension deficit amount for 3 years and 80% of the future service rate (FSR) for 3 years in 2017/18, which will deliver one-off savings. The prepayment is estimated at circa £60m based on current assumptions which will be confirmed with the Actuary. The Council will need to borrow funds to provide the cash flow for the prepayment; the one-off borrowing costs will be funded from the one-off savings.

Fees & Charges

21. The proposals for fees and charges amounting to £0.24m are included in the savings figures. The proposal for 2017/18 is to limit increases in line with the estimated RPI for March 2017 of 2.2% (based on previous assumptions), allowing for roundings. There are some exceptions where the increase wasn't applied for example some fees are set by statute. Further details on the overall changes to the fees and charges is provided in Appendix F.
22. It is worth noting that the proposals will impact on client contributions, however this will be in accordance with the Council's 'Charging and Financial Assessment for Adult Care and Support' policy. The policy ensures that people should only be required to pay what they can afford towards their care and support, and people will be entitled to financial support based on a means-test. The detailed fees and charges for 2017/18 are set out in Appendix G for approval.

Post Reductions

23. The scale of the budget savings means that reductions in posts are inevitable. The post reductions estimated for 2016/17 have been reviewed and reduced to under 100 posts. These are mainly for the Digital Council and Early Help savings, and are detailed in Appendix B. To achieve the savings the Council will initially look to delete vacant posts and then offer voluntary redundancy, with compulsory redundancy being the last resort.

Grants

24. The Council still receives some specific grant funds which are non-ring fenced and can be redirected to other areas of service provision as required and some specific grants that are tightly ring fenced and can only be used for the specific purpose set out in the grant conditions. Further details of the specific grants are provided in Appendix J (paragraphs 10 to 14).

Grants to 3rd Sector Organisations

25. The 2017/18 grants proposed to third sector organisations (£1.498m) are detailed in Appendix F. This includes a one-off grant of £150k for Doncaster Skills Academy (Doncaster Chamber) over 2017/18 and 2018/19, which will be funded using £22k specific earmarked reserve and the remainder from general reserves.

Monitoring & Challenge

26. The Council's budget in any one financial year is allocated to budget holders and each budget holder is notified of their budget at the start of the financial year. Within the performance and development review process for people managers there is a core target to effectively manage and monitor budgets, highlighting any pressures or potential underspends in a timely way.

27. Budget holders are able to review the latest financial monitoring information, including projections, directly from the on-line financial system in an easy to use format.
28. The financial management teams are structured to support budget holders, deal with queries and proactively monitor key budget areas. As part of the quarterly Finance & Performance report the Council revenue projection will be prepared by managers, working in conjunction with finance teams. The Council revenue projection is monitored at the Directors meeting, where any further actions that need to take place to ensure effective management of the budget targets are agreed.
29. For 2017/18 implementation plans have been produced for all major programmes, which are monitored and challenged on delivery and progress by 3 Implementation Boards. The performance of the programmes and delivery of savings is then reported in the quarterly challenge with Directors and is summarised in the quarterly Finance and Performance report that goes to Cabinet and O.S.M.C.

Revised Medium-Term Financial Forecast 2017/18 to 2020/21

30. The revised Medium-Term Financial Forecast (MTFF) and key assumptions for 2017/18 to 2020/21 are provided in Appendix J. The final Local Government Settlement is expected towards the end of February 2017 (date to be confirmed). The overall budget gap for 2017/18 to 2020/21 is currently estimated at £66.8m and the figures are summarised in the table below: -

	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	Total to 2020/21 £m
Estimated Reduction in Government Grants	10.4	1.4	1.5	5.7	19.0
Pay Inflation, Increments & Pension Contributions / National Insurance	2.4	2.8	3.4	2.4	11.0
Price Inflation including Landfill Tax	5.3	5.5	5.1	5.0	20.9
Service and Other Budget Pressures	5.4	3.4	4.0	3.1	15.9
Total Funding Gap	23.5	13.1	14.0	16.2	66.8

* The Government changes represent £33.2m (49.7%)

31. Delivering the savings across this 4 year period will be a significant challenge.

Robustness of the Budget

32. Under the Local Government Act 2003, the Chief Financial Officer is required to give assurance on the robustness of estimates in the forthcoming budget.
33. The Chief Financial Officer recognises that local government finance settlements arising from Comprehensive Spending Reviews of 2010, 2013 and 2015 were extremely challenging and there are significant issues for the Council in delivering the budget proposals for 2017/18. The key objective of the Medium Term Financial Forecast (MTFF) is to provide the Council with a robust financial plan to ensure financial sustainability. The unprecedented set of cuts and pressures required managers to deliver savings of £109m over the 3 years 2014/15 to 2016/17 and a further £67m over the period 2017/18 to 2020/21.

34. In this context, the budget proposals that are set out in this document are being recommended to the Council and are supported by the most up-to-date robust estimates of income and expenditure. The evaluation of the Chief Financial Officer is based on the following key factors: -

- a. the budget proposals have been developed by those responsible for service delivery, taking account of the implications of implementing the changes. Targets are clear and there is commitment and ownership from managers to deliver. Each budget manager is required to deliver within the budget target. This will provide additional assurance, rigor and comfort for the Council in carrying out its responsibilities. These proposals will provide a balanced budget for 2017/18 as long as the risks (Appendices K&L) can be managed;
- b. we have reviewed those service areas that are overspending in 2016/17 and aim to provide adequate funding to ensure that areas of overspend are managed within the budget target for 2017/18 e.g. Regeneration & Environment £1.2m has been provided for pressures identified through revenue monitoring in 2016/17;
- c. a review of the quarter 3 projected outturn figures has been undertaken to further challenge the budget proposals and ensure they are based on the most up to date information available. This has resulted in some updates which are shown in Appendices B & C. Any further pressures identified will need to be managed during 2017/18 as part of the revenue monitoring process; and
- d. the development of financial skills amongst Council managers is critical to the success of delivering the spending targets set in this budget.

35. Taking this into account, the Chief Financial Officer believes the 2017/18 estimates used for the Mayor's budget proposals can be delivered. However, immediate work will need to be undertaken early in the 2017/18 financial year to prepare budget proposals for the remaining years 2018/19 to 2020/21. It is intended that the Mayor and Full Council will consider a 4-year balanced budget to March 2021 in summer, 2017.

Adequacy of Reserves

36. Current uncommitted general fund reserves are £16.7m; it is expected that up to £4m will be required for the 2016/17 overspend and £2.0m to balance the budget for 2017/18. This would leave an estimated balance, for use during 2017/18 and beyond, of circa £10.7m; the final balance available will be updated based on the actual outturn position for 2016/17.

37. The budget proposed is on a sustainable basis, with minimal one-off reserves being used in 2017/18 and on-going savings being identified from 2018/19 onwards.

38. Earmarked reserves have been reviewed and £163k will be released in 2016/17 improving the balance of uncommitted general fund reserves. A summary of earmarked reserves is shown at Appendix I; these include the following sums: -

- a. Service Transformation Fund – the majority of this fund has been allocated to help DMBC achieve savings in a timely and well managed way e.g. Adults, Health & Wellbeing transformation, and fund any shortfall on the programmes. The Chief Financial Officer in consultation with the Mayor

must approve any request for Service Transformation Funding, before any approved funds can be drawdown.

- b. Reserve for future severance costs – this funds all costs associated with staff reductions e.g. redundancy, early retirement and restructuring costs. It is estimated that the balance at the end of March, 2017 will reduce to circa £2m, which will be used in 2017/18 to deliver the savings.

39. A risk assessment of the Council's level of reserves is carried out each financial year, when setting the budget and updating the financial plan. It is then updated regularly during the financial year, as part of the formal financial management reporting process. The risk assessment is based on the following key factors: -

- a. a review of known provisions and contingent liabilities;
- b. the likelihood of overspend for either revenue or capital;
- c. the likelihood of any additional income that would be credited to reserves;
- d. the robustness of the Council's revenue budget proposals;
- e. the adequacy of funding for the Capital Programme; and
- f. any potential significant expenditure items for which explicit funding has not yet been identified

40. This risk assessment of the Council's level of reserves is provided in Appendix K, which estimates the value of the risks at £9.5m leaving £1.2m headroom over the current level of un-committed general fund reserves at £10.7m. The un-committed reserves are not excessive for a Council of our size which spends around £500m a year, and £10.7m would only run the Council for 8 days. Ongoing careful management of the uncommitted General Fund reserve position in 2017/18 is required, to ensure the reserves remain at a reasonable level and to effectively manage these risks and liabilities. Careful consideration should continue to be given before funding any unexpected costs from reserves and where possible un-used funds should be transferred to the uncommitted reserves thereby increasing the balance available. The Council needs to hold sizeable reserves whilst delivering large budget savings in year e.g. Adults transformation savings of over £5m.

41. The Local Government Act 2003 requires the Chief Financial Officer to give assurance on the purpose and adequacy of the reserves of the Authority. The Chief Financial Officer has concluded that the level of the uncommitted General Fund reserve balance is adequate to meet known commitments and contingencies based on the information currently available and included in this report.

Council Tax Capping & Referenda

42. The Localism Act 2011 made significant changes to the Local Government Finance Act 1992 and requires the council to set a Council Tax requirement for 2017/18. This requirement is to help the council to determine if it has set an excessive Council Tax increase that would in turn trigger a local referendum. Authorities are required to seek approval of their electorate in a referendum if any proposed tax increase exceeds the principles set by Parliament. The Government have confirmed the Council Tax Referendum Cap at 5.0% for 2017/18 for all authorities who have decided to implement up to the maximum 3.0% increase ring fenced precept to fund adult social care. The referendum cap would apply on the Band D Tax of the Authority without any adjustments being made for

levying bodies such as the Sheffield City Region Combined Authority Transport Levy. Chapter 4ZA of Part 1 of the Local Government Finance Act 1992 provides for the holding of a referendum where a Local Authority in England sets an excessive increase in its relevant basic amount of Council Tax for a financial year. The change to the use of the actual Band D Tax of the Authority is provided for by Section 41 of the Local Audit and Accountability Act 2014 which came into force on the 30th January 2014 and the Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012 as amended. The Referendums relating to Council tax Increases (Principles) (England) Report 2017/18 sets the referendum limit at 5% for an adult social care authority.

43. The Council is proposing to increase Council Tax by 3.99% for 2017/18, which will deliver less than 8% of the total savings required. This includes 2% for the Government’s Social Care “precept”, rather than the maximum allowable of 3%. The Government Social Care “precept” at 2% will provide £1.89m income in 2017/18 which will only cover approximately 73% of the additional social care inflation costs (£2.59m), including the impact of the National Living Wage. This does not make any contribution to the additional costs from the growth in number of adults accessing the services and increasing needs.

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION

44. A list of options for the 2017/18 savings have been produced and considered over the preceding months. Savings for 2018/19 onwards will be formulated.

45. The budget proposals seek the appropriate balance in meeting the savings whilst still delivering on the key priorities; protecting front-line services where possible in particular adults and children’s social care services.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

46. These are detailed in the table below: -

	Outcomes	Implications
	All people in Doncaster benefit from a thriving and resilient economy. <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster’s vital services</i> 	Council budget therefore impacts on all outcomes
	People live safe, healthy, active and independent lives. <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	People in Doncaster benefit from a high quality built and natural environment. <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	All families thrive. <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster’s vital services</i> 	
	Council services are modern and value for money.	
	Working with our partners we will provide strong leadership and governance.	

RISKS AND ASSUMPTIONS

47. The savings proposals outlined in this report are underpinned by the council's comprehensive risk management strategy which helps to minimise risk. The council's strategic risk register is reviewed and updated on a quarterly basis and each service has formally documented its key risks and the actions taken to mitigate those risks in service plans. The main risks to highlight with regards to these budget proposals are: -
- a. Overspends on service expenditure. In particular, increasing expenditure in Adult Social Care; including managing higher numbers in long-term residential care; supporting people to live at home independently combined with further shift in costs to social care as service users are no longer assessed as having continuing health care needs. Demographics and impact on increasing pressures on services remains a risk. And expenditure pressures on the Children's Trust budget, specifically growth in the number of placements. The Council has identified potential funding for the cost pressures identified through the 2017/18 budget setting process;
 - b. Possible non-delivery or delayed delivery of key projects/savings;
 - c. The Local Government Finance reforms which took effect from 1st April 2013 namely Business Rate Retention and the Localisation of Council Tax Support have meant that local government finances are much more vulnerable when a recession occurs. Whilst a safety net is in place for a significant reduction in Business Rates (7.5% below a baseline figure set each year by central Government), there could be a decrease in Business Rates income below the safety net. There is no similar protection in place for Council Tax income, therefore the income the Council receives could reduce due to the economy.
48. The level of reserves and a full risk assessment is detailed in paragraphs 37 to 42 and Appendices K and L.

LEGAL IMPLICATIONS

49. The Council must set a balanced budget ensuring that resources are sufficient to meet its proposed spending plans. The Chief Financial Officer is required to advise the Council of the adequacy of its reserves and the robustness of estimates used in preparing its spending plans.
50. The Local Government Finance Act 1992 places a duty on Local Authorities to set an amount of Council Tax on or before 10th March, in the financial year preceding that for which it is set. The setting of the tax involves a series of processes and calculations resulting in a separate amount of tax for properties in each of the 8 bands (A to H) in which properties have been valued under the 1992 Act.
51. The Localism Act 2011 introduced a new Chapter into the Local Government Finance Act 1992 which makes provision for council tax referendums to be held if an authority increases its council tax by an amount exceeding principles determined by the Secretary of State.
52. The Council Tax (Demand Notices) (England) (Amendment) Regulations 2016 allow Local Authorities to increase Council Tax by 5% (3% on adult social care

and 2% on all other expenditure) without the need to hold a referendum on the increase.

53. The Council will need to be satisfied that the budget set will ensure the Authority is able to discharge its statutory duties.
54. Under the general principles of public law, the Council must also act fairly when making budgetary changes or changes to services which potentially involve the reduction or removal of a previously enjoyed benefit. Acting fairly includes consulting fairly with those affected, conscientiously taking into account the results of the consultation and, where appropriate, having due regard to equality impact.
55. Some of the proposals outlined within the budget will impact upon service users and other individuals, particularly those with protected characteristics within the meaning of the Equality Act 2010. In appropriate cases, the budget may only be implemented by further decision making by either Cabinet or other duly authorised decision taker. That decision will need to be taken in full consideration of the Council's duties under the Equalities Act 2010 after full consideration of an appropriate due regard statement.

FINANCIAL IMPLICATIONS

56. These are contained within the body of the report.

HUMAN RESOURCES IMPLICATIONS

57. The implications of some of the proposals contained within the 2017/18 budget are that a number of post reductions will be required to deliver the required efficiencies and a balanced budget. Where post reductions are proposed timely and meaningful consultation must take place with affected staff and trade unions, with appropriate formal notifications. While every effort is made to manage post reductions through vacancies, volunteers and redeployment into alternative roles, as the organisation shrinks there is an increasing likelihood of the need to make compulsory redundancies. As well as applying any nationally agreed pay awards, the council adopted the living wage, based on the rates set by the Living Wage Foundation (LWF), with effect from April 2014 and committed to increasing the rate each April following the LWFs announcement each November of the annual percentage increase. The council has also committed, as part of the collective agreement on a Modern Productive Workforce, to make no further changes to core staff terms and conditions in the five years from 1 April 2016.

TECHNOLOGY IMPLICATIONS

58. Technology is as ever an evolving key essential enabler to support the delivery of all services and the key strategic budget themes outlined in this report and robust and effective ICT governance arrangements will continue to be needed to ensure the delivery of the key priorities. A four year technology plan (2017-21) aligned with the Council's 4 year Medium Term Financial Forecast has been developed to ensure the resources, expertise and capacity within services is available. This will be monitored and continuously reviewed via the Council's ICT Governance Board.
59. There will also of course remain the on-going maintenance and support of all current technology as well as upgrades, responses to changes in legislation and continuous service changes and transformation. This includes the further

dimension of on-line services which allow customers to self-serve 24/7 and require constant monitoring, support, continuous development and improvement.

60. The Council's technical infrastructure providing desktop, internet and system connectivity, landline and mobile phone services to all buildings will also need to be maintained and changed or developed as required. This includes St Leger Homes, Doncaster Children's Services Trust and many schools. Increased partnership working including integration with health will also mean significant technical developments.
61. Finally, just as significant is ensuring all staff have the required digital skills to successfully embrace all the new and more efficient ways of working required. Therefore, close working between all services and the ICT and Digital Teams will be essential.

EQUALITY IMPLICATIONS

62. The Council must consider and have due regard to the three aims of the general equality duty when developing and implementing the council's Medium Term Financial Forecast. The Council will ensure it makes fair and informed financial decisions, demonstrating its commitment to improving outcomes for the most vulnerable groups of people living in Doncaster. The weight given to the general duty will depend on how that area of work affects discrimination, equality of opportunity and good relations. For example; decisions on social care or community safety are likely to be more relevant and have greater impact on equality than those on waste disposal. The Council uses a simple due regard process to ensure due regard is considered and to support a transparent, effective process that is accountable to users and residents. Amongst others, the "due regard" will be informed by: -
- a. **Establishing the key equality issues across Doncaster (Equality Analysis)** – Our Equality and Inclusion Plan 2014-2017 has been developed alongside our financial planning process and includes a significant analysis of equality information to identify the key equality issues across Doncaster. We have used the equality information to inform our planning and saving prioritisation process. Our budget proposals seek to limit the impact of budget cuts on the most vulnerable;
 - b. **Consultation** – The Mayor's draft budget proposals were launched on 24th November 2016. Further details on the consultation are provided below in paragraphs 64 to 70;
 - c. **Prioritisation and Planning** – Our key strategic budget themes specifically prioritise the needs of the most disadvantaged in our communities.
63. Each saving proposal has been reviewed with regard to our Public Sector Equality Duty (PSED) obligations; this is provided at Appendix M.

CONSULTATION

64. The proposals have been considered by Directors and Executive Board at several meetings between May, 2016 and February, 2017.
65. Overview and Scrutiny Management Committee have been consulted on the Mayor's budget proposals. The following meetings have taken place: -

- a. OSMC Informal Budget Meeting – 12th August, 2016 and 13th December, 2016;
 - b. Overview and Scrutiny Management Committee on the 19th January, 2017, agreed the response to the Mayor’s draft budget proposals. The response will be presented at the Cabinet meeting.
66. A copy of the Mayor’s draft budget proposals has been made available to all members on 24th November, 2016, officers and the public via the Council website. Members have been consulted at meetings between November, 2016 and February, 2017; Labour Group and representatives from other parties.
67. The Council will complete the consultation with Doncaster Chamber of Commerce on behalf of business rate payers on 10th February, 2017.
68. Meetings with the Unions on the budget proposals have taken place monthly from October, 2016 to February, 2017.
69. Specific consultations will also take place on individual budget proposals where required to meet our Public Sector Equality Duty (PSED) obligations, as detailed in Appendix M.
70. This report has significant implications in terms of the following: -

Procurement	X	Crime & Disorder	X
Human Resources	X	Human Rights & Equalities	X
Buildings, Land & Occupiers	X	Environment & Sustainability	X
I.C.T.	X	Capital Programme	X

BACKGROUND PAPERS

71. Council Report – Revenue Budget & Council Tax 2016/17, 1st March, 2016.
Mayor’s Draft Budget Proposals – 24th November, 2016

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Appendices Contents

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Explanation of Budget Gap 2017/18 to 2020/21

	17/18 £'m	18/19 £'m	19/20 £'m	20/21 £'m	17/18 to 20/21 £'m
Baseline Income:					
<ul style="list-style-type: none"> 2% inflation increase in Retained Business Rates of £1.0m/£1.0m/£1.0m/£1.0m Increase in Top Up Grant per 4 Year Offer of £1.0m/£1.2m/£1.4m and £0.7m for 2020/21 which is outside the offer period Revenue Support Grant reductions per 4-year offer of £11.9m/£8.0m/£8.1m and £8.1m for 2020/21 which is outside the offer period 	-9.9	-5.8	-5.7	-6.4	-27.8
Specific Grant Reduction:					
<ul style="list-style-type: none"> Education Services Grant of £1.7m in 2017/18 Housing Benefit & Localisation of Council Tax (On-Going) Administration Subsidy of £0.1m/£0.3m/£0.2m/£0.1m 	-1.9	-1.4	-0.8	-1.3	-5.4
Specific Grant Increase:					
<ul style="list-style-type: none"> Increase in Improved Better Care Fund per February 2016 indicative figures £1.3m/£5.8m/£5.0m and £2.0m for 2020/21 which is outside Spending Review period Additional Funding from Extended Rights to Free Transport Grant of £0.1m in each year 	1.4	5.8	5.0	2.0	14.2
Staffing Budget Pressure:					
<ul style="list-style-type: none"> Pay Inflation (1%) – £0.71m/£0.80m/£0.96m/£1.04m for each year (1%) Increments £1.35m/£0.22m/£1.19m/£0.22m for each year Employers Pension – Funding for Deficit Payment (£0.92m)/£0.23m/£0.24m /£0.3m Employers Pension – Future Service Contribution Rate phased increase to 15.5% in 2019/20 £0.92/£0.78m/£0.19m Auto Enrolment from 01.10.17 £0.2m in 2017/18 & £0.2m in 2018/19 Living Wage Foundation Living Wage pressure £0.15m in 2017/18, £0.568m in 2018/19, £0.808m in 2019/20 and £0.806m in 2020/21. 	-2.4	-2.8	-3.4	-2.4	-11.0
Prices Changes:					
<ul style="list-style-type: none"> Adult Social Care Contracts (National Living Wage and price inflation) = £1.9m/£2.6m/£4.2m/£4.6m Other inflation £3.4m/£2.9m/£0.9m/£0.4m 	-5.3	-5.5	-5.1	-5.0	-20.9
Service Budget Pressures:					
<ul style="list-style-type: none"> Full details are shown in Appendix C 	-5.3	-3.3	-3.9	-3.0	-15.5
Levying Bodies	-0.1	-0.1	-0.1	-0.1	-0.4
Total Funding Gap	-23.5	-13.1	-14.0	-16.2	-66.8

Budget Proposals 2017/18 - Detail

Total

-21.516

92

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m	2017/18 FTE
2016/17 Saving Approved	AH&Wb	Reducing the number of Independent Residential Placements (2016/17 saving)	The key elements of the wider projects, within the transformation programme, include the need for a comprehensive universal offer, an improved falls pathway, primary care strategy, a new intermediate care offer and the use of self-assessment and other support to enable earlier interventions to help people remain at home - living safely and with an improved quality of life. As a consequence of these measures there will be a reduction in the total cost of admissions to long term residential care. This will be apparent in a reducing number of people in care (the rate of admissions into the beds and the changing numbers of those already in care). A net figure of two less people in residential care per week throughout 16/17 will achieve a £0.8m reduction in 16/17 (gross reduction £1.12m), reducing the clients to 1410 by 31st March 2017. The full year effect of these changes in 2017/18 will achieve a further £0.8m reduction.	-0.800	0
Saving	AH&Wb	Adults, Health & Wellbeing Staff savings	Staffing savings delivered through VR/VER during 2016/17 to generate on-going savings in future years.	-0.566	17
Saving	AH&Wb	Customer Journey	Managing the customer journey effectively by putting resources nearer to communities and ensuring individuals get the right support, in the right place at the right time. This would be delivered through a workforce model that supports the end to end pathway for our residents starting with early intervention and driving enablement at every step.	-0.469	13
Saving	AH&Wb	Day Opportunities	Day opportunity users will be encouraged to take a Direct Payment to pay for a wider range of day opportunities better tailored to their individual needs. If service users choose to take up these opportunities, the subsequent impact is likely to reduce the cost of the Council's own service as well as the transport subsidy of £0.267m. The market will be encouraged to provide a range of individualised day opportunities and to develop innovative models of support.	-0.253	5
Saving	AH&Wb	Home Care	There will be a lead provider per locality and services commissioned on an outcomes basis. Overall we expect to see the number of people with packages of care to be maintained against a rise in population, with average package size reducing overall. This will be achieved through:- New entrants to home care will decline overall – This will see a decline in the proportion of service users on low to medium sized packages of home care New entrants to home care with a higher level of need will increase due to supporting people in their own homes for longer instead of going into residential care – This will see an increase in the proportion of service users on higher sized packages of home care In addition those people receiving high packages will step down to medium and medium to low through an asset based approach to assessment, care management, use of technology and brokerage – therefore the average package size overall will be expected to decrease. Providers will be expected to provide assistive technology to support their care offer and also to make this available to self-funders.	-0.724	0

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m	2017/18 FTE
Saving	AH&Wb	Leisure Trust	Reduce public health grant contribution to Leisure Trust. The Leisure Trust will achieve the reduction through general efficiencies, which have been assisted through the provision of additional capital funding in 2017/18.	-0.250	0
Saving	AH&Wb	Libraries	The Council will explore further opportunities for commercialisation and income generation across the libraries and heritage services including alternative service delivery models and efficiencies.	-0.100	3
Saving	AH&Wb	Residential Care - Older People	Placements into Residential Care are expected to continue to decline but with an increased complexity in the needs of those entering care. The Council will re-frame the definition of 'standard' and 'complex' care such that it will aim to bring a greater proportion of those service users who have been placed out of the borough back into placements in Doncaster. Providers will be required to look at the use of technology to support their care offer. The Council will seek to disinvest in provision that is seen to be lower quality in order to reduce the overall amount of this type of bedded care.	-1.418	0
Saving	AH&Wb	Residential Care - Working Age	A significant number of people who are currently placed in LD or YPD Residential Care will be encouraged to move into other provision, such as Supported Living (SL), and there will be very low numbers of new entrants to residential care each year.	-0.900	0
2016/17 Saving Approved	Council-Wide	Commercialisation and Marketing Income	Many local authorities are increasingly looking to trade their best services more widely in order to maximise opportunities for income generation.	-0.100	0
Saving	Council-Wide	Apprenticeship Levy	Apprenticeship schools levy - estimated income from charging schools for the levy.	-0.300	0
Saving	Council-Wide	Business Rates Income	Business rates growth excluding SCR/DEVO - 2% per annum increase in multiplier already included in the 1st March 2016 Council approved MTFF (see paragraph 15). Additional £1.9m growth was initially identified for 2017/18 based on known and expected developments, e.g. new build at the Iport, several new supermarkets across the borough and new developments at Quora Retail Park Thorne, Waterdale and Young Street. This has been reduced by £0.9m to take into account the estimated changes in reliefs, top-up grants and DMBC properties following revaluation and the release of the draft 2017 list. Includes £0.7m for the release of the Business Rates contingency budget.	-1.367	0
Saving	Council-Wide	Consultants & Agency	Agreement to reduce spend on Consultants and Agency.	-0.100	0
Saving	Council-Wide	Council Tax 1.99% Increase	Council Tax increase of 1.99%.	-1.880	0
Saving	Council-Wide	Council Tax Base Growth	Council Tax base growth - estimated based on additional 750 properties per annum.	-0.859	0
Saving	Council-Wide	Council Tax Collection Fund	Collection Rate - decrease assumed loss on collection from 3% to 2%. Collection Fund surplus - change in distribution of accumulated surplus in the Collection Fund from £2.8m in 2016/17 to £2.5m in 2017/18.	-0.666	0

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m	2017/18 FTE
Saving	Council-Wide	Council-wide - Reduce Senior Management	The saving will be achieved by reducing the number of Senior Management posts across the Council.	-0.100	2
Saving	Council-Wide	Fees & Charges	General fees and charges increases in line with the strategy for 2017/18, which is detailed in the report.	-0.243	0
Saving	Council-Wide	Government's 2% Social Care "precept"	Estimate for the Government's 2% Social Care "precept".	-1.889	0
Saving	Council-Wide	Local Council Tax Support Scheme (LCTS)	LCTS change (based on outturn).	-0.581	0
Saving	Council-Wide	Metropolitan Debt Levy	South Yorkshire County Council was abolished in 1986 and its 4 metropolitan boroughs (Doncaster, Barnsley, Rotherham and Sheffield) became unitary authorities. The SYCC debt was allocated out to the 4 Councils and, as at November 2016, Doncaster's share of the debt was £8.3m (total estimated debt as at 31/03/17 is £86.7m). The debt is forecast to reduce by approx. £1.8m per year. The interest payment is expected to fall faster than Principal repayment in 2017/18.	-0.067	0
Saving	Council-Wide	Pension	A reduction in pensions paid to former employees.	-0.100	
Saving	Council-Wide	Procurement	Procurement savings target (Regeneration & Environment/Finance & Corporate Services & Education).	-0.250	0
Saving	Council-Wide	Treasury Management	Savings are expected on Treasury Management budgets due to lower borrowing required and therefore less interest costs. There is lower borrowing due to the continued use of under-borrowing currently £73m. And, lower interest rates for new borrowing/refinancing loans. Although this is offset by reduced interest income from investments.	-2.230	0
Saving	F&CS	Corporate Services	Savings target for reducing Corporate Services in line with the overall Council reduction and improved efficiency.	-0.100	3
Saving	F&CS	Professional Business Support (PBS)	PBS senior management/passing back to management (this is above any current savings)	-0.100	3

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m	2017/18 FTE
Saving	LOCYP	Education Services Grant	<p>The total Education Services Grant reduction is currently estimated at £1.760m. Based a review of the services ESG funds we have split the reduction target between LOCYP and associated Corporate Services which support School Improvement and Education Welfare.</p> <p>A) £0.551m School Improvement - restructure being progressed/transfer of functions to PIL/ VR&VER's already agreed.</p> <p>B) £0.035m Education Data post VER agreed.</p> <p>C) £0.281m Education Welfare - Service area is to be reviewed and detailed savings are still to be identified (anticipated through fast-tracked element of phase 2 LOCYP restructure).</p> <p>D) £0.493m LOCYP (other education services) - this target is effectively the net balance of the total savings required less those already identified in A to C. These savings are still to be identified (anticipated through phase 2 LOCYP restructure).</p> <p>E) 0.400m Corporate Recharges - Support services and Building Recharges.</p>	-1.760	20
Saving	LOCYP	LO-CYP: Management Restructure	LOCYP staffing budget is £5.24m for the review. The management restructure has been progressed and populated by end December 2016, which will deliver the savings.	-0.850	18
2016/17 Saving Approved	R&E	Assets	To reduce the running costs of and increase income from the councils asset portfolio. This will be achieved through a reduction in the number of assets, either through disposal or lease; reducing the running costs of the retained buildings through a review of contracts; reducing staff related to buildings and through increased income from leasing assets/ space. The council is also working very closely with partners across the public sector to share space where possible and increase utilisation of operational buildings. The profile of savings has been reviewed.	-0.289	2
2016/17 Saving Approved	R&E	Parking - bus lane enforcement	Parking - Introduce bus lane enforcement using CCTV cameras.	-0.030	0
Saving	R&E	Highways and Streetscene	<p>The Highways Operations and Streetscene saving of £500k for 2017/18 will be achieved by,</p> <p>* Highways Operations - £145k - Smartlight Phase 2 delivers £30k and Street Lighting (through reduction in spend on materials, equipment and testing) saves £115k</p> <p>* Street Scene - £355k</p> <p>(a) Route Optimisation £51k</p> <p>(b) Service Transformation - 7 day working £71k</p> <p>(c) Sponsorship and Advertising - Bedding plants £15k</p> <p>(d) Reduction in operating Costs inc Contract Hire, Traffic mgt and employee allowances £49k</p> <p>(e) Service Devolution - Partnership Working £64k</p> <p>(f) Increased use of Volunteers £15k</p> <p>(g) Service Commercialisation - Maximise Trading income £65k</p> <p>(h) Woodland Improvement Project £25k</p>	-0.500	4

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m	2017/18 FTE
Saving	R&E	Highways and Streetscene	The Highways general fund 2017/18 saving of £500k will be achieved by the following, (a) - Asset Maint - £65k - Reduction in various asset maint areas including Drainage Repairs, Condition Surveys, Carriageway reactive maintenance. (b) Safer Roads - £80k - Reduction in road safety works £30k, Educational Materials £20k and an increase in fee income £30k. (c) Network Management - £61k - Fully resourced inspection team £41k and increase in network management fee £20k. (d) Highways Operations £40k - Increase in Trading income £30k and Increased Mechanisation £10k. (e) Staffing reduction £25k (f) There will also be a transfer from the Capital Local Transport Plan (LTP) of £229k to ensure the full saving is achieved.	-0.500	1
Saving	R&E	Housing Management	Savings will be delivered by Housing management.	-0.100	1
Saving	R&E	Planning and Building Control	£100k intended to be met from planning application income and/or service review. Planning income can be volatile, the service review savings may be delivered first depending on how income arises.	-0.100	0
Saving	R&E	Regulation & Enforcement	The £100k saving for 2017/18 will be achieved through various different elements as follows, (a) Commercialisation - e.g. selling expertise to developers, other Local Authorities £35k (b) Reduction in Standby Allowance £12.5k and Staff Overtime £12.5k by removing some of the duplication of duties and having multiple staff 'on call'. (c) Cost Recovery - Generate more income within services £25k. (d) Service efficiencies - including out of hours and full service review £15k, the full saving will be achieved in 18/19.	-0.100	0
Saving	R&E	South Yorkshire Passenger Transport Executive (SYPTTE)	SYPTTE savings, a £675k saving equates to 5% reduction in our levy payment which would mean a total levy reduction of £3.02m. This will mainly be delivered from demand-led reductions (concessionary fares for adults), falling debt costs and operational efficiencies.	-0.675	0
Saving	R&E	Waste Contract	Various changes to be implemented alongside the new waste collection contract which starts in October 2017. 17/18 saving to be achieved by:- (a) Introduction of a charge to residents for replacement bins - Total saving will be £220k, £110k in 17/18. (b) Non infectious clinical waste to now be collected with domestic collection rather than separate collection which makes a total saving on both collection and disposal costs of £75k, £37.5k in 17/18. (c) Fridges/Freezers no longer to be collected for free, residents to pay for collection now generating a total saving of £35k, £17.5k in 2017/18. (d) Removal of the free collection of asbestos saves £15k, £7.5k to be achieved in 17/18. (e) Aside from the changes in the collection contract the fees are also to be increased for Bulky collection to £30 (£15 for those on benefits) resulting in saving in 17/18 of £27.5k.	-0.200	0

Budget Proposals 2017/18 - Detail**Total****5.255**

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m
Pressure	AH&Wb	Demographics	The Council is facing pressures on its services as a result of an ageing population and a greater demand from working age adults. Based on local population forecast data it is estimated that this increased demand with cost circa. £0.4m per annum.	0.446
Pressure	AH&Wb	Digital Council	The original Digital Council savings have now been incorporated elsewhere in the AHWb savings, so this is required to remove double counting.	0.716
Pressure	AH&Wb	Direct Payments	Direct Payments (DP) will increase through better promotion and better management of the process. Expectations and benefits of individual budgets will be discussed with service users early in the customer journey with the aim to encourage users to shift from directly provided care into DPs in a number of areas, for example in day services and Supported Living. Along-side DP's a range of other delivery mechanisms for personal budgets will be developed/promoted (such as per-paid cards and Independent Living Funds (ILFs).	0.220
Pressure	AH&Wb	Supported Living	The Council will work with the market to develop an increase provision in this category to support a shift out of residential care. At the same time some existing service users will be encouraged to move to individual budgets (DP, ILF or other option) to support choice and control. Overall there will be an increased cost of this service as a result of higher numbers of users but this will be partially offset as unit costs per head are expected to reduce through better commissioning. The Council will move from the current large block contracts to commissioning and payment on the basis of outcome. The Council will also examine alternative ways of delivering the current In house provision.	0.104
Pressure	AH&Wb	Technology	The Council will need to enhance it's ongoing investment in Business intelligence and predictive Analytics Technology to facilitate delivery of the Transformation Programme.	0.100
Pressure	AH&Wb	Transitions	The Council estimates that the cost of clients transitioning from LOCYP to Adults Services is £0.3m per annum.	0.265
Pressure	Council-Wide	Additional Leave	Additional leave pressure due to additional hours/overtime paid.	0.250
Pressure	Council-Wide	Apprenticeship Levy	Apprenticeship levy - this is the estimated full cost of the levy to the Council (including the schools cost).	0.750
Pressure	Council-Wide	Other Service Pressures	Additional £0.6m, along with the other service pressures (except Adults, Health & Wellbeing) identified this provides £2m in total for 2017/18. This will be required for additional pressures in 2017/18.	0.600
Pressure	F&CS/R&E	Education Services Grant	The total Education Services Grant reduction is currently estimated at £1.742m. The target for Corporate Services is £0.4m, however it is unlikely that respective savings can be identified and costs reduced accordingly.	0.120

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m
Pressure	LOCYP	Additional Aiming High / Short Breaks	Aiming High/Short Break placements - there has been an increase in children with care packages to support. April 2015 = 166 children with an open care package. April 2016 = 197 (increase of 31) End of Q3 16/17 = 237 (increase of 40 in 9 months) (Note - growth/costs mostly relate to sessional support rather than direct payments). Assuming net growth of 4 per month for the rest of this financial year, 31 st March 2017 forecast to have 249 (increase of 52 compared to April 2016) and will need c. £375k in 17/18 (based on £5k/yr per care package). Both activity and price of packages need to be addressed/reviewed, which would help bring down costs. Therefore aim to half pressure by £200k for 2017/18.	0.200
Pressure	LOCYP	Additional CWD Placements	The Children with Disability (CWD) Out of Authority (outside the borough) residential budget is for 4.8 places @ £179k. The projection for 17/18 is for 7.4 places and the average cost has increased. The plan to transfer some children to fostering is unlikely to be delivered in short-term. £75k can be released from in-house and independent CWD fostering, which leaves funding for c. 17 CWD fostering places and a small level of growth. However, going forward we need to review continuing healthcare contributions and the cost of care placements (market competition), so aim to reduce pressure to £250k and then clear by 2018/19.	0.250
Pressure	LOCYP	Consequence of judicial review - School Absence Income	School Absence Income - following the national judicial review this income is forecast to reduce to £75k.	0.075
Pressure	R&E	Accredited Learning	The historic income budget is higher than the current level of grant being offered by the Skills Funding Agency (SFA). Grant is based on outputs not cost of delivery, if the latter is reduced this would affect the current level of outputs and lead to a further decrease in grant.	0.055
Pressure	R&E	Bentley Training Centre	Reduce the income forecast in line with actual values.	0.090
Pressure	R&E	Car Parking FPNs	This is to reduce the income forecast for Car Park Fixed Penalty Notices in line with actual values.	0.213
Pressure	R&E	Construction Services	Income targets not being achieved this is mainly in respect of income generated from recharges to capital within Design services.	0.298
Pressure	R&E	HoS Skills & Enterprise	Shortfall in budget which has been met from one-off savings in 2016/17.	0.025
Pressure	R&E	Markets	Mainly due to income targets not being achieved.	0.218

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m
Pressure	R&E	Mexborough Car Park income	This is to remove the income budget for car parking charges that haven't been introduced.	0.160
Pressure	R&E	Passenger Transport	Pressure due to an increase in requests for the provision of home to school transport.	0.100

Budget Proposals 2017/18 - Detail**Total****-1.291**

Proposal	Directorate	Service/Saving Proposal	Narrative (2017/18)	2017/18 £'m
Grant Exit Strategy	AH&Wb	Independent Living Fund	Independent Living Fund - expenditure will be reduced to meet the funding reduction.	-0.025
Grant Exit Strategy	AH&Wb	Public Health Grant	Public Health Grant - details on the grant reduction are included in Appendix A. These savings will be achieved through a combination of use of one-off earmarked reserves and reduction in contracts in particular the substance mis-use contract.	-0.618
Grant Exit Strategy	Children's Trust	Youth Justice Board	Youth Justice Board - actual grant reduction to be announced. Expenditure will be reduced to meet the funding reduction..	-0.050
Grant Exit Strategy	Council-Wide	Dedicated Schools Grant	Increased academisation will eventually result in a loss of DSG for Free School Meals service (current DSG value is £79k), Museum School service (£102k) and EMTAS (£310k). National Funding Formula consultation states all de-delegated budgets will be removed by 2019/20. However, transfer of functions to traded service is an option - so may not result in a pressure.	-0.100
Grant Exit Strategy	LOCYP	DWP - Access to Work	Department for Work and Pensions (DWP) - Access to Work - the grant was specific to the post holder in Standards & Effectiveness Service, who has retired. The post is part of the LOCYP management restructure and cessation of this grant funding has been taken into account and addressed.	-0.016
Grant Exit Strategy	R&E	Ambition SCR	Ambition Sheffield City Region (SCR) - funding is due to end in July 2017. Alternative funding is being sought to meet this grant reduction.	-0.358
Grant Exit Strategy	R&E	Skills Funding Agency	Skills Funding Agency - Skills Made Easy (City Deal) - funding is due to end in July 2016. Alternative funding is being sought to meet this grant reduction (2016/17 pressure being met from one-off funding).	-0.115
Grant Exit Strategy	R&E	DfT Bikeability Grant	A reduction in grant will be managed by a reduction in expenditure	-0.009

Council Tax Comparators (Metropolitan Districts & Unitary Authorities Band D Council Tax)

	2016/17 Band D Council Tax £		2016/17 Band D Council Tax £		2016/17 Band D Council Tax £
1 Windsor & Maidenhead	925.09	33 Poole	1,257.84	65 Central Bedfordshire	1,360.01
2 Trafford	1,127.33	34 St Helens	1,261.76	66 Sheffield	1,360.48
3 Bracknell Forest	1,137.60	35 Cheshire East	1,261.95	67 South Tyneside	1,368.72
4 Thurrock	1,169.46	36 East Riding	1,264.14	68 Sefton	1,370.17
5 Dudley	1,170.24	37 Wiltshire	1,271.20	69 Salford	1,376.05
6 Peterborough	1,173.04	38 Thameside	1,281.83	70 Rochdale	1,380.25
7 Stoke-on-Trent	1,183.46	39 Luton	1,292.49	71 North Tyneside	1,381.14
8 Telford & Wrekin	1,184.21	40 Bournemouth	1,293.30	72 Durham	1,387.67
9 Doncaster	1,190.32	41 South Gloucestershire	1,295.00	73 Stockton-on-Tees	1,389.77
10 Swindon	1,191.82	42 Barnsley	1,295.25	74 Brighton & Hove	1,392.34
11 Bradford	1,198.08	43 Wokingham	1,295.31	75 Isle of Wight	1,395.17
12 York	1,200.51	44 Knowsley	1,295.80	76 Redcar & Cleveland	1,403.64
13 Birmingham	1,204.65	45 Calderdale	1,300.85	77 Reading	1,419.59
14 Southend-on-Sea	1,205.82	46 North Lincolnshire	1,309.70	78 Wolverhampton	1,424.29
15 Milton Keynes	1,206.05	47 Torbay	1,311.49	79 Coventry	1,429.37
16 Wakefield	1,207.77	48 Darlington	1,313.75	80 Middlesbrough	1,435.10
17 Kingston-upon-Hull	1,207.90	49 West Berkshire	1,313.85	81 Newcastle City	1,435.35
18 North Somerset	1,208.40	50 Kirklees	1,317.20	82 Liverpool	1,439.77
19 Solihull	1,208.81	51 Blackburn with Darwen	1,317.40	83 Oldham	1,444.48
20 Shropshire	1,211.19	52 Bolton	1,321.24	84 Stockport	1,449.44
21 Leeds	1,215.54	53 Herefordshire	1,324.83	85 Hartlepool	1,474.03
22 Wigan	1,215.98	54 Cheshire West & Chester	1,326.11	86 Bristol	1,475.06
23 Slough	1,217.21	55 Rotherham	1,328.20	87 Northumberland	1,484.59
24 Portsmouth	1,218.33	56 Wirral	1,329.26	88 Rutland	1,487.59
25 Manchester	1,219.04	57 Southampton	1,339.82	89 Walsall	1,495.71
26 Sandwell	1,222.64	58 Cornwall	1,345.29	90 Nottingham	1,517.32
27 Sunderland	1,233.28	59 Plymouth	1,346.99	91 Gateshead	1,530.03
28 Medway	1,234.89	60 North East Lincolnshire	1,348.14		
29 Derby	1,236.47	61 Bedford	1,353.42		
30 Bath & NE Somerset	1,240.90	62 Leicester	1,354.01		
31 Halton	1,250.97	63 Bury	1,355.21		
32 Warrington	1,253.48	64 Blackpool	1,358.05		

Grants to 3rd Sector Organisations

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Directorate	Grant Recipient	Service Provided/Update	2016/17 Budget	2017/18 Budget	Note
A,H&WB	Citizens Advice Bureau (Mexborough/ North East)	The two CAB's provide advice services facing a range of issues such as debt, homelessness prevention, immigration, employment, benefit and consumer issues. They also act as a referral and sign-posting organisation to more specialist advice across a range of public sector services and other voluntary organisations. They also raise other funding streams to benefit the residents of Doncaster. (Savings of £130k have been made in 2010/11 and a further £32k in 2015/16. There is a £40,380 recharge to the HRA for Corporate & Democratic Core services)	152,150	152,150	The budget for 2015/16 onwards contained a £32k CAB grant reduction. The £32k reduction to the DMBC budget was implemented in full in 2015/16, but the CAB's received the following phased payments over 3 years as a transition arrangement: Year 1 2015/16 £32k one-off funding from council reserves, no effect for CAB's as grant payment will remain the same. Year 2 2016/17 £16k one-off funding from council reserves, CAB's will have a £16k grant payment reduction. Year 3 2017/18 No one-off funding from reserves, the full £32k grant payment reduction will be passed onto the CAB's. 2017/18 payment will be £152,150.
LO-CYP	Doncaster Community Arts (DARTS) / The Art House and Secondary Schools Arts Education (funded from the DSG)	Through active participation in a huge range of different art forms, Darts enables people of all ages and abilities from different backgrounds to build their confidence and skills to play a crucial role in the cultural, economic and social regeneration of their communities. To also, provide drama, art, music etc. to the PRUs mainly but also other schools.	18,000	TBC	This grant to DARTS will cease 31st March 2017, as funding will not be available from the DfE for 2017/18. DARTS are currently working on a one-off funding proposal to take to School Forum in February 17, which they are still finalising the cost. Should School Forum approve this funding, grant will be subject to Cabinet Approval under FPR's.
LO-CYP	Partners in Learning (funded from the DSG)	The transfer of services to Partners in Learning for the academic year 2016/17, set out in the 19th July 2016 Cabinet report "Deployment of School Improvement Functions to Partners in Learning Teaching School Alliance 2016/17", enabled the continued delivery of a cohesive and robust delivery of school improvement in line with DfE's requirement for cessation of the LA's duty by September 2017.	341,600	309,624	The Standards and Effectiveness Partner (StEP) function was transferred, along with funding for the 2016/17 academic year. The budget for 2017/18 is a 1 year continuation of this function, with funding provided through School Forum (Dedicated Schools Grant) agreement on 7th December 2016, which is needed to ensure the effective transfer of the function.
LO-CYP	Partners in Learning (funded from the DSG)	Partners in Learning is an inclusive teaching school alliance working with schools from all phases. Their vision is to create a sustainable, inclusive and productive partnership utilising the expertise from across the alliance which will lead to the improvement of teaching and learning and improved outcomes for pupils across all schools within the Teaching School Alliance.	0	124,000	This grant will fund the core membership of all Doncaster schools for the 2017/18 academic year with funding provided through Dedicated Schools Grant as agreed at School Forum on 7th December 2016. This funding is intended to create a completely inclusive model for Doncaster, where all schools have the opportunity to benefit equally from the Teaching School offer and support the

Grants to 3rd Sector Organisations

Directorate	Grant Recipient	Service Provided/Update	2016/17 Budget	2017/18 Budget	Note
LO-CYP	Partners in Learning	Grant funding of £530k to the Teaching School Alliance (Partners in Learning) for 2016/17 was agreed in the 5th July 2016 Cabinet report "Learning, Opportunity & Skills - Transformation". This funding was provided to underpin the transformation of education services while supporting a range of projects that would improve outcomes through a school led system and local partnerships. The projects supported included £125k for Primary Succession planning.	125,000	125,000	It is intended that the primary succession planning funding will be required for 1 further year. This is dependent upon further discussion with Partners in Learning on the usage of the 2016/17 grant, however any grant for 2017/18 is not expected to exceed the amount provided in 2016/17. This would be funded from the LOCYP Service Transformation Plan or Education Services Grant Transition Grant for 2017/18.
LO-CYP	Strategic Youth Alliance	The Strategic Youth Alliance (SYA) is a new, non-profit venture, consisting of a range of partners actively engaged in the youth agenda to act as a capacity building and innovation body for people and organisations who create positive activities and personal development opportunities for young people in Doncaster. The funding will be used to support local youth provision through capacity building, the provision of seed funding and the development of a diverse program for young people ranging from social engagement to social enterprise.	250,000	150,000	Grant funding of £475k to be paid over 3 years was agreed in the 18th October 2016 Cabinet report "Strategic Youth Alliance". The grant payments are £250k in 2016/17, and will be £150k in 2017/18 and £75k in 2018/19.
A,H&WB	Doncaster Community Arts (DARTS)	Through active participation in a huge range of different art forms, Darts enables people of all ages and abilities from different backgrounds to build their confidence and skills to play a crucial role in the cultural, economic and social regeneration of their communities.	43,500	43,500	No change proposed for 2017/18.
A,H&WB	Doncaster Victim Support	Doncaster Victim Support will provide victims or witnesses of crime with support and information to deal with the harmful effects of their experiences within 48 hours of receiving a referral. The grant pays for a contribution to rent of the premises, utilities, postage, stationery, cleaning, volunteer expenses and recruitment, staff recruitment and locum cover. Trained volunteers work as restorative justice workers under the supervision of the Restorative Justice co-ordinator to deal with low level crime and neighbour disputes.	20,010	20,010	No change proposed for 2017/18. Grant will be reviewed for 2018/19.

Grants to 3rd Sector Organisations

Directorate	Grant Recipient	Service Provided/Update	2016/17 Budget	2017/18 Budget	Note
A,H&WB	Doncaster Rape and Sexual abuse Counselling Centre (DRASAC)	DRASAC receive this grant as a contribution towards their provision of specialist counselling service for victims of sexual abuse. This includes children from the age of 5 yrs. This is a historic voluntary sector grant which has been reduced over recent years– services for sexual abuse have never been commissioned by Doncaster Council.	27,520	27,520	No change proposed for 2017/18. Grant will be reviewed for 2018/19.
A,H&WB	Doncaster Rape and Sexual abuse Counselling Centre (DRASAC)	DRASAC receive this grant as a contribution towards their two Independent Sexual Violence Advocates. (ISVA).	65,000	65,000	To be funded from a specific earmarked reserve in 2017/18. Grant will be reviewed for 2018/19.
A,H&WB	Borough Wide Day Centres Age UK	Commissioning of a mobile day care service that delivers a wide range of day care opportunities to the people of Doncaster. Funded from Better Care Fund (BCF).	125,000	125,000	No change proposed for 2017/18.
A,H&WB	Changing Lives	Support Service for women with mental health problems at Women's Centre	105,408	105,408	No change proposed for 2017/18, contract to be put in place for 2018/19.
A,H&WB	MIND	Services for people with a mental health problems.	175,830	175,830	No change proposed for 2017/18, contract to be put in place for 2018/19.
R&E	Doncaster Skills Academy (Doncaster Chamber)	The grant will provide the match funding for the Edge Foundation Grant, which will support continued growth of 'bridging the gap' activities for years 10-13 in every Secondary school (targeting 18,000 learners). The investment will facilitate engagement with businesses, support the development of resources and toolkits and promote the new opportunities that are being created for young people in Doncaster. The grant will only be provided if the Edge Foundation Grant is successful and a funding agreement would be put in place with clear monitoring on outcomes.	0	75,000	The figure for 2017/18 is indicative; the actual grant of £150k will be spread over 2017/18 and 2018/19. The grant will be funded from £22k specific earmarked reserve and the remainder from general reserves.
Total Grants to 3rd Sector			1,449,018	1,498,042	

Fees & Charges Summary 2017/18

Directorate	Service	Comment on Proposed Fees and Charges for 2017/18	Main Fee (including VAT)	2016/17 Budget £	2017/18 Proposed Average Increase %	2017/18 Proposed Budget increase £
Adults, Health & Wellbeing	Museums	There is limited scope to increase. Income is not achieved at Chequer Road. Room hire charges have been revised in attempt to achieve existing targets.	Cusworth Hall admission - remains free	53,290	0.0%	0
Adults, Health & Wellbeing	Allotments	Direct Managed Sites - no increase is being applied in 17/18. Self managed sites - The self managed allotments site are currently charged at various different rents as previous fees & charges increases were not implemented. Councillors are currently being consulted about the best way forward to standardise the charges, but the current proposal is that these rents will be rationalised in the future. As a result the rents in 2017/18 will not increase.	Direct managed sites £9.94 per 100m ² per annum (£7.46 for senior citizens). No increase.	35,190	0.0%	0
Adults, Health & Wellbeing	Libraries	Fees held at 2016/17 levels in most cases as activity would decrease if fees increased therefore reducing income generated. Fees have been increased/rounded where possible.	Various	74,740	1.4%	1,080
Regeneration & Environment	Bereavement - Burial	Fees generally increased by 2.2% and then rounded which has given an average fee increase of 3.0%. Core child related services are free of charge.	Use of chapel increased from £90 to £100	924,040	3.0%	26,700
Regeneration & Environment	Bereavement - Cremation	Fees generally increased by 2.2% and then rounded which, along with a few bespoke increases, has given an average fee increase of 3.5% Adult Full Service and Committal Service charges have been increased by 2.2% Core child related services are free of charge.	Adult Full Service Charge (inc Medical ref fee) increased from £700 to £715 Adult Committal Service Charge (inc Medical ref fee) increased from £665 to £680	1,900,180	3.5%	40,570

Directorate	Service	Comment on Proposed Fees and Charges for 2017/18	Main Fee (including VAT)	2016/17 Budget £	2017/18 Proposed Average Increase %	2017/18 Proposed Budget increase £
Regeneration & Environment	Bereavement - Memorial Items	Fees generally increased by 2.2% and then rounded which, along with a few bespoke increases, has given an average fee increase of 5.3% Core child related services are free of charge.	Metal vases for cemetery/crematorium plots increase from £15 to £16.		5.3%	11,340
Regeneration & Environment	Bereavement - Mausoleums	New charges from July 2016 increased by 5.0% and rounded; however, uptake is uncertain so no increase to budget.		30,000	5.0%	0
Regeneration & Environment	Building Control	Trading element not increased (requirement to cover costs; no profit), Increases are from non-trading element and assumed no impact on the level of activity. Further review being undertaken as part of NS16	Main schedule remains the same, no increase. The non fee activity has increased by an average of 3%.	571,120	0.9%	1,280
Regeneration & Environment	Car Parking - Permits	No increase - cost of changes up to the recommended 2.2% likely to outweigh the benefit.	Public Permits 6 day £372. Staff Permits 5 day £360.	293,970	0.0%	0
Regeneration & Environment	Car Parking - Residents Permits	Residents Permit Scheme - charges intended to cover cost of administering scheme. Fees reviewed in 2016/17 as income was not covering the cost of scheme; agreed on a phased increase over the next 3 or 4 years of £5 per annum (to be reviewed each year). Review for 2017/18 proposes no increase as the cost of implementing a small step change in one year outweighs the benefit.	Residents Permit (all schemes) £25 per property per annum. Scratchcards initial issue £25 for 50 per annum then £2.50 per scratch card thereafter (the latter reduced from £5 to make more comparable with standard all day parking charges in main car parks).	108,190	0.0%	0
Regeneration & Environment	Car Parking - Off Street Charges	Includes Colonnades, Markets, Chappell Drive and other Council owned car parks. A 0.1% overall increase is proposed but charges for underused car parks will be frozen or reduced to try and compete with other providers in the town centre and increase business	Charges range from 50p to £7.60 depending on car park and length of stay.	846,630	0.1%	41,150
Regeneration & Environment	Car Parking - On Street Charges	No change proposed. Low value of increase would be outweighed by cost of cash collection and new signage.	Majority at £2.00 per hour	152,000	0.0%	0

Appendix G

Directorate	Service	Comment on Proposed Fees and Charges for 2017/18	Main Fee (including VAT)	2016/17 Budget £	2017/18 Proposed Average Increase %	2017/18 Proposed Budget increase £
Adults, Health & Wellbeing	Cusworth Hall Car Park	No change proposed. Data is being gathered in order to do a full review of parking charges in 2017/18.	£1.00 for 1 hour £1.50 for 2 hours £2.20 for 3 hours £6.00 for all day £10 per coach	44,060	0.0%	0
Regeneration & Environment	Development Management	Planning application fees are set nationally and are not at the discretion of the Council. Although at the start of the Coalition Government there was the suggestion of local fee setting this was shelved and has not been moved forward since. No increase in national fees have been announced for 2017/18. Further review is being undertaken as part of NS16.	Various depending on application type (see detail). The schedule of charges has been revised for 2017/18 and includes amended and new charges eg. Pre-application validation service £25.	1,382,460	0.0%	0
Regeneration & Environment	Environment Public Health	Team dealing with public health nuisances such as excessive noise in the environment. Alarm disconnection fee. Charges are based on cost recovery. Increased by the recommended 2.2% and rounded. Includes re-introduction of Environmental Information Regulations Fee in accordance with the associated regulations.	Alarm disconnection charges increase in range from £200 - £480 to £215 - £511. Environmental Information Regulations Fee £40 per hour.	17,380	2.3%	140
Regeneration & Environment	FLAG - leaflets	For the purchase of a licence to distribute free leaflets and literature within designated areas. Charge is based on a points system to determine charge - linked to number of days, number of leaflets and nature of event. Service has requested that the charges are set at a higher level.	10 to 15 leaflet £400	22,830	15.3%	2,280
Regeneration & Environment	FLAG - Litter fixed penalty notices	Maximum fee set nationally.	Litter Fixed Penalty Notice £80	106,000	0.0%	0
Regeneration & Environment	Safety & Food Education	Food hygiene courses. Charges have been increased by the recommended 2.2% and then rounded resulting in an average increase of 2.6%.	Various. For example - Level 3 Award in Food Safety £284.	34,370	2.6%	2,750

Directorate	Service	Comment on Proposed Fees and Charges for 2017/18	Main Fee (including VAT)	2016/17 Budget £	2017/18 Proposed Average Increase %	2017/18 Proposed Budget increase £
Regeneration & Environment	Food Control	Charges have been increased by the recommended 2.2% and rounded.	Drinking water sampling visit £92 per hour	5,870	2.4%	20
Regeneration & Environment	Port Health Food Control	New Designated Point of Entry inspection charges commencing in September 2016. Fees planned to cover cost of provision, no increase until extent of take up established.		18,000	0.0%	0
Regeneration & Environment	Facilities Management - Other Room Hire	Fees for external room hire in the Civic Office and Holmescarr Centre, both new for 2017/18, though minimal take up anticipated. (Fees for Mansion House weddings and Mary Woollett Centre shown separately).	Civic Office £26 per hour Holmescarr Centre £12 per hour	0	0.0%	0
Regeneration & Environment	Gypsy & Traveller Rents / Static Caravan Sites	These have been increased by 2.2% in line with the recommended value, this is less than December RPI of 2.5% which would be allowable under the legislation. The uplift in the budget is slightly lower than 2.2% to allow for voids. Last year the decision was taken to freeze these in line with the freeze on HRA rents.	White Towers £70.67 Single plot, £78.21 Double plots. New plots at White Towers and Lands End Single £83.07, Doubles £93.45	335,310	2.2%	6,040
Regeneration & Environment	Highways Licences & Permits	Various % increases but after weighting is reflected as 2.2% budget increase.	Licensing of skips on the Highway increase form £15 to £17	233,650	2.2%	5,140
Regeneration & Environment	Landlord Licences (Selective Licences)	Licences are for a fixed term 01/07/2015 to 30/06/2020 with payment only being required for the remainder of that term. Other fees increased to reflect cost of service.	Council Scheme fee 2017/18 is £415.	2,400	0.0%	0

Directorate	Service	Comment on Proposed Fees and Charges for 2017/18	Main Fee (including VAT)	2016/17 Budget £	2017/18 Proposed Average Increase %	2017/18 Proposed Budget increase £
Regeneration & Environment	Landlord Licences (HMO)	License fees need to reflect costs and there was a review last year following a challenge from HMO which found that we were slightly overcharging on new licenses but significantly undercharging on renewals. The proposal is to keep the new license fee at the same level and increase the renewal fee which will address this issue. Approximately 40% of fees are estimated to relate to renewals so this is expected to address any pressure created by keeping other fees at the same level. Variation and transfer fees have been removed. Variations are required by law without charging a fee. We cannot legally transfer a license so these would have to be treated as a new applicant. Overall effect on the budget is expected to be minimal.	Standard License Basic Fee £800 (five Year Licence) Renewal Licence Basic Fee £740 (five Year Licence). Programme originally introduced 2009/10.		2.3%	50
Regeneration & Environment	Taxi Licencing	Not allowed to generate a surplus, limited to cost recovery. Fees realigned which generate an average increase of 2.9%.	Private Hire/Hackney Vehicle Licence £235	344,030	2.9%	9,800
Regeneration & Environment	Miscellaneous Licences	The Council must not be seen to generate a surplus income from its licensing activities nor must it be seen to be using fees to support the enforcement activity against unlicensed individuals/businesses. Service has standardised some fees eg. copy of license which has increased the average rise to 2.7%.	Sex establishments remain at £2,840 Tattooist charges increase to £205	348,520	2.7%	1,050
Regeneration & Environment	Markets & Town Centre Management	No increases to Markets and Town Centre Management charges are proposed for 2017/18. This includes tenancy agreements, stall rents, storage, performance sites and pavement cafes.	For example a 12ft stall at Doncaster Market on a Saturday will remain at £22	1,789,740	0.0%	0

Directorate	Service	Comment on Proposed Fees and Charges for 2017/18	Main Fee (including VAT)	2016/17 Budget £	2017/18 Proposed Average Increase %	2017/18 Proposed Budget increase £
Regeneration & Environment	Mansion House	Provision of facilities for Weddings and room hire. Fees have been increased by the recommended 2.2% and then rounded resulting in an average fee increase of 3.3%. However, issues with the level of take up is not expected to lead to an increase in budget.	Weddings £1,025 Room hire £26 per hour	3,000	3.3%	0
Regeneration & Environment	Mary Woollett Centre	Fees have increased by the recommended 2.2% and then rounded resulting in an average fee increase of 3.5%.	Full day room hire £179 and hall hire £265	35,600	3.5%	850
Regeneration & Environment	Transport Services Fees	Driving Assessments for Taxis and Private Hire Vehicles, MOT Fees & Staff Vehicle Hire - no increase proposed. MOT service offered locally by numerous providers at a lower price. Need to remain competitive. Income has fallen in Car/light van category due to competitors offering reduced rates.	Driver assessment £79.66 Car/light van MOT fee £38, re-test fee £10 Light minibuses & Light Commercial MOT £50, re-test £20 Staff Vehicle Hire £27 weekend/bank holidays, £15 part day/overnight any other day	50,400	0.0%	0
Regeneration & Environment	Parks & Playing Fields	Some services have been increased in line with the recommended increase of 2.2% and rounded, but for some services it is impractical to increase the price and would not result in any appreciable increase in income.	Football pitches for under 12's provided free of charge in accordance with previous change in 2014/15. Bowling green fees £1,053 for season per green.	39,550	2.2%	1,540
Regeneration & Environment	Pest Control	Generally fees have increased by an average 8.75% but with income targets already not being met the change to the budget has been kept at 2.2%.	Domestic charges for all pests (excluding rats, moles, squirrels) £53 full charge, £42 for those on Housing Benefit / LTSS. Rats free. Moles & Squirrels £78 for first 2 hours, then hourly. Bed bugs £60 per visit (£50 for benefits and LTSS).	82,760	2.2%	1,940
Regeneration & Environment	Pollution Prevention & Control	Statutory fees with no increase expected.		41,270	0.0%	0

Directorate	Service	Comment on Proposed Fees and Charges for 2017/18	Main Fee (including VAT)	2016/17 Budget £	2017/18 Proposed Average Increase %	2017/18 Proposed Budget increase £
Regeneration & Environment	Trading Standards	Fees increased by an average 3.9%	TSO Hourly Rate Charge increased from £64 to £70 Motor Trade Partnership Subscription increased from £473.95 to £476.40 including VAT	50,010	3.9%	1,870
Regeneration & Environment	Waste & Recycling	Fees have increased by the recommended 2.2% and then rounded resulting in an average fee increase of 2.81%. This excludes Bulky Waste collections as the c. £27k saving from increasing these charges is included in the service specific Waste saving target £300k.	Quarterly collection of a standard wheeled bin increases from £55 to £57 Additional Bins for those meeting criteria £31 Replacement bins (lost/damaged) £22. Bulky collections standard charge increases from £25 to £30 and for residents on benefits increases from £12 to £15.	2,771,910	2.8%	77,980
Regeneration & Environment	Planning - Built & Natural Environment	Local Records Centre - collation and provision of biological records data for private and public sector use. Fees have been restructured in response to customer feedback, overall income expected to include the recommended 2.2% increase.	Single species or group of species search 1km/2km buffer £50/£75 Full species or group of species search 1km/2km buffer £150/£200	7,570	2.2%	170
Regeneration & Environment	Schools Catering	Primary & Secondary meal fees for pupils and adults. No increase proposed.	No increases. Existing charges:- £2.00 Primary £1.70 Nursery £2.10 Secondary £3.60 Adult £2.60 Adult duty.	4,200,330	0.0%	0

Directorate	Service	Comment on Proposed Fees and Charges for 2017/18	Main Fee (including VAT)	2016/17 Budget £	2017/18 Proposed Average Increase %	2017/18 Proposed Budget increase £
Regeneration & Environment	Facilities Management Catering	Catering charges to staff/public mainly at the Vibe, Café Culture, Mary Woollett Centre and the Mansion House. General increase to cover inflation on supplies and staffing increases.	Standard Coffee/Tea £1.45/£1.25 Speciality coffee £1.90 Meal Deal £3.30 Buffet £6.60 Standard Sandwich £2.05 Standard Wedding Package (per head) £94.05	245,260	2.2%	5,820
Finance & Corporate Services	Land Charges	Fees for searches to the official Land Charges Register. Includes admin & copying. Fees have to be set to only recover costs. CON290 & R fall within scope of VAT from Feb 2016 following HMRC & CIPFA guidance.	Various, e.g. CON29R (Enq of LA inc Public Register info) £60.84 and LLC1 Only (Official Search - Land Charges Register) £27.00	167,860	0.0%	0
Finance & Corporate Services	Registrars	Statutory fees remain unchanged pending announcement from government. Wedding package fees have been remodelled in view of the move to priory place; however, in the short term any increase in income is earmarked to help fund the cost of moving offices. Other fees have been increased by the recommended 2.2% but after roundings this gives an average increase for those fees of 2.0%	Hire registrar Saturday £436 plus £4 certificate. New fees proposed for premium weddings at Priory Place ranging from £150 to £200 depending on day and location.	415,890	2.0%	3,440
Learning & Opportunities (CYPS)	Attendance	Fixed Penalty Notice for irregular attendance at School - Per Parent Per Child. Disclosure and Barring check for volunteers to be chaperones whilst working with children involved in performing. An increase of £2 in 2017/18. Due to low take up there will be no budget increase.	£60.00 per parent per child (national charge). £27.00 per application.	150,000	4.0%	0
				17,935,380		243,000

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
ADULTS & COMMUNITIES		
ADULT DAY CENTRES		
Adult Day Centres - Transport (No VAT)		
Transport - Day Rates	6.00	6.00
Adult Day Centres - Universal Charge - This charge is based on actual cost of care and is used in the financial assessment.		
Day Care Charges (per day) - Universal Charge without assessed need	34.98	35.28
Day Care Charges (per day) - Universal Charge with Assessed Need (no VAT)	29.15	29.40
Tea	0.60	0.60
Coffee	0.60	0.60
Adult Home Care (No Vat) - This charge is based on actual cost of care and is used in the financial assessment.		
Home Care Fee (per hour)	14.36	14.80
ADULT RESIDENTIAL SERVICES		
Assessment for Out of Area Placements - Hourly Rate	25.63	26.19
Payments to providers and maximum charge to a client in an Independent Care Home - The fees for 2017/18 are based on the actual cost of care which is used in the financial assessment; this cost of care is still to be confirmed.		
Residential per week	438.97	TBC
Elderly Mentally Infirm (EMI) per week	438.97	TBC
Nursing	438.97	TBC
Nursing EMI	486.41	TBC
Training Cancellation and Non Attendance Fee	100.00	100.00
Self Support Group Homes - Church Road, First Square, Lodge Road & Princess Avenue.		
Rent (3 Tenants)	70.00	70.00
Rent (2 Tenants)	105.00	105.00
Self Support Group Homes - Cambourne Close, Church Balk, Coniston Court, Furnival Road, Goodwood Gardens, Holmescarr Road, Hunster Close, Leicester Avenue, Lodge Road, Lower Kenyon Street & Thellusson Avenue.		
Learning Disability & Older People (4 Tenants):		
Rent	45.00	45.00
Learning Disability & Older People (3 Tenants):		
Rent	60.00	60.00
Learning Disability & Older People (2 Tenants):		
Rent	90.00	90.00
Community & Day Centre Hourly Charges		
Community Group < 25 people	5.00	5.00
Community Group > 25 and < 40 people	10.00	10.00
Voluntary Sector < 25 people	10.00	10.00
Voluntary Sector > 25 and < 40 people	20.00	20.00
Profit Making < 25 people	20.00	20.00
Profit Making > 25 and < 40 people	25.00	25.00
Disability Related Expenses (No Vat)		
In line with the non-residential fairer charging policy, certain allowable expenses are disregarded from the financial assessment.		
Laundry	3.74	3.76
Incontinence	5.07	5.10
Bedding	1.06	1.07
Clothing - Under 60	3.22	3.24
Clothing - Over 60	1.94	1.95
Footwear - Under 60	1.68	1.69
Footwear - Over 60	1.01	1.02
Wheelchair - Manual	4.00	4.02
Wheelchair - Powered	9.62	9.68
Powered Bed	4.40	4.43
Turning Bed	7.68	7.73
Power Chair	3.46	3.48
Stair Lift	6.22	6.26
Hoist	3.00	3.02
Transport (without Mobility)	2.47	2.48
Domestic Fuel:		
Single in Flat	12.00	12.07
Couple in Flat	15.89	15.99
Single in Semi	12.75	12.83
Couple in Semi	17.03	17.13
Single in Detached	15.49	15.58
Couple in Detached	20.43	20.55
Home Alarm Service / HEART		
Home Alarm Service / HEART weekly charge	3.84	3.84

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
The charge is outside the scope of VAT for residents who are eligible under the Chronically Sick & Disabled Person's Act. All other residents would incur VAT at the standard rate of 20%.		
Social Care		
Deferred Payment Agreement Admin Set up Fee (No VAT)	253.00	270.00
Deferred Payment Agreement Interest Rate (No VAT)	2.15%	See DPA Facts Sheet
Deferred Payments District Valuer Property Valuation Fee (arbitration where the Council's valuation is disputed by the client)	600.00	664.00
Supported Living		
Sleep in Fee	42.00	42.00
ALLOTMENTS (outside scope of VAT)		
Direct Managed sites:		
per 100 sq. metre per year	9.94	9.94
Senior Citizen per 100 sq. metre per year	7.46	7.46
Self Managed sites individually priced as per specific agreements.		
LIBRARIES		
LOAN CHARGES AND FINES		
Overdue Book Charges		
Adult Reader fine (per book per day)	0.20	0.20
Maximum fine per book	10.00	10.00
Children, Housebound and Mobile Service borrowers are exempt from Overdue charges		
Talking and Audio Books		
Talking Books (3 weeks loan)	0.80	0.85
Free to loan for exempt borrowers	0.00	0.00
Daily Fine Rate	0.30	0.30
Audio Book Downloads	0.00	0.00
Compact Discs		
Compact Disc loans (2 weeks)	1.00	1.10
Daily Fine Rate	0.30	0.30
Maximum fine (per CD)	10.00	11.00
Children's audio tapes and video's are exempt from charges		
DVDs		
DVD's - Premium DVD (per week)	2.50	2.60
Blu-Ray DVD (per 3 day loan)	3.00	3.10
Non-Premium DVD's (1 week loan) - borrow 2 and get 1 free	1.50	1.60
Box Sets (3 weeks)	5.00	5.25
Documentary and non fiction DVDs	0.00	0.00
Children's DVDs are exempt from charges		
Daily Fine Rates:		
Per Premium DVD	1.50	1.50
Per Blu-Ray DVD	2.00	2.00
Per Non-Premium DVD (Fine also applies to the free DVD if applicable)	0.75	0.75
Box Sets (3 weeks)	2.00	2.00
Maximum fine per Blu-Ray DVD	10.00	12.00
Maximum fine per other DVD	10.00	12.00
Overdue Reminders		
Overdue Reminders - charge per letter (does not apply to children or over 60's)	0.50	0.60
Visit charge for overdue collections (per visit)	20.00	22.00
Books/Recording Requests		
Charge per card	0.20	0.20
Inter Library Loans - minimum charge (charges will vary depending on the location the item is sourced from)	5.00	5.20
Children's and Mobile Library Services borrowers requests	0.00	0.00
Destroyed/Lost Items		
Books/CDs/Talking Books/Cassettes/DVDs/Blu Ray	Replacement Cost	Replacement Cost
Age of Item:		
2 years and under - Replacement required or pay 100% replacement cost	Replacement Cost	Replacement Cost
Over 2 years - Need to pay 50% replacement cost	Replacement Cost	Replacement Cost
Damaged Items		
A discretionary charge will be made up to the full replacement cost with consideration given to age and condition of item.	Replacement Cost	Replacement Cost

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Replacement Library Computer Tickets		
First Replacement	1.50	1.50
Second and subsequent replacements	2.00	2.00
Child's first replacement	0.00	0.00
Child's second and subsequent replacements	0.50	0.60
LIBRARIES - ROOM HIRE CHARGES (per hour) No VAT		
Under 25 people for Community Groups during Library Opening Hours	7.80	8.00
25 - 50 people for Community Groups during Library Opening Hours	7.80	8.00
Under 25 people for profit making organisations during Library Opening Hours	28.10	30.00
25 - 50 people for profit making organisations during Library Opening Hours	39.10	40.00
Refreshments including biscuits (per person)	1.09	1.10
LIBRARIES - SPECIALIST SERVICE CHARGES		
Photocopies		
A4 Black and White	0.10	0.10
A3 Black and White	0.20	0.20
Bulk Copies - 25% discount for over 100		
A4 Copies from Microfilm	0.50	0.50
A3 Copies from Microfilm	0.70	0.75
Fax (Copies per sheet)		
Within UK - first sheet	2.00	1.50
subsequent sheets	0.70	0.50
Europe first - sheet	3.00	3.00
subsequent sheets	0.70	0.70
Worldwide - first sheet	3.25	3.25
subsequent sheets	1.50	1.50
Received Copies - first sheet	0.75	0.75
subsequent sheets	0.50	0.50
Computer and Internet Access		
Will be free for 2 hours and then charged per hour or part hour thereafter (excludes under 16's and exempt borrowers)	1.00	1.00
Guest member will be charged per 30 minutes (no free period)	0.50	0.50
Print outs from screen		
A4 Black and White	0.20	0.20
A4 Colour	0.50	0.50
Laminating		
A4	2.00	2.00
A3	2.50	2.60
Mint Corporate Researcher		
Mailing List (per address)	0.25	0.12
Company Financials (per page)	2.00	2.00
Company Profiles	12.00	12.30
Data Monitor Reports	19.00	19.50
Exhibitions and Displays		
Commercial display charge (for 2 weeks) 20% on sales + VAT or £60.00 (whichever is greater)	60.00	62.00
Non-commercial displays (for 1 week)	20.00	21.00
Invited displays in small areas and Branch Libraries at limited charge.		
Poster Display - (Maximum Size A3)		
Commercial per month/per poster		
Single Site	20.00	21.00
Multiple Sites	40.00	41.00
(Community/Charity posters not charged)	0.00	0.00
Charge subject to type of display and/or organisation at Manager's discretion		
Photographic Reproduction Charges		
External charges set by photographer	0.00	0.00
ARCHIVES AND LOCAL STUDIES CHARGES		
Diocesan Records		
Issue of Certificates		
Marriage (stipulated fee)	9.00	11.00
C of E Baptism (stipulated fee)	12.00	13.00
Certified Copies	8.00	8.00
Missing Certified Photocopies		5.00
	NEW	

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Research Service -		
Handling charge (including p+p)		
Up to 30 copies	10.00	10.00
Over 30 copies	14.00	14.00
Assistance and Research (per hour)		
Family and Local History	50.00	50.00
Photocopies (Black and White)		
Local Studies A4	0.10	0.10
Local Studies A3	0.20	0.20
Archives A4 (due to nature of document)	0.50	0.50
Archives A3 (due to nature of document)	0.70	0.70
A4 copies from Microfilm/Reader Printer	0.40	0.40
A3 copies from Microfilm/Reader Printer	0.70	0.70
Printing from public terminals (including scanned items)		
A4 Black and White	0.20	0.20
A4 Colour	0.50	0.50
Ordnance Survey Maps		
1854 and 1852	10.00	10.00
Administration Fee - for items taken out for reproduction by a third party	16.00	17.00
Research Service		
First 10 minutes	0.00	0.00
Basic search (2 sources 15 minutes)	15.00	15.00
Extensive search (per 30 minutes)	32.00	25.00
Corporate enquiries (per 30 minutes)	32.00	25.00
Commercial enquiries (per 30 minutes)	90.00	90.00
Legal Evidence Letter	35.00	35.00
Planning Application Service		25.00
Scanned copies (per item)		
A5 to photocopy paper	0.80	0.80
A4 to photocopy paper	1.50	1.50
A5 to photographic paper	2.50	2.50
A4 to photographic paper	3.50	3.50
To CD Rom to include 1 image	1.50	2.50
CD Rom additional images each		1.00
To E-mail	1.00	1.00
Photos taken using own equipment (per image)	0.50	0.50
Talks	0.00	0.00
Image usage charge:		
Local	35.00	35.00
National	120.00	120.00
International	200.00	200.00
Commercial History (up to 5 images)	100.00	100.00
Film Location Fee	175.00	200.00
DONCASTER LIBRARIES SERVICE FOR BLIND AND PARTIALLY SIGHTED PEOPLE		
A4 page of print (electronic or to be scanned and edited) - (Braille)	4.00	4.00
A4 of print (or hand written page to be typed) - (Braille)	5.50	5.50
A4 page (hard copy to be scanned and edited) - (Large Print)	1.00	1.00
A4 page (hand written copy to be typed) - (Large Print)	2.50	2.50
Work requiring considerable editing:		
per hour	25.00	25.00
plus either Braille Sheet	0.50	0.50
or Large Print Sheet	0.25	0.25
Binding - (Plastic Comb Binding)	1.00	1.00
Audio (Production of Master Copy) - (Cassette/CD) (per Hour)	25.00	25.00
Additional Copies - (Cassette/CD)	5.00	5.00
Maps and Diagrams		
A4 - (Tactile) (per sheet)	6.00	6.00
A3 - (Tactile) (per sheet)	8.00	8.00
Customer Greeting Cards - (Braille)	0.50	0.50
Local Charity Rate -	0.50	0.50
Other service available - price on application		

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Publication fees per item Commercial run		
Under 1000 (items 1-5)	15.00	15.00
Under 1000 (items 6 and above)	8.00	8.00
Over 1000 (items 1-5)	28.00	28.00
Over 1000 (items 6 and above)	15.00	15.00
MUSEUMS		
Charges include VAT unless stated		
Doncaster Museum & Art Gallery		
Room Hire - Corporate		
Gallery 4 per hour	20.00	30.00
Gallery 4 per half day	40.00	55.00
Gallery 4 per day	80.00	115.00
Gallery 5 per hour	25.00	35.00
Gallery 5 per half day	50.00	65.00
Gallery 5 per day	100.00	135.00
Tea & coffee (per head)	1.50	1.50
Room Hire - Non Profit Organisations		
Gallery 4 per hour	NEW	20.00
Gallery 4 per half day	NEW	36.00
Gallery 4 per day	NEW	75.00
Gallery 5 per hour	NEW	23.00
Gallery 5 per half day	NEW	42.00
Gallery 5 per day	NEW	88.00
Tea & coffee (per head)	NEW	1.50
Cusworth Hall, Museum & Park		
Room Hire - Corporate		
Bothy (per hour)	NEW	15.00
Tea & coffee (per head)	NEW	1.50
Room Hire - Non Profit Organisations		
Bothy (per hour)	NEW	10.00
Tea & coffee (per head)	NEW	1.50
Wedding Room Hire		
Grand Salon	595.00	595.00
Mr Wrightson's Library	495.00	495.00
Grand Salon & Marquee	2,995.00	2,995.00
Cusworth Hall - Car Parking		
1 Hour	1.00	1.00
2 Hours	1.50	1.50
3 Hours	2.20	2.20
ALL Day	6.00	6.00
Coach	10.00	10.00
Photography		
Print from disc - on photographic A4	8.00	8.00
Print from disc - on photographic A3	16.00	16.00
Cost of scanning images (each 30 mins)	13.00	13.00
Origination of digital image	25.00	25.00
Reproduction and publication fees		
Photocopies		
A4 photocopy	0.15	0.20
A3 photocopy	0.38	0.40
SAFER COMMUNITIES		
Charges include VAT		
Alley Gate Keys		
Initial issue of up to 2 keys per household/business affected by Gating Order	0.00	0.00
Issue of replacement key if lost or stolen	15.00	15.00
TRANSLATION SERVICE		
Translation fee (per hour)		
Transport & Administration fee (per occasion)	30.00	30.00
	10.00	10.00
FINANCE & CORPORATE		
BLUE BADGE CHARGES (NO VAT)		
Blue car badge administration fee for new and re-issue	10.00	10.00
Fee increase set by government - £10 from April 2012		
LAND CHARGES		
LLC1 Only (Official Search - Land Charges Register)	27.00	27.00
CON29R (Enq of LA inc Public Register info)	60.84	60.84
CON29O (Optional Enquiries)	6.00	6.00
Other Income (Additional parcels/admin/copies)	10.00	10.00
Assisted Personal Search	9.00	9.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
REGISTRARS		
Hire of Registrar		
Mon-Thurs	261.00	267.00
Fri	301.00	308.00
Sat	426.00	436.00
Sun/Bank Hols	551.00	564.00
Civil Naming/Renewal of Vows		
Mon – Thurs (R.O.)	106.00	106.00
Fri – Sat (R.O.)	125.00	125.00
Mon – Fri (App Prem)	180.00	180.00
Sat (App Prem)	251.00	251.00
Sun (App Prem)	306.00	306.00
Priority issue charge - same day over counter	6.00	6.00
Priority issue charge - same day return of post	6.00	6.00
Individual Citizenship Ceremonies	125.00	125.00
Change of Name Deed	40.00	40.00
Statutory Marriage Package/Civil Partnership Statutory Package (Mon-Thurs @ Civic Office)	50.00	50.00
Premium Marriage Package / Civil Partnership Premium Package (Thurs @ Priory Place)	NEW	150.00
Premium Marriage Package / Civil Partnership Premium Package (Fri & Sat @ Priory Place in Priory Suite)	NEW	175.00
Premium Marriage Package / Civil Partnership Premium Package (Fri & Sat @ Priory Place in Great Kitchen)	NEW	200.00
Statutory Fees		
Standard Birth, Death or marriage Certificate (SR)	10.00	10.00
Standard Birth, Death or marriage Certificate (Current Register)	4.00	4.00
Short birth certificate issued by Registrar	4.00	4.00
Short birth certificate issued by Superintendent Registrar	10.00	10.00
Register Office marriage ceremony/ Civil partnership fee	45.00	45.00
Registrar's attendance at Church wedding	84.00	84.00
Superintendent Registrar's attendance at housebound or detained persons residence	£82 HB £93 DET	90.00
Registrar's attendance at housebound or detained person's wedding	£79 HB £86 DET	85.00
Notice of intention to marry	35.00	35.00
Notice of intention to hold a civil partnership registration	35.00	35.00
Registration of a building for the celebration of marriages	120.00	120.00
Certification of a building for public worship	28.00	28.00
<u>LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE</u>		
ATTENDANCE & PUPIL WELFARE		
Fixed Penalty Notice for irregular attendance at School - Per Parent Per Child (National charge)	60.00	60.00
Disclosure and Barring (DBS) check for volunteers to be chaperones whilst working with children involved in performing.	25.00	27.00
<u>REGENERATION & ENVIRONMENT</u>		
BEREAVEMENT SERVICES		
Independent funerals		
Burial:		
Late Charge for turning up to scheduled burial booked (15mins late)	65.00	67.00
Adult Grave / Woodland / Meadowland Exclusive Right 50yrs	965.00	987.00
Adult Grave / Woodland / Meadowland Exclusive Right 75yrs	1,240.00	1,268.00
Interment Fee	885.00	905.00
Extra Depth Charge for 2	205.00	210.00
Extra Depth Charge for 3	400.00	410.00
Interment of Adult Public Grave	925.00	925.00
Interment of NVF (24 week gestation only) in Public Grave	200.00	205.00
Cremated Remains Plot Exclusive Right 50yrs	485.00	496.00
Cremated Remains Plot Exclusive Right 75yrs	705.00	721.00
Interment of Remains	230.00	236.00
Double Headstone (over 2 graves/over 3 would be an additional £215)	NEW	420.00
Headstone	210.00	215.00
Kerb Set	160.00	164.00
Double Kerb Set (to be placed over 2 graves an additional £164 over 3 graves)	NEW	300.00
Replacement Headstone	30.00	31.00
Cremated Remains Tablet	95.00	98.00
Additional Inscription	60.00	62.00
Removal of Headstone prior to Interment	175.00	184.00
Removal of Kerb prior to Interment	240.00	246.00
Removal of Cremated Remains Tablet	65.00	67.00
Removal and Disposal of Headstone/Plaque	55.00	57.00
Vase	NEW	31.00
Additional inscription on a vase	NEW	12.00
Accompanied Grave/Plot Selection		
Outside Cemeteries	30.00	31.00
Rose Hill	15.00	16.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Exhumation Charge for Cremated Remains	275.00	282.00
Use of Chapel (30 min block)	90.00	100.00
Transfer of Ownership of graves/plots	40.00	41.00
Duplicate grave deed		37.00
NEW		
Strewing of Cremated Remains on Graves	35.00	36.00
Swipe Card	15.00	15.00
Use of Chapel for services not taking place in our Cemeteries or Crematorium	255.00	261.00
Fee for late Burial or Cremation Paperwork	65.00	67.00
No show charge for appointments made for either burial of remains or scattering appointment	65.00	67.00
Premium Plot Charge	120.00	125.00
Cremation:		
Adult Full Service Charge inc Medical ref fee charge	700.00	715.00
Adult Committal Service Charge inc Medical ref fee charge	665.00	680.00
NVF Samples & Body Parts	185.00	190.00
Additional Chapel Time (20 minutes)	245.00	255.00
Wooden Caskets	65.00	67.00
Velvet Bags	15.00	16.00
Bronze Urns	55.00	57.00
Environmental Containers	15.00	16.00
Decorated container Tubes	30.00	31.00
Children's velvet bags		8.00
NEW		
Children's decorated tubes		13.00
NEW		
Plastic Containers	30.00	31.00
Exhumation Casket	110.00	113.00
Certificate of Cremation	20.00	21.00
Removal of Flower to Cemetery Site	30.00	31.00
Bearers for Cremation	35.00	36.00
Recording of Cremation Service	45.00	46.00
Scattering Remains from Elsewhere	85.00	87.00
Scattering Appointment	45.00	46.00
Genealogy Search (per person)	25.00	26.00
Cancellation of Cremation 2 days prior to Cremation	110.00	113.00
Consultation and help with completing cremation forms for Independent Funerals	195.00	200.00
Organ Fee	11.00	12.00
Premium Plot Charge	60.00	62.00
Over running on Cremation Time	60.00	62.00
Hold of Cremated Remains		
Charge if not collected within 6 weeks of Cremation	30.00	31.00
Charge Per Week Thereafter	5.00	6.00
Memorials:		
Memorial Inscription per Line	35.00	36.00
Badges	70.00	72.00
Coat of Arms	85.00	87.00
Miniature Book (2 line entry)	85.00	87.00
Miniature Card (2 line entry)	50.00	52.00
Extra lines per entry in books and cards	20.00	21.00
Bronze Tablet Path Kerb	200.00	205.00
Reservation Fee	40.00	41.00
Ornamental Tree with Bronze or Granite Tablet	550.00	563.00
Replacement Bronze or Granite Tablet due to vandalism	130.00	133.00
Crematorium Plots Exclusive Rights 30yrs	425.00	435.00
Interment of Cremated Remains	230.00	236.00
Standard Black Granite Wedge / Memorial Granite Stone	400.00	409.00
Small Black Granite Plaque or York Stone Plaque	275.00	282.00
Photo Plaques Single / Double	150.00	154.00
Motifs on Plaques	105.00	108.00
Re-Gilding Fee	30.00	31.00
Additional Lettering (charge per letter) on Plaques, wedges, york stone	5.00	1.50
Exclusive Right Sanctums	1,005.00	1,028.00
Additional Lettering & Interment into Sanctum	465.00	476.00
Vases for path side	520.00	532.00
Vase in Flower Room or Book of Remembrance Room	60.00	62.00
Swipe Card for Flower Room	10.00	11.00
Seats with arms	1,340.00	1,350.00
Seats without arms	1,190.00	1,370.00
Seats Granite Bench	1,080.00	1,180.00
Seats Wooden Bench	1,330.00	1,120.00
Additional Plaque 2x5 for Seats	30.00	77.00
Additional Plaque 2x6 for Seats		97.00
NEW		
Design on Plaques		41.00
NEW		
Childs Hand / Mushroom Small Plaque	190.00	190.00
Childs Hand / Mushroom Medium Plaque	235.00	235.00
Childs Hand / Mushroom Large Plaque	265.00	265.00
Granite plaques on scatter monument/barbican		405.00
NEW		
Additional lettering on monument plaques		51.00
NEW		
Granite plaque on wishing well		235.00
NEW		
Tablet on shared Mushroom	175.00	179.00
Family Mushroom Memorial	535.00	547.00
Rose Tree	215.00	220.00
Rose Shrub / Miniature Shrub	125.00	128.00
Additional Labels Rose Trees, Shrubs	30.00	35.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Granite plaques on wall in Crematorium grounds	220.00	225.00
Metal vases for cemetery/crematorium plots	15.00	16.00
Additional Inscription on a Vase	11.00	12.00
Permit fee for vase charge	30.00	31.00
Duplicate grave deed	35.00	36.00
Jewellery for cremated remains	Price on application	Price on application
Various containers in addition to the standard types available	Price on application	Price on application
Rose tree/shrub labels allowing 4 line inscription	35.00	36.00
Mausoleums		
All burial units will be an exclusive right of burial period for 50 years	7,500.00	7,875.00
Side Charging Mausoleum - fee includes interment fee and up to 200 letter inscription	5,000.00	5,250.00
Front Charging Mausoleum - fee includes interment fee and up to 200 letter inscription	9,800.00	10,290.00
Single Sarcophagi - accommodates 2 interments -fee includes 1st interment and up to 200 letter inscription	13,000.00	13,650.00
Below Ground Burial Chambers - accommodates 4 interments - fee includes 1st interment and up to 200 letter inscription	6,300.00	6,615.00
Below Ground Burial Chambers - accommodates 2 interments - fee includes 1st interment and 200 letter inscription (see* for second interment Charge information)	20,150.00	21,160.00
Above and Below Ground Burial Chamber - accommodates 4 interments - fee includes 1st interment and up to 200 letter inscription	500.00	525.00
Keep Sake Niches		
Exclusive Rights on Memorial Seats - 30 Years		
Memorial Seats - accommodate 4 sets of cremated remains - Fee to include seat, container, and 1st interment of ashes and up to 160 letter inscription on plaque	1,850.00	1,945.00
Additional Charges		
Additional Interment Charge including up to 200 letter inscription	1,500.00	1,575.00
Each subsequent Interment of ashes charge into seat including container and 160 letter inscription charge	600.00	630.00
Motifs on tablet	Price on Application	Price on Application
Photo Plaque	Price on Application	Price on Application
Posy Holders	25.00	26.00
* Small Desktop Memorial - can only fit maximum of 160 letters on tablet		
BUILDING CONTROL		
Erection or extension of a non exempt attached or detached domestic garage or carport or having a floor area not exceeding 36m².		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	107.00	107.00
Building Notice or reservation Charge including VAT	257.00	257.00
Amount of Regularisation Charge (No VAT)	257.00	257.00
Part P Inspection	267.00	267.00
Erection or extension of a non exempt attached or detached domestic garage or carport or having a floor area 36- 100m².		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	172.00	172.00
Building Notice or reservation Charge including VAT	322.00	322.00
Amount of Regularisation Charge (No VAT)	322.00	322.00
Part P Inspection	267.00	267.00
Conversion of a domestic garage to create a habitable space		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	107.00	107.00
Building Notice or reservation Charge including VAT	257.00	257.00
Amount of Regularisation Charge (No VAT)	257.00	257.00
Part P Inspection	267.00	267.00
Any extension of a dwelling with an internal floor area of which does not exceed 10m². that extension		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	139.00	139.00
Building Notice or reservation Charge including VAT	289.00	289.00
Amount of Regularisation Charge (No VAT)	289.00	289.00
Part P Inspection	267.00	267.00
Any extension of a dwelling with an internal floor area between 10m² and 40m²		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	273.00	273.00
Building Notice or reservation Charge including VAT	423.00	423.00
Amount of Regularisation Charge (No VAT)	423.00	423.00
Part P Inspection	267.00	267.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Any extension of a dwelling with an internal floor area between 40m² and 60m².		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	357.00	357.00
Building Notice or reservation Charge including VAT	507.00	507.00
Amount of Regularisation Charge (No VAT)	507.00	507.00
Part P Inspection	267.00	267.00
Any extension of a dwelling with an internal floor area between 60m² and 100m².		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	407.00	407.00
Building Notice or reservation Charge including VAT	557.00	557.00
Amount of Regularisation Charge (No VAT)	557.00	557.00
Part P Inspection	267.00	267.00
Installation of up to 5 domestic replacement window/s and door/s		
Building Notice or reservation Charge including VAT	88.00	88.00
Amount of Regularisation Charge (No VAT)	88.00	88.00
Installation of between 5 and 10 domestic replacement window/s and door/s.		
Building Notice or reservation Charge including VAT	121.00	121.00
Amount of Regularisation Charge (No VAT)	121.00	121.00
Controlled domestic electrical work - rewiring		
Building Notice or reservation Charge including VAT	414.00	414.00
Amount of Regularisation Charge (No VAT)	414.00	414.00
Controlled domestic electrical work – minor works		
Building Notice or reservation Charge including VAT	414.00	414.00
Amount of Regularisation Charge (No VAT)	414.00	414.00
Any alteration of a dwelling creating one or more rooms in roof space, including means of access.		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	273.00	273.00
Building Notice or reservation Charge including VAT	423.00	423.00
Amount of Regularisation Charge (No VAT)	423.00	423.00
Part P Inspection	267.00	267.00
Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work does not exceed £2,000.		
Amount of Plan Charge	154.00	154.00
Building Notice or reservation Charge including VAT	154.00	154.00
Amount of Regularisation Charge (No VAT)	154.00	154.00
Part P Inspection	267.00	267.00
Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £2,000 but does not exceed £5,000.		
Amount of Plan Charge	188.00	188.00
Building Notice or reservation Charge including VAT	188.00	188.00
Amount of Regularisation Charge (No VAT)	188.00	188.00
Part P Inspection	267.00	267.00
Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £5,000 but does not exceed £25,000.		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	172.00	172.00
Building Notice or reservation Charge including VAT	322.00	322.00
Amount of Regularisation Charge (No VAT)	322.00	322.00
Part P Inspection	267.00	267.00
Any other domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £25,000 but does not exceed £50,000.		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	374.00	374.00
Building Notice or reservation Charge including VAT	524.00	524.00
Amount of Regularisation Charge (No VAT)	524.00	524.00
Part P Inspection	267.00	267.00
Planning & Building Control Fees for Small Domestic Buildings		
Plan Charge for one dwelling	150.00	150.00
Inspection Charge	441.00	441.00
Amount of Regularisation Charge (No VAT)	591.00	591.00
For 2 or more dwellings please contact Building Control		
Planning & Building Control Fees for Non Domestic new buildings, extensions, alterations etc		

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Any extension with maximum internal 10m² floor area.		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	172.00	172.00
Building Notice or reservation Charge including VAT	322.00	322.00
Amount of Regularisation Charge (No VAT)	322.00	322.00
Any new building or extension with an internal floor area between 10m² - 40m².		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	307.00	307.00
Building Notice or reservation Charge including VAT	457.00	457.00
Amount of Regularisation Charge (No VAT)	457.00	457.00
Any new building or extension with an internal floor area between 40m² - 100m².		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	508.00	508.00
Building Notice or reservation Charge including VAT	658.00	658.00
Amount of Regularisation Charge (No VAT)	658.00	658.00
Any new build or extension with an internal floor area between 100m² - 200m².	Individually Determined	Individually Determined
Office or Shop Fit Out with an internal floor area up to 500m² floor area.	Individually Determined	Individually Determined
Office or Shop Fit out with an internal floor area between 500m² and 2000m².	Individually Determined	Individually Determined
Installation of mezzanine floor with an internal floor area up to 200m².	Individually Determined	Individually Determined
Installation of up to 20 non domestic window/s and door/s.		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	102.00	102.00
Building Notice or reservation Charge including VAT	252.00	252.00
Amount of Regularisation Charge (No VAT)	252.00	252.00
Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work does not exceed £5,000.		
Amount of Plan Charge	205.00	205.00
Building Notice or reservation Charge including VAT	205.00	205.00
Amount of Regularisation Charge (No VAT)	205.00	205.00
Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £5,000 but does not exceed £25,000.		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	256.00	256.00
Building Notice or reservation Charge including VAT	406.00	406.00
Amount of Regularisation Charge (No VAT)	406.00	406.00
Any other non domestic alterations, installation of fitting or work not covered in the above categories where the estimated cost of the work exceeds £25,000 but does not exceed £50,000.		
Amount of Plan Charge	150.00	150.00
Amount of Inspection Charge	508.00	508.00
Building Notice or reservation Charge including VAT	658.00	658.00
Amount of Regularisation Charge (No VAT)	658.00	658.00
For applications falling outside the above categories, Building Control charges are individually calculated		
Building Control - Other Fees		
Street naming (One House) Non Vatable	50.00	57.00
Street naming (Two or more) Non Vatable	70.00	72.00
Street naming (New Road) Non Vatable	103.00	106.00
Subsequent roads on same development Non Vatable	37.00	38.00
Demolitions Non Vatable	74.00	76.00
Solicitors Enquiry	74.00	76.00
Duplicate/Replacement Certificates	74.00	76.00
CAR PARKING		
	Stay	
Car Park:		
Colonnades	Per Hour	1.20
	NEW - All	5.00
	Day	
Wood Street	1 Hour	1.20
	2 Hours	2.40
Irish Club	1 Hour	1.00
	2 Hours	1.50
	3 Hours	2.00
Chappell Drive	1 Hour	0.50

2017/18 Fees and Charges Detail

		Charge from 1 st April 2016	Charge from 1 st April 2017
		£	£
	2 Hours	1.00	0.50
	3 Hours	1.50	1.00
	4 Hours	2.00	1.50
	Over 4 Hrs	2.50	2.50
Markets	1 Hour	1.20	1.30
	2 Hours	2.00	2.10
St Georges	1 Hour	1.00	1.00
	2 Hours	2.00	2.00
	3 Hours	2.50	2.50
Council House	4 Hours	2.00	2.00
	ALL DAY	4.00	4.00
Scarborough House.	4 Hours	2.00	2.00
	ALL DAY	2.50	4.00
Thorne Rd	1 Hour	1.00	1.10
	2 Hours	1.50	1.60
	3 Hours	2.00	2.10
	4 Hours	2.50	2.60
Marshgate	1 Hour	0.50	0.50
	2 Hours	1.00	1.00
	3 Hours	1.50	1.50
	4 Hours	2.00	2.00
	ALL DAY	2.50	2.00
Church Way	1 Hour	0.50	0.50
	2 Hours	1.00	1.00
	3 Hours	1.50	1.50
	4 Hours	2.00	2.00
	Over 4 Hrs	2.50	2.50
Dockin Hill Road	1 Hour	0.80	0.80
	2 Hours	1.20	1.20
	3 Hours	1.90	1.90
	4 Hours	2.40	2.40
Chamber Road	1 Hour	1.00	1.10
	2 Hours	2.00	2.10
	3 Hours	3.00	3.10
	ALL Day	7.50	7.60
On Street Pay & Display (Outside scope of VAT):			
St George Gate (new from January 2013)	Per 1/2 Hour	1.00	1.00
Prince's street	Per 1/2 Hour	1.00	1.00
Eastlaithgate	Per 1/2 Hour	1.00	1.00
Spring Gardens	Per 1/2 Hour	1.00	1.00
Chequer Road	Per 1/2 Hour	1.00	1.00
Park Road	Per 1/2 Hour	1.00	1.00
Catherine Street	Per 1/2 Hour	1.00	1.00
Copley Road	Per 1/2 Hour	1.00	1.00
Nether Hall Road	Per 1/2 Hour	1.00	1.00
Wood Street	Per 1/2 Hour	1.00	1.00
Princegate	Per 1/2 Hour	1.00	1.00
Hallgate	Per 1/2 Hour	1.00	1.00
Sunny bar	Per 1/2 Hour	1.00	1.00
Market Place	Per 1/2 Hour	1.00	1.00
Horse Fair Green	Per 1/2 Hour	1.00	1.00
College Road	Per Hour	2.00	2.00
Francis Street	Per 1/2 Hour	1.00	1.00
Greyfriars Rd	Per Hour	1.00	1.00
Chamber Road (on street)	Per Hour	1.00	1.00
Suspensions	Day	24.75	25.50
Dispensations	Day	16.50	17.00
Permit Charges:			
Parking Permit (Public) - Chappell Drive & Marshgate only (Marshgate from 1/4/14)	6 Day	372.00	372.00
Staff Parking Permit	6 Day	372.00	372.00
Staff Parking Permit	5 Day	360.00	360.00
Staff Parking Permit	4 Day	288.00	288.00
Staff Parking Permit	3 Day	216.00	216.00
Staff Parking Permit	2 Day	144.00	144.00
Staff Parking Permit	1 Day	72.00	72.00
Staff Parking Permit (Term Time ONLY)	5 Day	270.00	270.00
Staff Parking Permit (Voucher)	1 Day	2.00	2.00
Residents parking permits (subject to further consultation):			
Elmfield Scheme: -			
Per Permit (Residents, Charities & Carers) 5 maximum	Per annum	25.00	25.00
Scratch Card (initial issue of 50)	Per annum	25.00	25.00
(then per scratch card)	Per annum	5.00	2.50
Permit (Businesses)	Per annum	50.00	50.00
Permit (Landlords)	Per annum	100.00	100.00
Other Schemes: -			
Per Permit (Residents, Charities & Carers) 5 maximum	Per annum	25.00	25.00
Scratch Card (initial issue of 50)	Per annum	25.00	25.00
(then per scratch card)	Per annum	5.00	2.50
Permit (Businesses)	Per annum	50.00	50.00

2017/18 Fees and Charges Detail

		Charge from 1 st April 2016	Charge from 1 st April 2017
		£	£
Permit (Landlords)	Per annum	100.00	100.00
CATERING - FACILITIES MANAGEMENT			
Example charges: -			
Standard Coffee		1.40	1.45
Standard Tea		1.20	1.25
Standard Sandwich		2.00	2.05
Speciality Coffee		1.85	1.90
Meal Deal		3.20	3.30
Standard Buffet		6.45	6.60
Standard Wedding Package (per head)		92.00	94.05
CATERING - SCHOOLS			
<i>Charges exclude VAT unless stated</i>			
Meal per Primary pupil		2.00	2.00
Meal per Nursery pupil	NEW		1.70
Meal per Secondary pupil		2.10	2.10
Meal per Adult (including Vat)		3.60	3.60
Meal per Adult (Duty meal)		2.60	2.60
DEVELOPMENT MANAGEMENT			
Pre Applications (Minor)		70.00	85.00
Pre Applications (Householder/Adverts)		30.00	30.00
Discharging Conditions (Government set)		97.00	97.00
Discharging Conditions (Householder - Government set)		28.00	28.00
Decision Notices		0.00	0.00
Planning Histories		0.00	0.00
Permitted Development		30.00	30.00
Copies of permitted development decision letters		0.00	0.00
Pre-Applications (Major Applications including 1 meeting)	NEW		500.00
Pre-Application (Subsequent meetings after above, price per meeting)	NEW		350.00
Pre-Applications (Major Applications Block of 5 meetings)	NEW		2,000.00
Pre-Application validation service	NEW		25.00
Statutory Planning Fees			
All Outline Applications			
Not more than 2.5 hectares - £385 per 0.1 hectare for sites up to and including 2.5 hectares		385.00	385.00
More than 2.5 hectares - £9,527 + £100 for each 0.1 in excess of 2.5 hectares to a maximum of £125,000		9,527.00	9,527.00
Householder Applications			
Alterations/extensions to a single dwelling (including flats), including works within boundary		172.00	172.00
Full Applications (and First Submissions of Reserved Matters)			
Alterations/extensions to two or more dwellings or flats, including works within boundaries		339.00	339.00
New dwellings (up to and including 50)		385.00	385.00
New dwellings (for more than 50) £16,565 + £100 per additional dwelling in excess of 50 up to a maximum fee of £250,000		19,049.00	19,049.00
Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery):			
No increase in gross floor space or no more than 40m ²		195.00	195.00
More than 40m ² but no more than 75m ²		385.00	385.00
More than 75m ² but no more than 3,750m ²		385.00	385.00
More than 3,750m ² £19,049 + £100 for each additional 75m ² in excess of 3750m ² to a maximum of £250,000		19,049.00	19,049.00
Erection of buildings (on land used for agriculture for agricultural purposes)			
Not more than 465m ²		80.00	80.00
More than 465m ² but not more than 540m ²		385.00	385.00
More than 540m ² but not more than 4,215m ² (£385 for first 540m ² + £385 for each 75m ² (or part thereof) in excess of 540m ²		385.00	385.00
More than 4,215m ² £19,049 + £100 for each 75m ² (or part thereof) in excess of 4,215m ² up to a maximum of £250,000		19,049.00	19,049.00
Erection of glasshouses (on land used for the purposes of agriculture)			
Not more than 465m ²		80.00	80.00
More than 465m ²		2,150.00	2,150.00
Erection/alterations/replacement of plant and machinery			
Not more than 5 hectares £335 for each 0.1 hectare (or part thereof)		385.00	385.00
More than 5 hectares £16,565 + additional £100 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £250,000		19,049.00	19,049.00
Applications other than Building Works			
Car parks, service roads or other accesses for existing uses		195.00	195.00
Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)			
Not more than 15 hectares £195 for each 0.1 hectare (or part thereof)		195.00	195.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
More than 15 hectares £29,112 + £100 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £65,000	29,112.00	29,112.00
Operations connected with exploratory drilling for oil or natural gas		
Not more than 7.5 hectares £385 for each 0.1 hectare (or part thereof)	385.00	385.00
More than 7.5 hectares £28,750 + additional of £100 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £250,000	28,750.00	28,750.00
Other operations (winning and working of minerals)		
Not more than 15 hectares £195 for each 0.1 hectare (or part thereof)	195.00	195.00
More than 15 hectares £29,112 + £115 for each 0.1 in excess of 15 hectares up to a maximum of £65,000	29,112.00	29,112.00
Other operations (not coming within any of the above categories) £195 for each 0.1 hectare (or part thereof) up to a maximum of £1,690	195.00	195.00
Lawful Development Certificate		
LDC – Existing Use LDC - lawful not to comply with a particular condition	195.00	195.00
Prior Approval		
Agricultural and Forestry buildings & operations or demolition of buildings	80.00	80.00
Telecommunications Code Systems Operators	385.00	385.00
Approval/Variation/discharge of condition		
Application for removal or variation of a condition following grant of planning permission	195.00	195.00
Request for confirmation that one or more planning conditions have been complied with. £28 per request for Householder otherwise £85 per request	28.00	28.00
Change of Use of a building to use as one or more separate dwelling houses, or other cases		
Not more than 50 dwellings £385 each	385.00	385.00
More than 50 dwellings £19,049 + £100 for each in excess of 50 up to a maximum of £250,000	19,049.00	19,049.00
Other Changes of Use of a building or land	385.00	385.00
Advertising		
Relating to the business on the premises	110.00	110.00
Advance signs which are not situated on or visible from the site, directing the public to a business	110.00	110.00
Other advertisements	385.00	385.00
Application for a New Planning Permission to replace an Extant Planning Permission		
Applications in respect of major developments	575.00	575.00
Applications in respect of householder developments	57.00	57.00
Applications in respect of other developments	195.00	195.00
Application for a Non-material Amendment Following a Grant of Planning Permission		
Applications in respect of householder developments	28.00	28.00
Applications in respect of other developments	195.00	195.00
ENVIRONMENT		
Environmental Information Regulations Fee	NEW / per hour	40.00
Cutting alarms after service of notice:		
Internal	500.00	511.00
External	310.00	317.00
Disconnecting car alarm after service of notice	210.00	215.00
FOOD CONTROL		
Food Control Risk Assessments, Investigations and Authorisations will be priced by the hour. The time charged will include travelling time and test time.		
Drinking Water - Sampling visit	90.00	92.00
Risk Assessment (Minimum £50 charge)	40.00	41.00
Carrying out an Investigation	40.00	41.00
Granting an Authorisation	40.00	41.00
PORT HEALTH FOOD CONTROL		
Designated Point of Entry Inspection Facility at Robin Hood Airport		
Doncaster Sheffield		
Certificate of Entry Document - Standard Rate 07:00-19:00 - Clearance not subject to Sampling	NEW	44.50
Certificate of Entry Document - Out of hours 19:00 - 7:00 Weekends & Public Holidays - Clearance not subject to Sampling	NEW	89.00
Certificate of Entry Document - Standard Rate 07:00-19:00 - Sampled	NEW	75.00
Certificate of Entry Document - Out of hours 19:00 - 7:00 Weekends & Public Holidays - Sampled	NEW	150.00
Certificate of Entry Document - Standard Rate 07:00-19:00 - Charge for each additional hour or part thereof if required	NEW	45.50
Certificate of Entry Document - Out of hours 19:00 - 7:00 Weekends & Public Holidays - Charge for each additional hour or part thereof if required	NEW	91.00

2017/18 Fees and Charges Detail

		Charge from 1 st April 2016	Charge from 1 st April 2017
		£	£
Laboratory costs and courier charges	NEW		
Out of Hours Rate (per consignment)	NEW	97.00	97.00
Disposal Cost per Consignment	NEW	99.00	99.00
Disposal Cost per tonne for Consignments over 99 tonnes	NEW	99.00	99.00
Written confirmation to UK Border Agency (or other) that clearance is not required by DMBC	NEW	45.00	45.00

We reserve the right to charge the appropriate additional hourly rate if this requires attending a transit shed or an ETSF to examine a consignment. We will send a letter on each occasion there has not been pre-notification by either entry onto TRACES or a fax or e-mail for products with a statutory obligation to pre-notify. The minimum cost will be £45.00 for a letter informing of the breach of regulation and any additional time spent on the issue will be recovered at the appropriate hourly rate.

FLAG (Fly Tipping, Litter, Abandoned Vehicles & Graffiti)**Leaflet Distribution**

0 to 5		150.00	200.00
6 to 9		250.00	300.00
10 to 15		350.00	400.00
16 to 23		450.00	500.00
24+		550.00	600.00
Additional Badge		25.00	26.00
Litter Fixed Penalty Notices		80.00	80.00
Litter from vehicle		80.00	80.00
Dog Fouling		50.00	50.00
Dog Fouling PSPO		100.00	100.00
Graffiti		80.00	80.00
Fly Posting		80.00	80.00
Waste Carriers		300.00	300.00
Waste Transfer Notes		300.00	300.00
Abandoned Vehicle		200.00	200.00
Vehicles for Sale		100.00	100.00
Repairing Vehicles		100.00	100.00
Unauthorised distribution of free printed matter		80.00	80.00
Breach of Notice - Trade Bins		110.00	110.00
Breach of Notice - Domestic Bins		80.00	80.00
Breach of Notice – Community Protection Notice		100.00	100.00
Noise – Noise from Dwellings		100.00	100.00
Anti-Social Behaviour - Public Space Protection Order Breach		100.00	100.00
Fly Tipping		400.00	400.00

FOOD HYGIENE

Level 2 Emergency First Aid at Work		79.00	81.00
Level 2 Award for Personal Licence Holders (APLH)		127.00	130.00
ERAR Course		36.00	37.00
Award in Underage Sales Prevention (AUSP) Level 2		43.00	44.00
Award in Underage Sales Prevention (AUSP) Level 2		45.00	46.00
Fixed Penalty Notice (FPN) Waiver			

Individual delegate prices:

Level 2 Award in Food Safety on-line course		25.00	26.00
Level 2 Award in Food Safety		54.00	56.00
Level 3 Award in Food Safety		277.00	284.00
Level 4 Award in Food Safety		577.00	590.00
Level 2 Award in Health & Safety in the Work place		54.00	56.00
Level 2 Award in COSHH		54.00	56.00
Level 2 Award in Healthier Food and Special Diets		64.00	66.00
Level 2 Award in Manual Handling (Principles & Practise)		75.00	77.00

Client provides the venue, price based on Tuition fee plus cost per delegate:

1 day Level 2 Food Safety or Health & Safety	243.00 & 20.00	248.00 & 20.00
1 day Level 2 Healthier Food and Special Diets	243.00 & 20.00	248.00 & 20.00
0.5 day Level 1 Food Safety or Health & Safety	143.00 & 21.00	146.00 & 21.00
Level 2 Award in Manual Handling (Principles & Practice)	243.00 & 20.00	248.00 & 20.00
0.5 day level 2 Award in COSHH - Tuition fee plus cost per delegate	130.00 & 20.00	133.00 & 20.00
0.5 day Doncaster Council bespoke course - Tuition fee plus cost per delegate	143.00 & 21.00	146.00 & 21.00

Weekend/Evening Tuition Rate:

Full day	365.00	373.00
Half day	211.00	222.00

Client provides the venue, total group price:

Level 2 Award in Emergency 1st Aid at Work (EFAW) 1 day	397.00	406.00
Level 2 Award in Paediatric 1st Aid 2 days	842.00	861.00
1st Aid at Work (FAW) Re-qualification - 2 days	842.00	861.00
1st Aid at Work (FAW) - 3 days	1,440.00	1,472.00

FACILITIES MANAGEMENT - OTHER ROOM HIRE

Civic Office - External room hire per hour	NEW	26.00
Holmes Carr Centre - External room hire per hour	NEW	12.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
GYPSY & TRAVELLERS RENTS / STATIC CARAVAN SITES (Outside the scope of VAT)		
Gypsy & Travellers Site (charge per plot, per wk):		
White Towers		
Single Plots	69.15	70.67
Double Plots	76.53	78.21
Single Plot (New)	81.28	83.07
Double Plot (New)	91.44	93.45
Lands End	79.31	81.05
Single Plot (New)	81.28	83.07
Double Plot (New)	91.44	93.45
Little Lane	79.31	81.05
Nursery Lane	44.54	45.52
Static Caravan Sites (charge per plot, per wk)		
Bloomhill Road, Moorends	26.77	27.36
Cow House Lane, Armthorpe	26.77	27.36
Orange Croft, Tickhill	27.89	28.50
HIGHWAYS		
Licensing of skips on the Highway	15.00	17.00
Retrospective License Fee	NEW	80.00
Licensing of Scaffolding and Hoardings on the Highway	155.00	180.00
Retrospective fee for additional 28 days	NEW	60.00
Private Road Openings	410.00	420.00
Work on existing apparatus	NEW	300.00
Licensing of the Storage of Materials on the Highway	160.00	180.00
Provision of Highway Information - standard charge up to 1 hr	50.00	62.00
Extended searches for additional half hour	NEW	22.50
Vehicle Crossing Licence	380.00	450.00
Temporary Traffic Regulation Orders	570.00	1350.00
Traffic Regulation Notice	NEW	650.00
Streetworks Permits (discount applies to working wholly outside of traffic sensitive times): -		
Provisional Advance Authorisation - Full Fee	91.00	91.00
Provisional Advance Authorisation - Discounted Fee	64.00	64.00
Major Works over 10 days or requiring a Traffic Regulation Order - Full Fee	211.00	211.00
Major Works over 10 days or requiring a Traffic Regulation Order - Discounted Fee	147.00	147.00
Major Works 4 to 10 days - Full Fee	109.00	109.00
Major Works 4 to 10 days - Discounted Fee	76.00	76.00
Major Works up to 3 days - Full Fee	64.00	64.00
Major Works up to 3 days wholly outside of Traffic Sensitive Times - Discounted Fee	45.00	46.00
Standard Activity Permit - Full Fee	109.00	112.00
Standard Activity Permit - Discounted Fee	76.00	78.00
Minor Activity Permit - Full Fee	64.00	66.00
Minor Activity Permit - Discounted Fee	45.00	46.00
Immediate Activity Permit - Full Fee	59.00	61.00
Immediate Activity Permit - Discounted Fee	41.00	42.00
S38 Agreement 6.5% (works cost as calculated by the Council) + Legal Fee	1.5% (works cost as calculated by the Council) + Legal Fee	
S278 Agreement 10% of first £100,000 (works cost as calculated by the Council), 6.5% thereafter + Legal Fee	as calculated by the Council), 6.5% thereafter + Legal Fee	
S184 Agreement £500 to £1500 depending on complexity of works	£500 to £1500 depending on complexity of works	
HOMELESSNESS TEMPORARY ACCOMODATION		
Temporary Accommodation (daily rate) varies according to property - contact service	Contact service	Contact service
Service Charge Daily Rate (Standard across all property types)	5.00	5.00
LICENSING		
Landlord Licences:		
Selective Licening Hexthorpe - 01/07/2015 to 30/06/2020 Fixed Term		
DMBC Scheme - All licences granted to 30/06/2020 (Initial £500 fee pro-rata for remaining term but weighted for initial set up).	415.00	415.00
Homesafe Scheme	75.00	75.00
Extra costs incurred when additional Correspondence is necessitated due to incomplete applications will be recovered as an administration charge (per letter)	NEW	50.00
Registered Charities (£15 discount for additional applications where no Fit & Proper Person test required, subject to conditions).	0.00	0.00
Houses in Multiple Occupation		
Landlord Licence Basic fees (5 person HMO)	800.00	800.00
Fee for each additional bedroom	54.00	55.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
<i>Licence Renewal fee for 5 bedroom properties, subject to:-Current compliance with the Councils standards & existing licencing conditions, No change to the original occupation of the house, Application made before expiry of previous Licence (Applications after expiry will be treated as New applications)& Licensee and Manager to carry over from expiring licenece</i>	480.00	740.00
<i>Additional fee for Each Bedroom in the house</i>	27.00	55.00
<i>Extra costs incurred when additional Correspondence is necessitated due to incomplete applications will be recovered as an administration charge (per letter)</i>	32.00	35.00
Private Hire/Hackney:		
Vehicle Licensing Hackney (Inc plates & first test)	230.00	235.00
Vehicle Licensing Private Hire (Inc plates & first test)	230.00	235.00
Vehicle Test at North Bridge	60.00	60.00
Retest of Vehicle	27.00	27.00
Admin charge on lifting Suspensions	25.00	25.00
Private Hire Operators Licence	160.00	450.00
Private Hire Operators Licence each additional vehicle over 4 (for licenses issued prior to April 2017)	23.00	23.00
Application for Drivers Licence (+ DBS + Knowledge test)	130.00	135.00
Joint Application (+ DBS + Knowledge test)	+DBS+KnT 130.00	+DBS+KnT 135.00
Renewal of drivers licence	+DBS+KnT 100.00	+DBS+KnT 105.00
Knowledge Test	55.00	60.00
Replacement Badge	25.00	25.00
Sealing of meter	41.00	45.00
Advertising on Taxis Full Livery	25.00	30.00
Transfer of ownership	40.00	45.00
Surrender of Vehicle Licence admin fee	25.00	25.00
Front plate bracket	6.00	6.00
Rear plate bracket	12.00	12.00
Replacement Front plate	17.50	17.50
Replacement Rear plate	27.50	27.50
Miscellaneous:		
Acupuncturist/Tattooist/Ear Piercing	200.00	205.00
Transfer or to Add Person	50.00	55.00
Animal Boarding Establishment (plus Vet Fee if needed)	145.00	150.00
Performing Animals Registration	+ Vet Fee 75.00	+ Vet Fee 80.00
Civil Marriage Licence	1,300.00	1,330.00
Approval of Religious premises as a place at which two people may register as civil partners of each other.	900.00	900.00
Dangerous Wild Animals (plus Vet Fee if needed)	145.00	150.00
Dog Breeding Licence (plus Vet Fee if needed)	+ Vet Fee 145.00	+ Vet Fee 150.00
Pet Shop Licence	+ Vet Fee 145.00	+ Vet Fee 150.00
Riding Establishment 1- 10 Horses	160.00	165.00
Riding Establishment 11-25 Horses	+ Vet Fee 180.00	+ Vet Fee 185.00
Riding Establishment over 25 Horses	+ Vet Fee 200.00	+ Vet Fee 210.00
Sex Establishment Licence Application	+ Vet Fee 2,840.00	+ Vet Fee 2,840.00
Sex Establishment Licence Renewal	2,840.00	2,840.00
Sex Establishment Licence Variation or Transfer	2,100.00	2,100.00
Zoo Licence (plus Statutory VET inspection fees as applicable)	1,500.00	1,540.00
Greyhound Stadium Licence	190.00	200.00
Scrap Metal Dealer - Site	320.00	330.00
Scrap Metal Dealer - Collector	200.00	210.00
Scrap Metal Dealer - Change of name of Licensee	25.00	25.00
Scrap Metal Dealer - Change from Site to Collector	25.00	25.00
Scrap Metal Dealer - Change from Collector to Site	200.00	210.00
Scrap Metal Dealer - Change of Site Manager	200.00	210.00
Scrap Metal Dealer - Additional Site(s) to Licence	75.00	80.00
Copy of Licence Fee (Unspecified)		NEW 25.00
Gambling:		
Bingo Premises		
Non-conversion fee where a provisional statement has already been granted	720.00	740.00
New Premises Fee	1,200.00	1,230.00
Annual Fee	750.00	770.00
Variation Fee	1,200.00	1,230.00
Transfer Fee	720.00	740.00
Re-Instatement Fee	800.00	740.00
Provisional Statement Fee	2,100.00	1,200.00
Change of circumstances	25.00	30.00
Copy of Licence Fee	15.00	25.00
Adult Gaming Premises		
Non-conversion fee where a provisional statement has already been granted	750.00	770.00
New Premises Fee	1,300.00	1,330.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Annual Fee	700.00	720.00
Variation Fee	700.00	720.00
Transfer Fee	750.00	770.00
Re-Instatement Fee	750.00	770.00
Provisional Statement Fee	1,300.00	1,330.00
Change of circumstances	25.00	30.00
Copy of Licence Fee	15.00	25.00
Betting Premises (Track)		
Non-conversion fee where a provisional statement has already been granted	750.00	770.00
New Premises Fee	2,000.00	2,060.00
Annual Fee	800.00	820.00
Variation Fee	800.00	820.00
Transfer Fee	750.00	770.00
Re-Instatement Fee	750.00	770.00
Provisional Statement Fee	1,500.00	1,540.00
Change of circumstances	25.00	30.00
Copy of Licence Fee	15.00	25.00
Family Entertainment Premises		
Non-conversion fee where a provisional statement has already been granted	750.00	770.00
New Premises Fee	1,300.00	1,330.00
Annual Fee	500.00	515.00
Variation Fee	750.00	770.00
Transfer Fee	750.00	770.00
Re-Instatement Fee	750.00	770.00
Provisional Statement Fee	1,300.00	1,330.00
Change of circumstances	25.00	30.00
Copy of Licence Fee	15.00	25.00
Betting Premises (other)		
Non-conversion fee where a provisional statement has already been granted	720.00	740.00
New Premises Fee	1,800.00	1,840.00
Annual Fee	400.00	410.00
Variation Fee	900.00	920.00
Transfer Fee	720.00	740.00
Re-Instatement Fee	720.00	740.00
Provisional Statement Fee	1,800.00	1,840.00
Change of circumstances	25.00	30.00
Copy of Licence Fee	15.00	25.00
Liquor Licences		
Personal Licence (Fees are set by Central Government)	37.00	37.00
Premises Licence (Fees are set by Central Government, Premise licences are charged based on a number of factors, e.g. Rateable Value, Occupancy.)	Variable	Variable
Lotteries		
(Fees are set by Central Government)	Various	Various
LOCAL RECORDS CENTRE (NEW FEE STRUCTURE IN 2017/18)		
Collation and provision of biological records data for private and public sector use (fees have been restructured in response to customer feedback).		
Standard Data Search		
Single Species/Group of Species search in 1km buffer	NEW	60.00
Single Species/Group of Species search in 2km buffer	NEW	90.00
Full Species search in 1km buffer	NEW	180.00
Full Species search in 2km buffer	NEW	240.00
Customised Data Search	NEW	Price on Application
Citation for Local Wildlife Site and Local Geological site		
Minimum charge if data enquiry unsuccessful	NEW	15.00
Data enquiry unsuccessful	NEW	30.00
Copy Charges - varies depending on size of paper	NEW	No Charge
		Various
MANSION HOUSE		
Weddings	1,000.00	1,025.00
Room Hire - per hour	25.00	26.00
MARKETS		
Tenancy Agreements		
<i>2011/12 was the last year of a three year phased tenancy review. No further increases can be made other than the annual increase in line with the Retail Price Index as provided for within each lease, although no increase is proposed for 2017/18. This applies to the Corn Exchange, Fish Market, Wool Market, Market Hall, Irish Middle Market, Mexborough Hall & Lockup Units.</i>		
Doncaster Outer Market (outside the scope of VAT)		
Gazebo Stall - Tuesday	11.50	11.50
12ft Stall - Tuesday	13.50	13.50
Gazebo Stall - Wednesday (Second Hand)	8.50	8.50
12ft Stall - Wednesday (Second Hand)	10.00	10.00
Gazebo Stall - Friday	14.50	14.50

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
12ft Stall - Friday	17.00	17.00
Gazebo Stall - Saturday	20.00	20.00
12ft Stall - Saturday	22.00	22.00
Storage Box	12.00	12.00
Rossington Outer Market (outside the scope of VAT)		
Stall - Friday	13.50	13.50
Car Boot Licence (outside the scope of VAT)		
Car Boot Pitch (Minimum charge £7 regardless of number of cars)	1.08	1.08
Mexborough Outer Market (outside the scope of VAT)		
Stall - Monday	8.50	8.50
Gazebo - Monday	5.50	5.50
Stall - Thursday (bric-a-brac)	6.00	6.00
Gazebo - Thursday (bric-a-brac)	6.00	6.00
Stall - Friday	12.50	12.50
Gazebo - Friday	7.00	7.00
Stall - Saturday	15.00	15.00
Gazebo - Saturday	8.50	8.50
Performance Sites (Outside scope of VAT)		
Clock Corner (Sunday to Thursday)	217.00	217.00
Clock Corner (Friday to Saturday)	254.50	254.50
St Sepulchre Gate Lay-by (Sunday to Thursday)	170.50	170.50
St Sepulchre Gate Lay-by (Friday to Saturday)	196.50	196.50
St Sepulchre Gate by Yorkshire Bank (Sunday to Thursday)	170.50	170.50
St Sepulchre Gate by Yorkshire Bank (Friday to Saturday)	196.50	196.50
Frenchgate Main Entrance St Sepulchre Gate (Sunday to Thursday)	170.50	170.50
Frenchgate Main Entrance St Sepulchre Gate (Sunday to Thursday)	196.50	196.50
Frenchgate Burger King Entrance (Sunday to Thursday)	170.50	170.50
Frenchgate Burger King Entrance (Friday to Saturday)	196.50	196.50
Frenchgate M&S and BHS (Sunday to Thursday)	170.50	170.50
Frenchgate M&S and BHS (Friday to Saturday)	196.50	196.50
Printing Office Street (Sunday to Thursday)	170.50	170.50
Printing Office Street (Friday to Saturday)	196.50	196.50
Primark Site (Sunday to Thursday)	188.00	188.00
Primark Site (Friday to Saturday)	221.00	221.00
Goosehill	76.50	76.50
Market Hall Corner	76.50	76.50
Open Market - Market Square	76.50	76.50
Based on 3M x 3M pitch (or multiple thereof)		
Gazebo (per day)	76.50	76.50
Town Centre Market Trading Baxtergate/High Street/Frenchgate/St Sepulchre gate		
Cost per 3Mx3M pitch including Gazebo per day	105.50	105.50
Pavement Cafes (Outside the scope of VAT)		
5 year pavement café licence (for 1-10 tables)	100.00	100.00
5 year pavement café licence (for 11+ tables)	Price On Application	Price On Application
MARY WOOLLETT CENTRE (No VAT)		
Room		
Full day	165.00	170.00
Half day (up to 3.5 hours)	110.00	115.00
Twilight (4.15pm to 6pm)	55.00	57.00
After 6pm: up to 2 hrs	110.00	115.00
After 6pm: (per additional hour or part thereof)	45.00	46.00
Saturday: up to 2 hrs	255.00	265.00
Saturday: (per additional hour or part thereof)	45.00	46.00
Sunday: up to 2 hrs	290.00	300.00
Sunday: (per additional hour or part thereof)	55.00	57.00
Hall		
Full day	255.00	265.00
Half day (up to 3.5 hours)	170.00	175.00
Twilight (4.15pm to 6pm)	90.00	95.00
After 6pm: up to 2 hrs	165.00	170.00
After 6pm: (per additional hour or part thereof)	55.00	57.00
Saturday: up to 2 hrs	255.00	265.00
Saturday: (per additional hour or part thereof)	45.00	46.00
Sunday: up to 2 hrs	290.00	300.00
Sunday: (per additional hour or part thereof)	55.00	57.00
PARKS & PLAYING FIELDS		
Administration Fee		
Charities / Community Organisations	60.00	61.00
Commercial Organisations	85.00	87.00
Site rental (VAT Exempt)		
Commercial Organisations minimum hire per day	100.00	102.50
Football / Rugby		
Class A pitches (includes changing rooms and showers)	72.00	75.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Class B pitches (includes changing room only)	61.00	62.50
Class C pitches:		
Pitch only	51.00	53.00
Junior pitch	0.00	0.00
Five a side pitches (per 2 hours)	36.00	37.00
Seasonal club bookings (VAT Exempt)		
Class A pitches	675.00	690.00
Class B pitches	556.00	568.00
Class C pitches	438.00	448.00
Junior on class C Pitches	0.00	0.00
Cricket		
Class A pitches		
includes changing rooms and showers	77.00	79.00
season (VAT Exempt)	927.00	947.50
Class B pitches		
Includes changing room only	61.00	62.50
season (VAT Exempt)	824.00	842.00
Pitch only	51.00	52.00
season (VAT Exempt)	705.00	720.50
Funfairs		
Small rides and/or stalls per item per day	20.00	20.00
5 large rides and under per day	300.00	300.00
Additional large rides per day	60.00	60.00
Bowling Greens		
Season fee per green	1,030.00	1,053.00
Per Person (non member use)	3.00	3.00
Pitch & Putt		
Per game of Golf	2.50	2.50
Deposit on equipment & Golf Ball	2.50	2.50
Fishing		
Per day charge	5.00	5.00
Sandall Beat		
All abilities bike	1.50	1.50
Visitor Centre Day Visits per child:	3.50	3.50
Rangers activities per half day	46.00	55.60
Ranger - 1 hour activity	30.00	36.00
Wooden table decorations (excluding postage where applicable) - starting price	10.00	10.00
£10 - prices vary according to individual decoration.		
Skill day (charge per person)	25.00	25.00
Pavilions / Sandall Beat Visitors centre:		
Hire of room per hour (external)	16.50	16.50
Hire of room per hour (internal)	16.50	16.50
PEST CONTROL		
Control of Rats	0.00	0.00
Dwelling Houses - Mice		
Normal working hours - First 4 visits inclusive where required	52.00	53.00
- subsequent visits (after the 4 above)	20.00	21.00
Out of hours and Saturdays	100.00	120.00
Sundays and Bank Holidays	130.00	150.00
Applies to domestic customers in receipt of Housing Benefit and/or LTSS - First 4 visits inclusive where required	41.00	42.00
- subsequent visits (after the 4 above)	15.00	16.00
Dwelling Houses - Insects (excluding bed bugs)		
Normal working hours	52.00	53.00
Out of hours and Saturdays	100.00	120.00
Sundays and Bank Holidays	130.00	150.00
Applies to domestic customers in receipt of Housing Benefit and/or LTSS	41.00	42.00
Dwelling Houses - Bed Bugs		
Per visit	60.00	65.00
Applies to domestic customers in receipt of Housing Benefit and/or LTSS - per visit	50.00	55.00
Abortive Visits		
Housing Benefit and/or LTSS	25.00	27.00
Domestic standard rate	30.00	33.00
Out of hours and Saturdays	65.00	70.00
Sundays and Bank Holidays	85.00	90.00
Insect Identification (refunded if treatment carried out by DMBC)	25.00	30.00
Commercial Premises (per hour)		
Normal working hours	78.00	78.00
Out of hours and Saturdays	125.00	140.00
Sundays and Bank Holidays	160.00	180.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Control of Moles, Feral Pigeons & Squirrels (price per hour)		
Normal working hours	78.00	78.00
Out of hours and Saturdays	125.00	140.00
Sundays and Bank Holidays	160.00	180.00
Reclaiming of stray dogs	50.00	50.00
POLLUTION PREVENTION & CONTROL		
Pollution Prevention & Control fee values are set nationally by Central Government (no VAT)		
Local Air Pollution Prevention & Control		
Application Fee		
Standard process (includes solvent emission activities)	1,579.00	1,579.00
Additional fee for operating without a permit	1,137.00	1,137.00
PVRI, SWOB's and Dry Cleaners	148.00	148.00
PVR I & II Combined	246.00	246.00
VR's and other reduced fee activities	346.00	346.00
Reduced fee activities: Additional fee for operating without a permit	68.00	68.00
Mobile Plant (not using simplified permits)		
For the 1 st and 2 nd application	1,579.00	1,579.00
For the 3 rd to 7 th applications	943.00	943.00
For the 8 th and subsequent applications	477.00	477.00
Additional fee to any of the above for combined Part B and waste application	297.00	297.00
Annual Subsistence Charge		
Standard Process LOW	739.00 (+99.00)	739.00 (+99.00)
Standard Process MEDIUM	1,111.00 (+149.00)	1,111.00 (+149.00)
Standard Process HIGH	1,672.00 (+198.00)	1,672.00 (+198.00)
Additional fee in brackets charged for a combined Part B and waste application		
PVRI, SWOB's and Dry Cleaners LOW	76.00	76.00
PVRI, SWOB's and Dry Cleaners MEDIUM	151.00	151.00
PVRI, SWOB's and Dry Cleaners HIGH	227.00	227.00
PVR I & II Combined LOW	108.00	108.00
PVR I & II Combined MEDIUM	216.00	216.00
PVR I & II Combined HIGH	326.00	326.00
VR's and other reduced fee activities LOW	218.00	218.00
VR's and other reduced fee activities MEDIUM	349.00	349.00
VR's and other reduced fee activities HIGH	524.00	524.00
Mobile Plant (not using simplified permits)		
For the 1 st and 2 nd application LOW	318.00	318.00
For the 1 st and 2 nd application MEDIUM	989.00	989.00
For the 1 st and 2 nd application HIGH	1,484.00	1,484.00
For the 3 rd to 7 th applications LOW	368.00	368.00
For the 3 rd to 7 th applications MEDIUM	590.00	590.00
For the 3 rd to 7 th applications HIGH	884.00	884.00
For the 8 th and subsequent applications LOW	189.00	189.00
For the 8 th and subsequent applications MEDIUM	302.00	302.00
For the 8 th and subsequent applications HIGH	453.00	453.00
Late payment fee	50.00	50.00
Additional fee to any of the above where Part B installation is subject to reporting under the E-PRTR Regulation	99.00	99.00
Transfer and Surrender		
Standard process transfer	162.00	162.00
Standard process partial transfer	476.00	476.00
New operator at low risk reduced activity (extra one-off subsistence charge - see Article 15(2) of charging scheme)	75.00	75.00
Surrender: all Part B activities	0.00	0.00
Reduced fee activities: transfer	0.00	0.00
Reduced fee activities: partial transfer	45.00	45.00
Temporary Transfer for Mobiles		
First transfer	51.00	51.00
Repeat following enforcement of warning	51.00	51.00
Substantial Change		
Standard process	1,005.00	1,005.00
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00
Reduced fee activities	98.00	98.00
Mobile Plant Permit Charges (not using simplified permits)		
Permits 1 to 2 Application Fee	1,579.00	1,579.00
Permits 1 to 2 Subsistence Fee LOW	618.00	618.00
Permits 1 to 2 Subsistence Fee MEDIUM	989.00	989.00
Permits 1 to 2 Subsistence Fee HIGH	1,484.00	1,484.00
Permits 3 to 7 Application Fee	943.00	943.00
Permits 3 to 7 Subsistence Fee LOW	368.00	368.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Permits 3 to 7 Subsistence Fee MEDIUM	590.00	590.00
Permits 3 to 7 Subsistence Fee HIGH	884.00	884.00
Permits 8+ Application Fee	477.00	477.00
Permits 8+ Subsistence Fee LOW	189.00	189.00
Permits 8+ Subsistence Fee MEDIUM	302.00	302.00
Permits 8+ Subsistence Fee HIGH	453.00	453.00
Local Authority - Integrated Pollution Prevention & Control		
Every subsistence charge below includes the additional £99 charge to cover LA extra costs in reporting under the E-PRTR Regulation		
Application	3,218.00	3,218.00
Additional fee for operating without a permit	1,137.00	1,137.00
Annual Subsistence LOW	1,384.00	1,384.00
Annual Subsistence MEDIUM	1,541.00	1,541.00
Annual Subsistence HIGH	2,233.00	2,233.00
Late payment fee	50.00	50.00
Substantial Variation	1,309.00	1,309.00
Transfer	225.00	225.00
Partial Transfer	668.00	668.00
Surrender	668.00	668.00
Additional fee if Subsistence charges paid in four equal quarterly instalments	36.00	36.00
Reduced fee activities are listed in the schedule to the Part B scheme Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.		
TRADING STANDARDS		
All Trading Standards chargeable work will be priced by the hour. The time charged will include travelling time and test time.		
TSO hourly rate	64.00	70.00
Technician Hourly rate	38.00	40.00
Motor Trade Partnership Subscription < £1m	473.95	476.40
Motor Trade Partnership Subscription < £2m	920.33	940.80
Motor Trade Partnership Subscription > £2m	1,627.36	1,663.20
TRANSPORT SERVICES FEES		
Driving Assessments for Taxis and Private Hire Vehicles		
Driver assessment	79.66	79.66
Driver assessment with wheelchair assessment	92.94	92.94
Driver wheelchair assessment	26.56	26.56
Charges are exempt from VAT		
Staff Vehicle Hire		
Weekends & Bank Holidays	Per Day	27.00
Part day/overnight any other day		15.00
Fuel if not returned full	Per Mile	0.18
(special offers may be available)		
MOT FEES		
Car or light van (Class 4) test fee	38.00	38.00
Car or light van (Class 4) re-test fee	10.00	10.00
Light Minibuses (Class 5) test fee	50.00	50.00
Light Minibuses (Class 5) re-test fee	20.00	20.00
Light Commercial (Class 7) test fee	50.00	50.00
Light Commercial (Class 7) re-test fee	20.00	20.00
Private Vehicle Repair - Labour	Per Hour	48.00
WASTE AND RECYCLING		
Commercial Waste Service (Charges are outside the scope of VAT)		
Wheeled Bins Quarterly Charge		
Sack	44.00	45.00
Std Bin	55.00	57.00
240 L	81.00	83.00
360 L	104.00	107.00
660 L	165.00	169.00
1100 L	237.00	243.00
Wheeled Bins Including Domestic Quarterly Charge		
Sack	44.00	45.00
Std Bin	55.00	57.00
240 L	72.00	74.00
360 L	86.00	88.00
660 L	143.00	147.00
1100 L	216.00	221.00

2017/18 Fees and Charges Detail

	Charge from 1 st April 2016	Charge from 1 st April 2017
	£	£
Wheeled Bins Charities Quarterly Charge		
Sack	35.00	36.00
Std Bin	35.00	36.00
240 L	35.00	36.00
360 L	38.00	39.00
660 L	75.00	77.00
1100 L	79.00	81.00
Wheeled Bins Compaction Quarterly Charge		
240 L	210.00	215.00
360 L	231.00	237.00
660 L	357.00	365.00
1100 L	578.00	591.00
Commercial Recycling		
Recycling Service	46.00	47.00
Commercial Special		
Under 2m ³	106.00	109.00
Between 2m ³ and 4m ³	198.00	203.00
Between 4m ³ and 6m ³	494.00	505.00
Bulky Collections		
Standard Charge	25.00	30.00
Exemption Charge for Benefit Qualification	12.00	15.00
Additional/Replacement Bins		
Additional Bins (limited to residents meeting criteria)	30.00	31.00
Replacement Bins	21.00	22.00
Commercial Clinical Waste Service		
Sharps Service	12.00	13.00
Sack Service	5.00	5.00

Reserves (to be reviewed at year-end)

	Estimated Balance at 31/03/17 £'m
School Balances	-12.027
Service Transformation Fund	-5.458
NNDR - Contingency against Risks and Volatility	-2.910
Reserve for future severance costs	-1.797
Revenue Contribution to the Capital Programme (pre-work/development costs)	-1.207
Business Rates Incentive Scheme	-1.165
Grant Underspend for Stronger Families Programme	-1.096
Civic Office Major Repairs & Maintenance Fund	-0.985
Investment & Modernisation Fund - Revenue	-0.910
S106 Open Spaces Revenue unapplied contribution	-0.685
Teesland Section 278	-0.619
LO-CYP Improvement Plan	-0.523
Public Health	-0.493
All Out Local Elections - 4 year cycle	-0.395
Supporting & Maintaining Independence Programme	-0.370
ERP - Phase 2	-0.335
Assets & Property - demolition of former Sorting Office & Coroners Buildings	-0.331
Highways	-0.302
Coppice School	-0.281
Various Section 278	-0.271
Revenues & Benefits - Discretionary Hardship	-0.264
S106 Interest balances	-0.230
Dilapidation Costs on Vacated Buildings	-0.197
LO-CYP - School Improvement Ofsted Action Plan	-0.191
Education Foundation	-0.162
Revenues & Benefits - Updates required for legislative requirements	-0.160
Adult Social Care System Implementation	-0.154
Match Funding for European Structural Investment Fund	-0.129
ICT - Schools Centralised Infrastructure Sinking Fund	-0.115
LEP Inward Investment Loan	-0.109
ICT Pressures	-0.108
Planning Capacity Funding Grant used for DN7 Project	-0.106
Pathway to Traineeships (SFA)	-0.097
North Ridge School	-0.093
DWP Fraud & Error Reduction Incentive Scheme	-0.090
Community Incentive Scheme	-0.068
Work & Skills Funding	-0.052
Weight management	-0.043
Lake Aeration Maintenance Costs	-0.040
Contribution to Delivery of Apprenticeship Programme - ASDA	-0.040
CYP Local Transformation Plan - Future in mind	-0.040
Museum Service - In year - donations, disposals & healthy lifestyles	-0.027
Revenue Investment for Mansion House	-0.027
Colonnades Tenants Repairs Fund	-0.023
Commuted Sum - Tree Maintenance, Woodfield Way, Doncaster.	-0.021
S106 Highways Revenue unapplied contribution	-0.020
S106 Planning and Other Revenue unapplied contribution	-0.018
Proceeds of Crime Act	-0.015
Other	-0.056

Detailed Medium-Term Financial Forecast (MTFF)

This medium-term financial forecast for 2017/18 is provided below:

	2016/17	2017/18	2018/19	2019/20	2020/21
	£m	£m	£m	£m	£m
Major Funding Sources					
Retained Business Rates	47.373	44.057	45.026	46.013	47.020
Top-Up*	27.197	32.805	34.011	35.397	48.039
Revenue Support Grant*	48.011	36.150	28.131	20.041	0.000
Total Baseline Income	122.581	113.012	107.168	101.451	95.059
Specific Grants (Paragraph 10)	45.581	46.110	48.471	52.135	52.761
Public Health Grant (Paragraph 12)	25.055	24.437	23.802	23.183	23.183
Council Tax Income	94.557	100.432	100.432	100.432	100.432
Customer & Client Receipts	47.767	48.250	48.250	48.250	48.250
Other Income (Paragraph 15)	57.545	57.312	57.312	57.312	57.312
Housing Benefit	94.268	94.268	94.268	94.268	94.268
Total Income	487.354	483.821	479.703	477.031	471.265
Total Council Expenditure Including Public Health (Funded)	488.420	487.354	483.821	479.703	477.031
Expenditure Changes					
Change in Housing Benefit (nil impact on reductions required)	1.741	0.000	0.000	0.000	0.000
Grant decreases exit strategies in place (Paragraph 11)	-2.023	-1.291	-2.701	-1.144	-0.072
Staffing (Paragraph 22)	4.785	2.412	2.801	3.393	2.364
Prices Changes (Paragraph 23)	4.408	5.310	5.470	5.140	4.960
Levying Bodies (Paragraph 25)	0.125	0.100	0.100	0.100	0.100
Expenditure funded from additional income included above (Paragraph 14)	3.517	1.604	0.000	0.000	0.000
Budget Pressures (Paragraph 27)	6.015	4.146	3.262	3.874	3.046
Savings to be identified	-19.634	-15.814	-13.050	-14.035	-16.164
Gross Budget	487.354	483.821	479.703	477.031	471.265
Net Budget Requirement (including Baseline Income)	217.138	213.444	207.600	201.883	195.491

* Top-Up Adjusted in 2020/21 by £12m to compensate for nil RSG in this year due to implementation of 100% Business Rates Retention.

Reduction in Government Grants

Central Government Grant Settlements

1. Over the last six years Government action in response to national and global economic events has placed unprecedented strain on public finances for the foreseeable future. There have been three Spending Review announcements in 2010, 2013 and 2015 covering in total the years 2011/12 – 2019/20 aimed at removing the Government's budget deficit and bringing the Government's finances back into surplus. To summarise the position: -
 - a. The public spending choice for the Government was essentially about the balance between tax increases and spending cuts; the outcome is heavily slanted towards the latter with Government funding to Councils falling substantially. In the Autumn Statement November 2016, the government remains committed to returning the public finances to balance, however due to the weaker growth outlook and the period of uncertainty, while the UK negotiates a new relationship with the EU the government will no longer seek to reach a fiscal surplus in this Parliament. The Government used the Spending Review announcement to provide a little more detail on recently announced local government reforms: -
 - The Government will allow directly elected mayors to add a premium to business rates to pay for new infrastructure, provided they have the support of the local business community through a vote of the majority of the business members of the Local Enterprise Partnership Board. The uniform business rate will be abolished and all local authorities will gain the power to reduce rates to support business and job growth;
 - The Government will consult on changes to the local government finance system (including a review of the formula used) to pave the way for the implementation of 100% business rate retention from either 2019/20 or 2020/21. As part of this process Revenue Support Grant will be phased out. The Government have said it will consider transferring responsibility for funding the administration of housing benefit for pensioners and Transport for London's capital projects to local government, and will also consult on options to transfer responsibility for funding public health and attendance allowance. The consultation will take into account all the main resources currently available to councils, including council tax and business rates;
 - To reform services and make them more efficient, local authorities will have new flexibilities to spend 100% of their fixed asset receipts (excluding Right to Buy receipts) on the revenue costs of reform projects.
 - The 2016-17 Finance Settlement Government announced the opportunity for Council's to accept a multi-year settlement offer to 2019/20. As part of the move to a more self-sufficient local government, these multi-year settlements can provide the funding certainty and stability to enable more proactive planning of service delivery and support strategic collaboration with local partners. The Government have said that Councils should also use their multi-year settlements to strengthen financial management and efficiency, including by maximising value in arrangements with suppliers and making strategic use of reserves in the interests of residents. The Council accepted this offer in October 2016.
 - b. In a separate announcement on 2nd October 2015 the Government indicated the terms of a proposed agreement between itself and the leaders of the

Sheffield City Region (SCR) to devolve powers and responsibilities to the SCR Combined Authority and a new directly elected Mayor. At this stage the MTF for 2017/18 onwards does not take account of any devolution proposals.

- c. The Government's Budget Statement of 16th March 2016 indicated that the Government is planning an additional £3.5 billion of efficiency savings from departmental budgets in 2019/20. The Chief Secretary to the Treasury, with the support of the Paymaster General, will lead an efficiency review of all departmental spending which will report in 2018. However the Government made it clear that acceptance of the 4 Year Offer would mean that the Council would not suffer any further cuts to Revenue Support Grant over the period 2016/17 – 2019/20. The Council accepted the 4 year offer in October 2016.

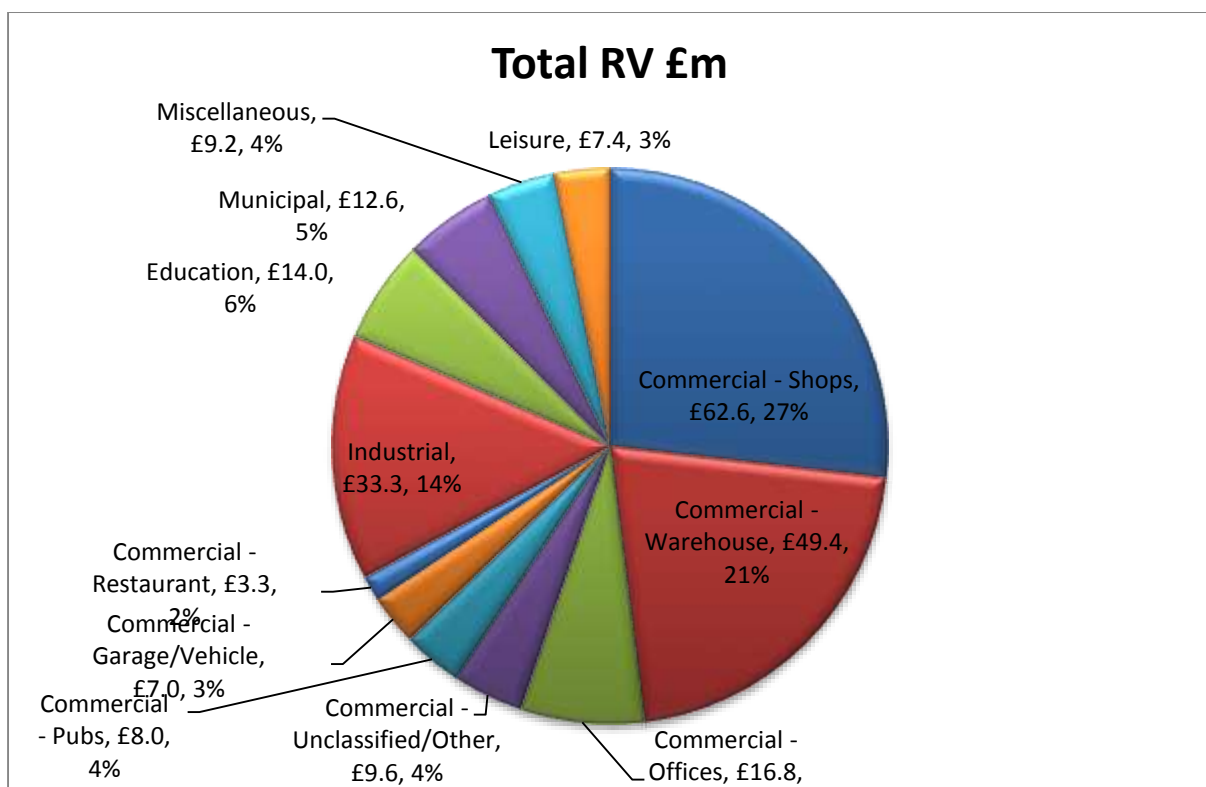
Retention of Business Rates

2. From 1990 to 2013 business rates were collected by local authorities and paid over to Government in full. Local authorities would then receive a share of the re-distributed business rates through a needs driven formula grant mechanism to provide revenue support. In April 2013, the business rates scheme changed with the introduction of the Local Government Finance Act 2012. With the new scheme 50% of local business rates income is retained locally (Doncaster retains 49% and passes on 1% to the South Yorkshire Fire & Rescue Authority) and 50% is passed to Government. Business rates income is based on debt raised less any anticipated bad debt rather than actual collection.
3. The local retention of business rates model calculates the difference between each Council's individual business rate baseline and their calculated baseline funding level and either a top-up or a tariff will be paid to Councils from Government. Doncaster Council will receive top-up funding of £32.805m for 2017/18, which represents the difference between our individual business rate baseline funding level £38.511m and the calculated baseline level £71.316m. The emphasis of these reforms is to move local government funding away from a needs based system to one based on business rates and incentivising growth in the Council Tax Base (through the operation of the New Homes Bonus).
4. Full revaluations are carried out every five years and the next revaluation was due in April 2015, however central government announced in October 2012 the decision to postpone the next business rates revaluation until 2017. The Government confirmed that from April 2017 there will be a Business Rates revaluation (note that 1st April 2015 has been notified as the valuation date for business rates assessments from April 2017). As a revaluation should not affect the total tax raised, if valuations rise nationally then there should be a corresponding fall in the multiplier.
5. On 30th September, the Valuation Office Agency published the draft 2017/18 rateable values. These require checking for factual errors and so they can provide the basis for budgeting and decisions on appeal. In the Provisional Settlement December 2016, Government published the business rates multipliers – small business multiplier 46.6p (down from 48.0p) and the higher multiplier 47.9p (down from 49.3p) and details of transitional arrangements. This revaluation led to the revision of tariffs and top-ups. In general terms if the rateable value of businesses in a Council's area increased relative to the national average, central Government assumptions are that it can raise more income from Business Rates so Government reduced its top-up funding or increased the tariff it must pay. The opposite applies if the rateable value of businesses in a Council's area reduces relative to the national average. Doncaster's top-up increase from £27.197m to £32.805m as a result of the rateable value for our area decreasing.

6. In its Budget Statement on 16th March 2016 the Government announced as part of a number of key reforms to Business Rates a reduction in the burden of Business Rates of £6.7bn over the next 5 years. The reforms are summarised below: -

- Permanently doubling Small Business Rate Relief (SBRR) from 50% to 100% and increasing the thresholds to benefit a greater number of businesses. Businesses with a property with a rateable value of £12,000 and below will receive 100% Relief. Businesses with a property with a rateable value between £12,000 and £15,000 will receive tapered relief. 600,000 small businesses, occupiers of a third of all properties, will pay no business rates at all – a saving worth up to £5,900 in 2017/18.
- Increasing the threshold for the standard business rates multiplier to a rateable value of £51,000, taking 250,000 smaller properties out of the higher rate. This will reduce business rates for many small businesses – including some high street shops.
- The Government has confirmed that compensation for these measures will be paid by means of Section 31 specific grant.
- From April 2020, taxes for all businesses paying rates will be cut through a switch in the annual indexation of business rates from RPI to be consistent with the main measure of inflation, currently CPI.

7. For information, the breakdown of total rateable value of Business Rates by category, based on the 2017 list, is shown in the chart below: -



Localisation of Council Tax Support

8. The Council Tax Benefit system was abolished from 1 April 2013 and replaced with a form of local Council Tax Support called the Local Council Tax Support (LCTS) scheme (which is now Doncaster's local scheme). Council Tax Benefit was therefore replaced by a new Council Tax discount. This reduced the Council Tax Base from 2013/14 onwards because individuals who are entitled to financial help under the scheme to meet the costs of their Council Tax are now deemed to owe less Council Tax in the first place. The council received a fixed grant to compensate for the reduction in Council Tax income, although the grant only covered 90% of the 2012/13 benefits and protected pensioners. The initial funding allocations for 2013/14 were £17.1m for the Council and £9.6m for the S.Y. Police Authority and £4.4m for the S.Y. Fire Authority. Since 2013/14 the Government has not published revised allocations even though Government funding for local authorities has continued to reduce significantly. From the Council's total initial funding of £17.1m, £0.3m was distributed to the Parish Councils in 2013/14 and 2014/15 to protect as far as possible Council Tax payers. This has been reduced by 10% in 2015/16 and a further 10% in 2016/17.
9. Doncaster introduced a LCTS scheme to reduce benefits to meet the grant shortfall; discounts and exemptions were amended and Council Tax charged on empty properties and second homes. The LCTS scheme must be approved annually by full council. The current LCTS scheme, which remains the same as last year, will be approved by Council on 26th January, 2017.

Specific Grants

10. The Council receives a number of specific grants, which are non-ring fenced and can be redirected to other areas of service provision as required. It also receives some specific grants that are tightly ring fenced and can only be used for the specific purpose set out in the grant conditions. Specific grants are much fewer than in previous Spending Review periods as Government has rolled in excess of £5 billion of these grants into the baseline income for Business Rates Retention. The largest specific grant is Public Health and this is shown separately in the MTF. In addition to Public Health further details of the main specific grants (ring fenced and non-ring fenced) are provided below. The following table details the amounts announced for 2016/17 and the assumptions for 2017/18 - 2020/21: -

	2016/17 Grant £m	2017/18 Grant £m	2018/19 Grant £m	2019/20 Grant £m	2020/21 Grant £m
Adult Social Care Grant		1.520	0.000		
Ambition SCR	0.410	0.052	0.000	0.000	0.000
Better Care Fund (Improved)	0.000	1.333	7.176	12.185	14.185
Bikeability	0.030	0.021	0.021	0.021	0.021
Bus Service Operators Support Grant	0.020	0.020	0.020	0.020	0.020
Dedicated Schools Grant - Central Element (Includes Early Years)	21.105	21.005	20.855	20.614	20.614
DfE funding for additional recurrent Children's Services Trust Costs	0.195	0.195	0.195	0.195	0.195
Discretionary Housing Payments Grant	0.676	0.676	0.676	0.676	0.676
DWP - Access To Work	0.016	0.000	0.000	0.000	0.000
Education Services Grant	2.440	0.680	0.680	0.680	0.680
ERDF & ESIF - Launchpad	0.139	0.173	0.173	0.000	0.000
ERDF & ESIF - Technical Assistance	0.080	0.080	0.040	0.000	0.000
ERDF & ESIF - SCR Growth Hub	0.072	0.077	0.077	0.077	0.077
Extended Rights to Free Transport	0.000	0.100	0.100	0.100	0.100

	2016/17 Grant £m	2017/18 Grant £m	2018/19 Grant £m	2019/20 Grant £m	2020/21 Grant £m
Higher Education Funding Council (cost reimbursement)	0.179	0.179	0.179	0.179	0.179
Housing Benefit - Core Admin Subsidy	1.337	1.203	0.934	0.789	0.685
LCTS Grant - Core Administration Subsidy	0.445	0.430	0.385	0.358	0.333
Independent Living Fund	0.751	0.726	0.703	0.682	0.660
Local Reform & Community Voices	0.206	0.206	0.206	0.206	0.206
Local Sustainable Transport Fund	0.464	0.464	0.464	0.464	0.464
Music Services	0.444	0.441	0.441	0.441	0.441
New Homes Bonus	5.051	4.946	3.844	3.196	2.023
National Non-Domestic Rates (NNDR) Collection	0.374	0.371	0.371	0.371	0.371
PFI Schools (fixed for 25 years duration of PFI scheme)	3.478	3.478	3.478	3.478	3.478
Pupil Premium (Children in Care Element)	0.760	0.760	0.760	0.760	0.760
Section 31 grant - Business Rate Inflation Compensation - Revenue Raised	0.692	0.669	0.669	0.669	0.669
Section 31 grant - Business Rate Inflation Compensation - Top Up	0.393	0.000	0.000	0.000	0.000
Section 31 grant - Small Business Rate Relief Refund	1.523	2.503	2.503	2.503	2.503
Section 31 grant - Small Business Rate Relief: "first" property	0.014	0.026	0.026	0.026	0.026
Section 31 grant - "New Empty" Property Relief	0.147	0.071	0.071	0.071	0.071
Section 31 grant - Long Term Empty Relief Compensation	0.021	0.000	0.000	0.000	0.000
Section 31 grant - Rural Rate Relief Compensation	0.010	0.004	0.004	0.004	0.004
SEND Implementation Grant	0.208	0.231	0.000	0.000	0.000
Skills Funding Agency - Adult Family & Community Learning (will be Adult Education Budget from 2017/18 administered by Sheffield City Region)	0.668	0.693	0.693	0.693	0.693
Skills Funding Agency - Apprentices	0.291	0.000	0.000	0.000	0.000
Skills Funding Agency - Skills Made Easy (City Deal)	0.115	0.000			
Social Care in Prisons Grant	0.343	0.343	0.343	0.343	0.343
Staying Put Implementation Grant	0.139	0.139	0.139	0.139	0.139
Teacher Training Grant	0.445	0.445	0.445	0.445	0.445
Troubled Families Grant (includes IDVA Grant £10k)	1.170	1.170	1.170	1.170	1.170
Unaccompanied Asylum Seekers - Children	0.055	0.055	0.055	0.055	0.055
Youth Justice Board	0.675	0.625	0.575	0.525	0.475
Total	45.581	46.110	48.471	52.135	52.761

11. The final Financial Settlement for 2017/18 (publication date to be confirmed) and subsequent grant announcements may result in additional cuts to specific grants over and above those previously identified; where this is the case it is assumed that the activities will cease and the Council will no longer incur expenditure in these areas (i.e. there will be exit strategies for all grant reductions) Exit strategies are required for the following grant reductions and therefore these are not included in the budget gap, further details are provided at Appendix D: -

	2016/17 Exit plan £m	2017/18 Exit plan £m	2018/19 Exit plan £m	2019/20 Exit plan £m	2020/21 Exit plan £m
Adult Social Care Grant			-1.520		
Air Pollution	-0.020				

	2016/17 Exit plan £m	2017/18 Exit plan £m	2018/19 Exit plan £m	2019/20 Exit plan £m	2020/21 Exit plan £m
Ambition SCR		-0.358	-0.052		
Bikeability		-0.009			
Dedicated Schools Grant - Central Element (Includes Early Years)		-0.100	-0.150	-0.241	0.000
DWP - Access To Work		-0.016			
ERDF & ESIF - Launchpad	-0.174	0.000	0.000	-0.173	0.000
ERDF & ESIF - Technical Assistance			-0.040	-0.040	
Higher Education Funding Council (cost reimbursement)	-0.026				
Housing Benefit - Core Admin Subsidy	-0.198				
Independent Living Fund		-0.025	-0.023	-0.021	-0.022
Local Reform & Community Voices		0.000			
Music Services	-0.004				
SEND Implementation Grant			-0.231		
Public Health Grant	-0.579	-0.618	-0.635	-0.619	
Skills Funding Agency - Adult Family & Community Learning (will be Adult Education Budget from 2017/18 administered by Sheffield City Region)	-0.070				
Skills Funding Agency - Skills Made Easy (City Deal)		-0.115	0.000		
Social Care in Prisons Grant	-0.869				
Unaccompanied Asylum Seekers - Children	-0.030				
Youth Justice Board	-0.053	-0.050	-0.050	-0.050	-0.050
Total Exit Strategies	--2.023	-1.291	-2.701	-1.144	-0.072

12. The Health and Social Care Act 2012 provided the statutory basis for Local Authorities to assume their new Public Health responsibilities from 2013/14. From this date the majority of Public Health functions transferred to the Council although some specialist elements of Public Health such as children's services 0-5, cancer screening etc. were retained by the NHS. Children's Public Health commissioning responsibilities for 0-5 year olds transferred from NHS England to Local Authorities on 1st October 2015 and this joins up that already done by Local Authorities for children & young people 5-19.
13. The ring fence on public health spending will be maintained in 2017/18 and Government will consult on options to fully fund local authorities' public health spending from their retained business rates receipts, as part of the move towards 100 per cent business rate retention. For 2017/18 the Council had a reduction in the Public Health Grant of £0.618m.
14. Further information on other significant specific grants is provided below: -
- Adult Social Care Grant – this is a new one-off grant funded from the savings created by the reform of the New Homes Bonus scheme (see later paragraph on New Homes Bonus). The Council will receive £1.5m in 2017/18 only which will be held centrally and used to fund the transformation of Adults, Health & Wellbeing.
 - Improved Better Care Fund – the Government is providing £1.5 billion additional funding for local authorities to spend on adult social care by 2019/20, to be included in an Improved Better Care Fund. The Government has said that it recognises that authorities have varying capacity to raise council tax. The additional funding for the Improved Better Care Fund will be allocated through a separate grant to local government, using a methodology which provides greater funding to those authorities which benefit less from the additional council tax flexibility for social care. This additional funding commences in

2017/18, however there is no mention of grant conditions. This is separate to the Better Care Fund currently received which is shown under other income below.

- c. Dedicated Schools Grant (DSG) funds the schools budget (funding for schools and services that are provided centrally to pupils, early years and high needs budgets). The initial 2017/18 Block allocations including Academies are as follows: -

- Schools Block Allocation £188.0m – this is almost entirely delegated to schools, with some budgets de-delegated/held centrally for services to be provided centrally to pupils/schools. Schools will be provided with budget allocations for 2017/18 by the DfE deadline of 28th February 2017. The 2017/18 school funding formula, used to allocate Schools Block DSG, was consulted and agreed upon with Schools Forum on 13th October 2016.
- High Needs Block Allocation £28.9m
- Early Years Block Allocation £18.2m

Once all funding allocations and deductions are confirmed in March 2017 it is anticipated that the main services funded centrally by DSG will be Early Years c.£10.8m with the remaining c.£13.5m being used for assessment and support for pupils with Special Educational Needs, support for ethnic minority achievement in schools, schools admissions, staff absence compensation and various other statutory functions including the Schools Forum.

- d. Education Services Grant - in 2013/14 £1,038m was transferred from the Business Rates Retention scheme to establish this new specific grant. Councils deliver a range of central education support services on behalf of schools which, when schools become academies, they have to secure for themselves, e.g. governor support, asset management, HR employer functions. Up to and including 2012/13 academies received money for these responsibilities through the Local Authority Central Spend Equivalent Grant (LACSEG). From April 2013 LACSEG was replaced with a new grant Education Services Grant (ESG) which is distributed by the DfE as a separate non-ringfenced specific grant to councils and to academies proportionate to the number of pupils for which they are responsible. The June 2013 CSR announced a £200m reduction in the ESG from 2015/16, approximately 20% of the 2014/15 grant total. The November 2015 Spending Review indicated that the Government planned savings of £600m in ESG including phasing out the additional funding schools receive through the grant. The Government has said that it will end the local authority role in running schools and remove a number of statutory duties. The Government also published its response to the March 2016 first consultation on policy and funding proposals in December 2016 and stated its intention that ESG would cease from 1st September 2017, with the ESG retained duties funding element to be passported into the Dedicated Schools Grant (schools block), of which Doncaster's share has been confirmed as £0.680m for 2017/18. It is assumed that funding for retained duties remains at £0.680m for the remainder of the MTFF period. The transitional general rate ESG funding, covering April – August 2017, was also notified in December 2016 and will provide one-off funding of up to £630k (this figure was based on the number of maintained school pupils at 1st November 2016, and will reduce as further maintained schools convert up until 31st August 2017).
- e. Housing Benefit & Localisation of Council Tax Support Administration Subsidy – when this grant was originally introduced several decades ago it was

supposed to fairly compensate Billing authorities for the costs they incurred in administering national Housing Benefit and Council Tax Benefit schemes (from April 2013 the national Council Tax Benefit scheme was abolished and replaced with a Local Council Tax Support scheme). However this link between the costs that billing authorities incur and grant funding was broken some years ago and this grant is now nothing more than a contribution towards costs incurred. The national grant funding for both administration subsidies is £274.4m for 2017/18 and Doncaster's share is £1.633m which reflects an 8.4% grant cut from 2016/17. Note that there has been no additional administration funding for the discretionary responsibilities that have been placed on authorities in recent years such as administration of discretionary housing payments which is being increasingly used by DWP to mitigate the impact of welfare reforms. This grant is expected to undergo significant review as the implementation of Universal Credit gathers pace.

- f. The 2016/17 estimated cost of £94.3m for Housing Benefit was based on an assumed 13,300 caseload for tenants in public sector accommodation and on an assumed 11,600 caseload for tenants in the private sector. The 2017/18 estimated cost will be calculated in February 2017 once updated caseloads and rent changes are known.
- g. New Homes Bonus (NHB) is a grant that was paid for 6 years by Government based on the amount of extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use. There is also an extra payment for providing affordable homes. NHB is funded by reducing the baseline funding available for Councils and as a consequence Doncaster is worse off because the amount deducted is significantly more than the grant received.

In December 2015 the Government issued a Consultation Paper 'New Homes Bonus: Sharpening the Incentive' with the purpose of cutting the amount of grant it has to pay out as NHB. The Government response to the consultation was contained in the Provisional Settlement announcement on 15th December 2016. It reduced the number of years for which NHB is paid from the current 6 years to 5 for 2017/18 and 4 for 2018/19 onwards and introduced a national baseline for housing growth of 0.4% which has to be exceeded before any NHB becomes available.

The NHB for the Council has been confirmed at £4.946m for 2017/18, which is £0.105m less compared to 2016/17, mainly due to the reduction in years from 6 to 5 and the 0.4% baseline.

The net grant loss is significant at £24.5m. The position is reasonably comparable with other Metropolitan Districts who also fare badly from the redistribution of grant funding, due to the relatively high levels of grant funding received and high levels of deprivation. The DCLG led evaluation of the NHB published in December 2014 concluded that the most negative impacts of the NHB were seen in authorities in the north of England and Yorkshire and the Humber. The NHB is therefore being utilised to assist with the loss in grant. Housing growth is being progressed utilising alternative funding streams. The updated estimated grant figures are set out in the table below.

Year	DMBC NHB Estimate (Housing Growth) £k	DMBC NHB Estimate (Reimbursement Grant) £k	DMBC Total Grant Receipt £k	DMBC Grant Reduction £k	Net Grant Loss £k
2011/12	403	0	403	1,412	1,009
2012/13	928	0	928	3,054	2,126
2013/14	1,314	565	1,879	5,312	3,433
2014/15	2,430	228	2,658	6,729	4,071
2015/16	3,478	224	3,702	8,500	4,798
2016/17	5,051	160	5,211	10,518	5,307
2017/18	4,946	173	5,119	8,868	3,749
Total	18,550	1,350	19,900	44,393	24,493

- h. PFI Schools - the Council entered into a PFI agreement with Government to rebuild Mexborough and Thomas Wharton Secondary Schools. The rebuilds were completed during 2008/09 and the Government will pay an annual grant of £3.478m for 25 years towards costs incurred, the final payment will be made in 2033/34.

Other Income

15. Other income includes Continuing Health Care Contributions and Section 256 and Section 75 Agreements with the NHS, income from Other Local Authorities as well as income from charges made to Schools (including Academies), Housing Revenue Account, St Leger Homes and Children's Services Trust. A significant Section 75 (Pooled Budget) Agreement with the NHS concerns the Better Care Fund (formerly known as the Integration Transformation Fund). The pooled budget for 2016/17 was £3.52bn.

16. The Better Care Fund will: -

- a. Provide an opportunity to transform care so that people are provided with better integrated care and support;
- b. Help deal with demographic pressures in adult social care;
- c. Assist in taking the integration agenda forward at scale;
- d. Support a significant expansion in care and community settings.

17. Deployment of resources is subject to the following conditions: -

- a. Protection for social care services (not spending);
- b. As part of agreed local plans, 7-day working in health and social care to support patients being discharged and prevent unnecessary admissions at weekends;
- c. Better data sharing between health and social care, based on the NHS;
- d. Ensure a joint approach to assessments and care planning;
- e. Ensure that, where funding is used for integrated packages of care, there will be an accountable professional;
- f. Risk-sharing principles and contingency plans if targets are not met – including redeployment of the funding if local agreement is not reached;

- g. Agreement on the consequential impact of changes in the acute sector;
- h. Wide stakeholder involvement.

18. Doncaster's 2016/17 allocation was £7.040m and this funding is expected to continue at this level in 2017/18 and beyond. The Doncaster Health and Wellbeing Board, including South Yorkshire and Bassetlaw NHS England Area Team, Doncaster Clinical Commissioning Group and Doncaster Council, discuss how the funding should be spent.

The following table sets out the Other Income estimates for 2016/17, the assumptions for 2017/18 – 2020/21 will be updated as part of the budget setting process and final figures for 2017/18 included in the budget report for Council on 2nd March 2017: -

	2016/17 £m
External Recharge Income – includes charges to Schools including Academies, to the Housing Revenue Account, St Leger Homes and to the Children's Services Trust	29.130
NHS Contributions – includes income from Continuing Health Care Contributions and Section 256/Section 75 Agreements with NHS (Better Care Fund & Pooled Budgets)	11.251
Trading Services Income	9.676
Contributions from Other Public Bodies - includes contributions from Rotherham MBC in respect of Waste PFI credits and the Coroners Service, contributions from the Home Office for Prison Libraries, from the Police & Crime Commissioner for Community Safety and recoupment from Other Local Authorities where their children are placed in Doncaster Council maintained schools	4.079
Contributions Towards Expenditure – includes service charges and various cost recovery charges including recovery of Court costs by Local Taxation Services	2.418
Investment Interest	0.470
Developer Contributions	0.220
Other Contributions	0.211
Housing Benefit – Potential Recovery of Overpayments	0.090
Total	57.545

The Collection Fund

19. All Council Tax receipts and Business Rates receipts are paid into and separately accounted for in the Collection Fund. Any surplus or deficit must be shared amongst the preceptors and utilised in budget setting in the following financial year. For Council Tax the preceptors are Doncaster Council, South Yorkshire Police Authority and South Yorkshire Fire & Rescue Authority. For Business Rates the preceptors are Doncaster Council, Central Government and South Yorkshire Fire & Rescue Authority.

Council Tax

20. A breakdown of the 2017/18 Council Tax income and assumptions are provided below: -

Council Tax (Band D)	£1,237.81
Band D Equivalent Properties	79,095
Council Tax Income	£97.905m
Collection Fund (Council Tax) Surplus	£2.527m
Total Council Tax Income	£100.432m

- The proposals for 2017/18 increase Council Tax by 3.99%, which includes the Government's 2% social care 'precept', (from £1,190.32 to £1,237.81).
- The proposals for 2017/18 increase the assumed collection rate from 97% to 98%.

All changes to the above figures are policy decisions and therefore detailed in the budget savings at Appendix B.

Business Rates

21. The key assumptions behind the figures in this Appendix are set out below: -

- Retained Business Rates income (and Top-Up grant) have been updated to reflect the new business rates revaluation which will apply from 1st April 2017. A reduced total rateable value for Doncaster and a reduced multiplier means lower retained business rates which is compensated by an increased Top-Up grant;
- The net Business Rates income is reduced for losses on collection and losses due to appeals of approximately 1.5% and 2% respectively.
- After 2017/18 it is assumed that the only increase in Business Rates income arises from an assumed increase in the multiplier of 2%.

Pay Inflation, Increments and Pension Contributions

22. The assumptions in the staffing costs taking into account all the decisions made are detailed below.

The assumptions on the pension contributions detailed below include the future service rate increases to 15.5% (an average of 14.9% over 3 years) this takes into account the following assumptions: -

	% of Pay
2013 Future service rate	12.9%
Removal of 50/50 allowance	0.6%
Change in profile of membership	0.5%
Change in financial and demographic assumptions	0.9%
2016 Future Service rate	14.9%

The latest information on the actuarial valuation shows Doncaster's Pension Fund deficit as £160m. The Pension deficit payment is based on the key membership analysis and recovering the £160m deficit over the next 19 years from 2017/18. The deficit figures include allowance for short term pay growth of 1.25% p.a for 4 years up to 2019/20.

	2016/17 £'m	2017/18 £'m	2018/19 £'m	2019/20 £'m	2020/21 £'m
Pay Inflation - Assumed 1.0% pay award from 2016/17 -2020/21	1.04	0.71	0.80	0.96	1.04
Increments	1.62	1.35	0.22	1.19	0.22
National Insurance	1.64				
Living Wage Foundation	0.20	0.15	0.57	0.81	0.81
Employers Pension Contribution:					
Pension deficit	0.29	-0.92	0.23	0.24	0.30
Future Service Contribution Rate (to 15.5% in 2019/20)		0.92	0.78	0.19	
Auto Enrolment 01.10.17		0.20	0.20		
Total	4.79	2.41	2.80	3.39	2.37

Price Inflation

23. The Government's Summer Budget of 8th July 2015 by introducing a National Living Wage for those aged 25 and over of £7.20 from 1st April 2016 with the expectation that it will rise to £9.35 from 1st April 2020 has had a very significant impact on the costs of Adult Social Care contracts. The estimated cost increases for 2017/18 have based on the announcement in the autumn statement that the rate will be £7.50 from 1st April 2017.
24. A proportion of Council expenditure is tied up in contracts, which have inflation increase assumptions built into the terms and conditions. The financial strategy assumes that these cost increases will need to be built into future projections in full. There are also a small number of areas of general expenditure on services and goods, where a general inflation factor has been estimated, based upon what is known of the market pressures and the R.P.I. projections, for example repairs and maintenance of buildings. A summary of the latest projected inflation to be provided in 2017/18 is provided below and takes account of additional price inflation pressures expected as a result of the June 2016 Brexit vote. No inflation is applied for expenditure areas not mentioned below: -

2017/18	£m
Adults Social Care Contracts – National Living Wage and other contract inflation	1.936
Other Inflation	
Business Rates (2%)	0.039
LOCYP Placements (5%)	0.037
Trust Placements	0.353
Electricity & Gas (13% & -18%)	0.355
Highways Contracts (1.8%)	0.102
Pension / Retirement Costs (1%)	0.053
Schools Catering provisions (2.0%)	0.049
Waste Contracts (2.2% and 3.5% but refuse collection contract scheduled for renewal from October 2017)	0.535
Building Repairs & Maintenance (1.5%)	0.023
MRP Inflation	0.106
Transport (2%)	0.019
School Transport (1.2% and 3.9%) and £0.025m for 16/17	0.049
Water (3%)	0.006
LIFT Contracts (2%)	0.012
Carbon Reduction Commitment (3.1%)	0.010
Landfill Tax (2.0%)	0.026
Members Allowances (1%)	0.009
General (cover for unforeseen items/changes)	1.591
Subtotal Other Inflation	4.086
Total Price Inflation	5.310

Services and Other Budget Pressures

Levying Bodies

25. For 2017/18 it is assumed that an additional £100k will be required for increases in drainage levies charged by the Environment Agency and Drainage Boards.
26. Apprenticeship levy - In its summer 2016 Budget the Government said that it would introduce a levy on large UK employers to increase the number of apprenticeship starts. In England, employers will be able to access this funding for apprenticeship training. The Government have said that it will legislate to force large public sector employers to have 2.3% of their workforce as Apprentices. In the November 2015 Spending Review the Government indicated that the apprenticeship levy will be introduced in April 2017 at a rate of 0.5% of an employer's paybill, to deliver 3 million apprenticeship starts by 2020. Each employer will receive an allowance of £15,000 to offset against their levy payment. This means that the levy will only be paid on any paybill in excess of £3 million and that less than 2% of UK employers will pay it. The levy will be paid through Pay As You Earn. By 2019/20, the levy will raise £3 billion in the UK. It is now clear that the pay bill of the Council will be added to the remaining primary schools under local authority control for the payment of this levy. It is also clear that the Doncaster Children's Services Trust will be required to pay the levy. A pressure of £0.75m has been included in the budget proposals for the cost of the levy and £0.3m saving to be pursued to charge the schools element. Government have said that employers committed to training should get at least as much out of the fund into which the levy is paid as they put in it, although the Council is expecting to lose the current Skills Funding Agency Grant for Apprenticeships. This will be further reviewed and more details are expected during 2016/17.

Budget Pressures

27. The service pressures are estimated at £5.3m for 2017/18 and £15.5m for the period 2017/18 to 2020/21; these are detailed at Appendix C. All service pressures are robustly challenged to ensure that they are absolutely necessary for on-going delivery of Council services.

Risk Assessment of Uncommitted General Fund Reserve

Risk	Risks & Quantification	Maximum Potential Call on Reserves 17/18 & 18/19 £m
Known provisions and contingent liabilities as at January 2016	Payments under s117 of the Mental Health Act – has separate provision (£248k) and this is deemed adequate. An Insurance Fund provision of £10.2m has been made as per the methodology agreed.	Provision identified, unable to quantify potential risk.
Overspend on Service Expenditure	An amount is included for the potential risk of overspends in future years (excluding the risk on deliverability of budget proposals covered below); including Children's Trust.	Up to 3.0
Major Emergency	The Government has confirmed that the Bellwin Scheme will continue thereby limiting certain costs to be borne by the Council. However in November 2015 they confirmed that the timescales for claiming recovery costs would be much reduced.	Up to 0.5
Robustness of 2017/18 budget proposals	It is prudent to include a risk regarding the deliverability of the 2017/18 proposals to allow for potential slippage on delivery. It is not possible to quantify the risk with certainty. This will need month by month monitoring in 2017/18 and urgent action taken if targets are not being achieved. However due to the size of the budget reductions and increasing difficulty of achieving the savings £3m is included (equivalent to 30% of the 2017/18 budget proposals). The Local Government Finance Act 2012 which introduced the Business Rate Retention scheme and the Localisation of Council Tax Support from 2013/14 has introduced unprecedented volatility into local government funding which adds significant additional risk to the budget proposals. One-off funding has been identified, which is available to fund slippage on the deliverability of savings and reduces this risk (subject to further discussion on Service Transformation Fund).	Up to 3.0
Redundancy Costs	The staffing reductions assumed in the budget proposals will result in additional early retirements and/or compulsory redundancies. A process to reduce staffing through VER/VR's is taking place from October 2016 until March, 2017. A separate earmarked reserve exists for this.	0

Risk	Risks & Quantification	Maximum Potential Call on Reserves 17/18 & 18/19 £m
Capital Programme 2017/18 – 2020/21	There is a risk of grant clawback where projects do not meet their outputs, where they do not proceed, or the Council subsequently breaks the grant conditions. There is also a risk that expenditure will slip beyond the period of the grant so becoming ineligible and require financing from alternative resources.	No major issues at present. Any expenditure likely to slip into 2018/19 to be managed as part of capital monitoring process.
Treasury Management	The Treasury Management Strategy assumes that the average balance available for cash flow management will be approximately £60m and the average rate for investment will be 0.25% giving an investment income assumption of £150k for 2017/18. The Council relies on short term (circa £20m) and under borrowing (circa £73m) to minimise interest costs; there is a risk that if we need to replace the under borrowing with long term external borrowing the Council will incur additional expenditure. If the Council had to replace the £73m of under borrowing with long term borrowing, this could cost £1.1m per year at current rates over 5 years and could rise to £1.9m per year over 50 year terms. There is also a risk regarding increasing interest rates. This would cost an additional £0.36m for every 1% increase in interest rates.	Up to 1.0
I.T. Strategy.	Current I.T. projects which are underway are funded from earmarked reserves and the Corporate Capital Programme.	Funding would be identified prior to purchasing any new I.T. requirements.
Reserves and contingencies	Reserves leave little room for further in year pressure e.g. from new initiatives. To minimise the impact estimates as far as possible are included in the financial plan. This needs close monitoring throughout the year.	Up to 2.0
Abortive development and compensation costs	Any development costs on major capital projects which do not go ahead will become abortive and need to be funded from a revenue resource. This may also include potential compensation costs.	None envisaged at present but will be kept under regular review
Business Rates Appeals	There remains a risk that appeals and mandatory reliefs may be greater than estimated. There is also a risk to baseline income if the economy falls into recession.	Appeals to be funded from the earmarked reserve
Total Maximum Quantified Risks.		up to 9.5
General Reserve Available in 2017/18 based on best estimates		10.7
Headroom Available		1.2

Risk Matrix

Appendix L

Risk Matrix			ORIGINAL RISK			CURRENT RISK			
Id No.	Risk Heading	Implication	Probability (pick from list)	Impact (pick from list)	Overall risk level	Mitigating Actions	Current probability	Current Impact	Current Overall Risk
BS 1.01	Cost Reductions	The financial plan assumes that all cost reduction proposals can be implemented in the identified financial year. If cost reductions are not achieved, the risk of an in year overspend is increased and this will put pressure on revenue reserves. The delivery of savings becomes more difficult each year and flexibility needs to be built into the proposals to allow for some slippage in delivery.	Likely	Critical	20	Cost reduction proposals have been worked up in detail by responsible managers and H.R. advisers and quantified by financial advisers. Proposals will be closely monitored in year as part of the financial management process. Prudent figures have been included for the savings.	Possible	Critical	15
BS 1.03	Budget Pressures	The financial plan assumes that existing budget anomalies, either where base budget is inadequate or income targets proven unrealistic are addressed as part of the budget proposals. If they are not addressed, the risk of in year overspending is increased.	Possible	Major	12	Identification of budget anomalies as part of the financial management process. Where necessary, funding made available as part of setting in year budget. Keeping up to date on best practice and robust monitoring of costs as part of performance management framework Adequate monitoring arrangements for Children's Trust in place	Unlikely	Major	8
BS 1.04	Level of General Reserves	The financial plan assumes that general reserves are sufficient.	Possible	Major	12	Risk assessment of General Reserves undertaken annually. General reserves are increased where possible. Close monitoring of reserves, contingency and potential liabilities. Review of provisions undertaken. Contingency and one-off funding identified.	Possible	Significant	9
BS 1.05	Business Rates Retention	Risk that retained business rates collection will be below budget and appeals will be greater than expected causing the collection fund to run into a deficit, impacting on the funding available to the Council. This risk will increase assuming the Government's plans to increase Business Rate Retention to 100% by 2020 are implemented.	Possible	Critical	15	Close monitoring of the appeals and collection rates and central Government announcements	Possible	Major	12
BS 1.06	Council Tax Collection	There is a risk that council tax collection will be less than budget and the collection fund will run into a deficit – impact on the funding available to the Council.	Possible	Major	12	Prudent view on the Council Tax base calculation. Close monitoring of the actual collection rates – reported quarterly in the finance and performance report	Unlikely	Significant	6

Budget Proposals 2017/18 – Due Regard Review

Due Regard	Directorate	Service/Saving Proposal	Total	
Due Regard Assessment required	Council-Wide	Procurement	-0.250	
		Commercialisation and Marketing Income	-0.100	
		Fees & Charges	-0.243	
	R&E	Assets	-0.289	
		Highways and Streetscene	-0.500	
		Waste Contract	-0.200	
	AH&Wb	Public Health Grant	-0.618	
		Customer Journey	-0.469	
		Day Opportunities	-0.253	
		Home Care	-0.724	
		Residential Care - Older People	-1.418	
Residential Care - Working Age		-0.900		
No Due Regard Needed	Council-Wide	Treasury Management	-2.230	
		Dedicated Schools Grant	-0.100	
		Apprenticeship Levy	-0.300	
		Business Rates Income	-1.367	
		Consultants & Agency	-0.100	
		Council Tax 1.99% Increase	-1.880	
		Council Tax Base Growth	-0.859	
		Council Tax Collection Fund	-0.666	
		Council-wide – Reduce Senior Management	-0.100	
		Government's 2% Social Care "levy"	-1.889	
		Local Council Tax Support Scheme (LCTS)	-0.581	
		Metropolitan Debt Levy	-0.067	
		Pension	-0.100	
		F&CS	Corporate Services	-0.100
	Professional Business Support (PBS)		-0.100	
	R&E		Parking - bus lane enforcement	-0.030
		Ambition SCR	-0.358	
		Skills Funding Agency	-0.115	
		DfT Bikeability Grant	-0.009	
		Highways and Streetscene	-0.500	
		Housing Management	-0.100	
		Planning and Building Control	-0.100	
		Regulation & Enforcement	-0.100	
		South Yorkshire Passenger Transport Executive (SYPTTE)	-0.675	
		AH&Wb	Reducing the number of Independent Residential Placements (2016/17 saving)	-0.800
	Independent Living Fund		-0.025	
	Adults, Health & Wellbeing Staff savings		-0.566	
	Leisure Trust		-0.250	
	Libraries		-0.100	
	Children's Trust LOCYP	Youth Justice Board	-0.050	
		Education Services Grant	-1.760	
		DWP - Access to Work	-0.016	
			LO-CYP: Management Restructure	-0.850
	Grand Total			-22.807

**To the Chair and Members of the
CABINET**

CAPITAL PROGRAMME 2017/18 TO 2020/21

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Mayor Ros Jones		Yes

EXECUTIVE SUMMARY

Capital Programme Budget Proposal

1. Doncaster Council continues to invest in the future of the Borough despite the tough economic climate with an estimated £332m of capital investment over 2017/18 to 2020/21 that will continue to stimulate growth and prosperity, with £119m of spend estimated for 2017/18. Prime examples of this investment are the Urban Centre Development £30.5m, the National College for High Speed Rail, £4.1m, and The Finningley and Rossington Regeneration Route Scheme (FARRRS) phase 2, £6.6m. The Council is investing in projects to further improve education, housing, infrastructure, leisure and culture, as well as attracting investors and visitors to the Borough.
2. Capital spending is something that is bought or built that generally lasts more than one year, such as a road or building. Most capital funding is allocated for spending on specific projects. Capital spending is different from revenue spending, which covers the day to day costs of running Council services but capital investment can assist the revenue budget by helping to reduce running costs by providing more efficient facilities and equipment.
3. The proposed capital programme for 2017/18 to 2020/21 is detailed in appendices 1a to 1e and paragraphs 14 to 24; it will have wide-ranging benefits for Doncaster including: -

Regeneration and Environment: -

Development

- **National College for High Speed Rail (NCHSR)** - Completion of the NCHSR (project managed by the Council), remaining estimated investment of £4.1m in 2017/18, total cost amounting to £21.7m over the life of the scheme.
- **Urban Centre** - The Council will deliver £30.5m of investment in a range of projects in the urban centre aligned with the Town Centre Master Plan, details below;
 - **Urban Centre Enterprise Market Place Phase 1** – £3.2m 2017/18 to 2018/19 (£3.0m Sheffield City Region Investment Fund (SCRIF); £0.2m external contributions) – this includes alterations to the car park and Irish Middle Market; conversion of the Wool Market to include new food outlets

and events space; refurbishment of the Corn Exchange and further enhancements to the public realm. As one of the town's key assets the vision aims to ensure the area is vibrant not just on current market days, but all week long.

- **Urban Centre Enterprise Market Place Phase 2** – £6.0m 2019/20 (£1.4m SCRIF; £4.6m developer contributions) – Marketplace - development of new retail, leisure and office floor space through a new mixed use building framing the northern side of the market square and creating a new city street with recent investment. Subject to further appraisal by Sheffield City Region.
- **Urban Centre Quality Streets** – £3.0m 2017/18 to 2018/19 (£2.8m SCRIF, £0.2m Council funding) – Refurbishment and enhancement of public realm and footways within core town areas including Hallgate, Silver Street and Cleveland Street. The aim of the scheme is to increase the attractiveness of these areas; complement three earlier phases of investment; increase footfall and retail usage and support the town's evening economy offer.
Future maintenance will be to a high standard, in keeping with the aesthetics of the area and will not be patched with tarmac.
- **Urban Centre St Sepulchre Gate / Station Forecourt** – £8.1m 2017/18 to 2020/21 (all SCRIF but with an additional £2.4m associated private development works directly relating to the scheme but not undertaken by the Council) – Provide a new gateway to Doncaster by redeveloping the station forecourt and access to the station from St Sepulchre Gate. The project aims to create a sense of arrival into Doncaster and define the railway station as a key gateway into the town centre. Works include the relocation of station car parking, acquisition of redundant buildings, new public realm and infrastructure works to improve safety, accessibility and visitor experience to the urban centre.
- **Urban Centre Waterfront** – £5.4m 2017/18 to 2018/19 (£4.8m SCRIF; £0.6m Council resources): -
 - The creation of a vibrant mixed-use waterside quarter at key town centre sites through two interventions: -
 - Waterfront West - the strengthening and improvement of Greyfriars Bridge to provide suitable access to the site of a planned £8.5m Network Rail "super-depot".
 - Waterfront East - the completion of land assembly and site enabling works for the wider site including internal access roads, utilities, remediation and public realm for a new residential led mixed use on the vacant 15 hectare site .
- **Urban Centre Lakeside Power** - £1.3m 2017/18 to 2018/19 (all SCRIF) – Investment to build a new electricity sub-station and upgrade the power supply to key development plots within Lakeside, unlocking pockets of land for development.
- **Urban Centre Colonnades** – £2.6m 2017/18 (£1.5m SCRIF; £1.1m Council resources) – Refurbishment and modernisation of the Colonnades building (2,081m² retail & 3,065m² office) to increase footfall and secure the anchor tenants of the retail space and to improve the marketability of the office space (Grade A standard).

Major Transport Schemes

- The Council will deliver £41.2m of investment in major transport schemes, using £38m grants from the Sheffield City Region Investment Fund (SCRIF), subject to completion of funding approvals; £0.4m Local Transport Plan (LTP), £0.5m corporate resource and £2.4m other external contributions;

Environment

- **Transport IT and Maintenance programmes** – £5.3m 2017/18 (mainly LTP) – a range of road safety, traffic management, re-surfacing and improvement works to roads, footpaths and bridges will be delivered in 2017/18 through the Local Transport Plan (LTP);
- **Street Lighting Column Replacement** – £2.2m 2017/18 to 2020/21 (all Council Resources) – for the replacement of existing street lighting columns, re-using the existing LED light fitting;
- **Street Lighting Phase 2** - £3.8m 2017/18 (Investment & Modernisation Fund (IMF) funded) – following the successful implementation of Smartlight Phase One, which replaced street lighting fittings in residential areas with LEDs and a Computer Management System, Phase Two will update main road lighting.

Trading

- **Property Investment Fund** – £1.9m 2017/18 (all Council resources) – A fund to buy assets to increase Council income returns and contribute towards achieving the Appropriate Assets savings target;
- **Public Building Investment Programme** – £1.5m 2017/18 to 2020/21 (all Council resources) – the Council needs to invest in its buildings to reduce ongoing reactive repairs. This includes works to modernise building services, mechanical and electrical; as well as the fabric of the buildings, including roofs. Many of the works identified also have health and safety implications if not undertaken. An indicative programme of works includes the Fish Market electrical upgrade, Museum and Colonnades Shopping Centre lifts, external refurbishment of the Holmescarr Centre and minor improvements to ten libraries;
- **Herten Triangle** – £5.7m (IMF funded) - the Herten Triangle leisure scheme is a Council led and funded development that will create up to 200 new jobs, £0.3m per annum of new business rates, and enhance the Lakeside leisure offer.

Housing

- 79 new Council owned affordable units will be completed or acquired in 2017/18 through the Council's Affordable Housing building programme, with an additional 65 in 2018/19, (144 in total across the four year programme), investing £9.8m in 2017/18 and £6.7m in 2018/19 (£16.5m across the four year programme). The major regeneration and redevelopment at the Wheatley Howards estate will deliver 79 of these total units. There will be new units in Askern, Armthorpe, Hatfield, Carcroft, Rossington, Bentley, Wheatley, Intake, Thorne and Moorends.
- Further funding totalling £1.3m in 2017/18 and £5.1m across the four year programme has been earmarked for further new build developments, subject to scheme approval;
- In addition, Registered Social Landlords are expected to deliver 81 properties in 2017/18, investing £2.4m which will be funded by Section 106 contributions, grant and Corporate Recourses.
- In 2017/18, a further £18m will be spent on improving and maintaining the existing Council housing stock, with the main focus on improvements to communal areas, heating conversions/upgrades, refurbishment of void properties and roof, fascia and soffit replacements.

Adults, Health and Well Being: -

- 1,200 housing adaptations for the disabled are estimated to be completed per year, with an estimated funding package of £15.7m;
- £1.4m is estimated to be spent on the Borough's public leisure centres, provided by Doncaster Culture & Leisure Trust, over the next two years with around £0.75m estimated for 2017/18 for fabric maintenance and system replacement works mainly at Adwick, Dearne Valley and the Dome. This will produce efficiency savings to support reduction of revenue grant by £0.25m in 2017/18.

Finance and Corporate Services: -

- £7.2m of investment in technology over the next four years informed by a 4 year technology plan developed to support the daily functioning and service delivery across the whole authority as well as introducing new technology as it is needed and to support the planned transformation and increased efficiency over the next four years. This includes the essential upgrade of all council connectivity across all council buildings, the whole phone and mobile network, all data storage with the required business resilience in place the organisation, further increased mobile/agile working key operational systems that need updating and the joining up of systems. The introduction of an Integrated People solution is also a significant investment which will provide whole family intelligence and will enable the reduction of many systems and data sources that are costly to support and maintain and can impact on data and therefore essential business intelligence to better serve the citizens of Doncaster.
- The remaining £18.4m of the IMF available to fund projects which deliver more efficient services and enable further revenue savings is to be increased to £50m.

Learning and Opportunities – Children and Young People: -

- 360 new primary school places are estimated to be created in 2017/18, with investment estimated at £2.7m – in the following schools/pyramids Stirling, Hayfield Lane, Armthorpe, Rossington and Hatchell Grange;
 - Numerous schools are estimated to have a range of improvements works completed in 2017/18 including roof replacement, electrical upgrades and boiler replacement estimated at £2.9m in 2017/18 totalling £11.1m over four years.
4. Doncaster Council has identified funding for all the proposals in the capital budget but some grant related schemes are subject to confirmation of funding.
 5. This capital investment programme is part of the Mayor's budget proposal and will be presented to Council on the 2nd March 2017.

EXEMPT REPORT

6. This report is not exempt.

RECOMMENDATIONS

7. Cabinet are asked to approve the capital budget proposals for 2017/18 to 2020/21 as set out in this report. This includes: -
 - Approving the capital programme, noting the proposed investment over the next four years and note what that will deliver;

- Approving that Cabinet take responsibility for agreeing any significant changes to the Schools Condition Programme and the Local Transport Plan funding and that they are agreed in consultation with the relevant Portfolio Holder.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

8. Doncaster citizens will benefit from the continued capital investment in public facilities such as schools, leisure centres, roads, markets and affordable housing, and also from the Council facilitating growth by working with a range of partners to deliver affordable housing and investment in the National College for High Speed Rail for example.

BACKGROUND

Doncaster's Capital Investment - Where the Council proposes to invest its capital funds and what that will achieve

9. Over the next four years Doncaster Council estimates it will invest £332m of capital funds in Doncaster, with £119m estimated for 2017/18. This will benefit the Borough and its residents by the delivery of effective and efficient services, stimulate growth and prosperity and encourage companies to create jobs in the Borough. This will be achieved in part by continuing to improve our roads and access to the Borough, and bringing forward housing and commercial sites for development.
10. The Council can afford all the proposals being made and have considered the on-going costs to make sure the capital investment is not committing the Council to future revenue costs it cannot afford. Projects reliant on external funding will not be committed to until their funding package is secured.
11. By having a four year programme the Council is setting out its long term strategic investment plans over a sensible timeframe. There is some estimating of resources and these will be confirmed as more information becomes available. These estimates and programmes of work are regularly reviewed to make sure that the investments remain affordable.
12. The capital programme is arranged by Directorate and the outcomes in this report have been listed in the same way so it is clear who is responsible for delivering them. A programme summary by Directorate is below. Further information is shown on Appendix 1a of the appendix pack.

Summary of the Doncaster's Capital Investment by Directorate

Directorate	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
Adults, Health and Well-Being	6.274	4.483	3.923	5.530	20.210
Finance and Corporate Services	17.312	16.706	13.696	12.890	60.604
Learning and Opportunities – Children and Young People	10.253	5.436	9.630	6.300	31.619
Regeneration and Environment	85.333	50.927	53.715	30.044	220.019
Total	119.172	77.552	80.964	54.764	332.452

13. In the following sections, unless stated otherwise, the value for 2017/18 is shown first and then the total for the four year programme is in brackets.

Regeneration and Environment

14. The programme managed by this Directorate is the largest individual programme in terms of project numbers and value at an estimated total investment of (£220m), with £85.3m in 2017/18. The main areas of investment are the Urban Centre projects £9.1m (£30.5m), carriage way and bridge maintenance £5.3m (£17.9m) and housing projects £32.4m (£97.1m). A further analysis is provided in Appendix 1e of the appendix pack.

15. The highest bids are listed below, and a full summary is provided in Appendix 2 of the appendix pack: -

- Design costs for the Urban Centre SCRIF Quality Streets project.£0.2m (£1.6m) (CR07);
- Design costs for the West Moor Link major project scheme.£0.5m (£10.4m) (CR08);
- Retained Public Buildings Investment Programme £0.2m (£1.5m) (CR12);
- Street lighting column replacements £0.5m (£2.2m) (CR13);

16. The block budgets for the 2016/17 LTP have started to be allocated to projects, based on assessment of need through surveys and investigations, and these can be seen on Appendix 1e of the appendix pack. It should be noted that these are estimates at this time and are subject to change. The balance of the budgets will be agreed with the relevant Portfolio Holder or Cabinet before being committed to. Planned structural schemes are selected for inclusion the programme on a priority basis reflective of condition, usage, risk and affordability in order to ensure the Council meets its statutory duty and obligations in safely maintaining the highway network and in providing safe passage for highway users. The preventative maintenance programme for patching and surface dressing projects are selected based on the need to preserve the road network from extensive degradation thereby providing and supporting a sustainable highway network asset. The overall programme of work is approved by the Highways Portfolio Holder.

Adults, Health and Well-Being Capital Programme

17. The total investment managed by this Directorate is estimated to be £20.2m over the four year programme, with £6.3m in 2017/18. The three largest areas are Housing Adaptations £4.3m (£15.7m), Extra Care housing for the elderly (£2m) and Leisure Centre improvements £0.7m (1.3m). A further analysis is shown in Appendix 1b of the appendix pack.

Finance and Corporate Services

18. Finance and Corporate Services are estimated to manage £60.6m of funds over the four year programme, with £17.3m in 2017/18. The major areas of spend are investment in ICT £2.5m (£7.2m) and the IMF which is to have the remaining funds £18.3m increased to £50m. A further analysis is shown in Appendix 1c of the appendix pack.

19. The new additions total £6.2m and are for ICT investments in devices, networks, servers, storage and systems which will deliver further efficiencies. The highest bids are listed below and all bids are provided in Appendix 2 of the appendix pack: -

- ICT Corporate Storage £0m (£1m) (CR04);

- Council Wide Systems £1.3m (£3.4m) (CR05);

Learning and Opportunities – Children and Young People

20. The total investment via this Directorate is estimated to be £31.6m over the four year programme, with £10.2m in 2017/18. The major areas of investment are creating additional School Places £2.8m (£12.6m), the Schools Condition Programme £2.2m (£8.2m) and the School Roofs Programme £0.7m (£2.8m). It is important to note that these programmes are in development and so are subject to change, if for example cost estimates change or schools leave the Council's control. A further analysis is shown in Appendix 1d of the appendix pack.
21. The highest bids are listed below, and a full summary is provided in Appendix 2 of the appendix pack: -
- Capital Condition Programme £2.2m;
 - School Roof Programme £0.7m (£1.4m);
 - Hatchell Grange Primary Places £0.5m (£5.0m);
 - Hayfield Lane Primary School Phase 2 £0.4m (£1.0m);
22. Considerable amounts of effort and investment are being made to improve the condition of our schools and create new school places. The main outcomes for this Directorate and more detail on the school building improvements is below:-
- Overall thirty six schools are estimated to have a range of improvements works completed in 2017/18, a single school may have more than one type of improvement work carried out, including roof replacement, electrical and lighting upgrades, window replacement and heating system improvements, investing £2.9m (11.1m);
 - Seventeen schools will have a range of electrical work completed including mains and lighting upgraded £0.8m;
 - Five schools will have a range of heating, boiler and pipework improvements and eleven school will have water tanks removed at an estimated cost of £0.8m;
 - Twelve schools will have a range of fabric work completed including drainage work, windows replaced and fascia boards investing £0.6m;
 - Seven schools will have part of their roofs replaced, with an estimated investment of £0.7m.
23. The Schools Condition Programme will be refined and the values and locations are subject to change once detailed design has been completed. Any significant amendments will be agreed with the Portfolio Holder / Cabinet for this area and updates will be available through the quarterly Finance and Performance Improvement report to Cabinet and Overview and Scrutiny Management Committee.
24. The projects listed on appendix 1d of the appendix pack, have estimated values attached to them but the level of work leaves very little contingency compared to the overall programme of works. Should unexpected and urgent works be required or the estimated value of works increase, some projects will have to be delayed or cancelled to manage within the resources available.

Asset Sales

25. So that the Council can deliver its priorities, it needs some funds without external constraints. The income generated by selling assets is one of the most flexible examples of this funding type and are called Capital Receipts but are more commonly known as Corporate Resources.
26. Over the next four years the Council has estimated £22.6m will be received from new sales of land via the Disposal Programme. This will be added to an estimated £1.2m of receipts brought forward into 2017/18 to total £23.8m. After funding existing commitments of £11.7m (appendix 3a and b of the appendix pack), there is an estimated £13.1m of Corporate Resources available to fund new projects over the four year programme (appendix 3c of the appendix pack). These will use all the Corporate Resources.
27. The estimated corporate resources take into account the following: -
- The assets included in 2017/18 and 2018/19 of the programme are due for completion and reporting for approval for disposal in quarter 4 2016/17. Reviews account for legal and planning restrictions and include ward member consultation.
 - Future programming of receipts accounts wherever possible for other Council led disposals (Strategic Housing) and known local private sector supply. An example of this is at Lakeside where a number of competing Council owned sites programmed to be marketed simultaneously, with on-going developer activity in the area, risked low demand and reduced receipts. The programme also aims to create a spread of disposals in terms of scale as well as geographical location, to promote development across the borough;
 - Alongside the disposals programmed Assets & Property continue to review smaller scale disposals (in value terms) and will bring these sites forward on a continuing basis for approval for sale;
 - If the sales of the assets do not happen or are below the estimated values there is the possibility schemes will need to be rescheduled or have values revised.

Corporate Resources

28. A number of projects funded by Corporate Resources have already been approved and are shown on Appendix 3a and b of the appendix pack. The new proposals are shown on Appendix 3c.
29. The table below shows the existing Corporate Resources, and both commitments and new proposals for 2016/17 to 2019/20: -

	17/18 £m	18/19 £m	19/20 £m	20/21 £m	Total £m
Approved Committed Projects – App 3a	4.596	1.049	0.531	0.021	6.197
Approved Uncommitted Projects – App 3b	4.840	0.950	0.000	0.687	6.447
New Proposals – App 3c	2.759	5.059	2.187	1.122	11.127
Total Corporate Resources	12.195	7.058	2.718	1.830	23.801
Estimated Corporate Resources:					
Carried forward	1.206	0.000	0.000	0.000	1.206
In-year capital receipts	10.989	7.058	2.718	1.830	22.595
Total Est. Corporate Resources	12.195	7.058	2.718	1.830	23.801
Cumulative Balance (to c/f)	0.000	0.000	0.000	0.000	0.000

Future Capital Allocations and Funding

30. Funding allocations will continue to be used in line with the relevant legislation or funding guidance. For funding that allows the Council discretion on how it is used and any new funding allocations made during the year, the Chief Financial Officer will confirm to which part of the capital programme it will be applied.
31. The Chief Financial Officer will also approve requests to amend the use of Corporate Resources during the year after consultation with the Mayor and these will be reported quarterly to Cabinet and OSMC as part of the Finance and Performance Improvement report.
32. If any receipts are generated from projects using Prudential Borrowing they will be identified through the project specific approval report and can be ring-fenced to repay the borrowing for that project, meaning they would not be available to the wider capital programme.

Investment and Modernisation Fund (IMF)

33. Some projects can generate savings but need capital investment up front. Without the initial capital investment these projects quite often do not develop. This Fund was set up in 2013/14 with £50m of funding available to help address this and allows the Council to deliver better and more efficient services whilst generating savings.
34. There is currently £18.3m funding remaining of the initial £50m allocation. Examples of projects funded through the Fund include: -
 - £13.2m in total for the Street Lighting project Phase 1 and 2;
 - £4.7m for the fleet replacement programme, as buying vehicles is cheaper than leasing;
 - £0.4m for solar panel installations to generate income and create green energy.

These budget proposals include increasing the IMF balance available for 2017/18 to 2020/21 back up to £50m, to fund future IMF projects.

OPTIONS CONSIDERED

35. Option 1 – Do not invite any new capital proposals for the 2017/18 to 2020/21 Capital budget process.
36. Option 2 – Ask Directorates to submit Director supported capital proposals that are considered essential to both their service and the Council's priorities.

REASONS FOR RECOMMENDED OPTION

37. Option 2 has been adopted, allowing the Council to make informed recommendations on the allocation of capital resources.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

38. These are detailed in the table below: -

	Outcomes	Implications
	All people in Doncaster benefit from a thriving and resilient economy. <ul style="list-style-type: none">• <i>Mayoral Priority: Creating Jobs and Housing</i>• <i>Mayoral Priority: Be a strong voice for</i>	All priorities are relevant and are considered against the available resources during budget setting

	<p><i>our veterans</i></p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
	<p>Council services are modern and value for money.</p>	
	<p>Working with our partners we will provide strong leadership and governance.</p>	

RISKS AND ASSUMPTIONS

39. Specific risks and assumptions have been detailed in the report. Two to note in this section relate to the risk of asset sales being delayed or being delivered at a lower value than estimated. The second is that the estimated funding for Education is lower than estimated and would mean that programmes of work would have to be reviewed.

LEGAL IMPLICATIONS

40. In accordance with the provisions of the Local Government Act 2003, a local authority may borrow money – (a) for any purpose relevant to its functions under any enactment, or (b) for the purposes of the prudent management of its financial affairs.

41. Each individual drawdown of Capital funds of one million pounds or more will require further approval by the Director of Finance and Corporate Services, in consultation with the Portfolio Holder for Finance and Corporate Services in accordance with Financial Procedure Rules.

42. Further, specific legal advice will be required as each project progresses. Advice will be required when utilising external funding streams in order to ensure that the council's best interests are protected. Each individual project should be procured in accordance with Contract Procedure Rules and EU Procurement Regulations as appropriate.

FINANCIAL IMPLICATIONS

43. Financial implications are contained within the body of the report. Specific project approval will be required for each project as they are developed as per the Financial Procedure Rules. These will help to ensure that the capital programme

remains affordable as projects will not start until the required funding has been identified.

44. The use of prudential borrowing to fund projects such as the Investment and Modernisation Fund will be managed within the prudential indicators as approved in the Council's Treasury Management Policy. The Director of Finance and Corporate Services has delegated powers through this policy to make the most appropriate form of borrowing from approved sources. The borrowing will therefore be incorporated within the Council's four year capital programme for 2017/18 to 2020/21.

HUMAN RESOURCES IMPLICATIONS

45. Projects which have an objective to realise efficiencies may result in a reduction in the number of posts required to undertake work. Where post reductions are proposed timely and meaningful consultation must take place with affected staff and trade unions, with appropriate formal notifications. While every effort is made to manage post reductions through vacancies, volunteers and redeployment into alternative roles, as the organisation shrinks there is an increasing likelihood of the need to make compulsory redundancies.

TECHNOLOGY IMPLICATIONS

46. The report covers many areas and activity of work for the Council. For the majority of the items listed in the report there are no ICT implications. Delivering the projects highlighted will require initiating several projects and as part of the implementation of the individual projects any requirements for new, enhanced or replacement technology to support the delivery of proposals outlined in the report will need to be considered and prioritised by the ICT Governance Board.

EQUALITY IMPLICATIONS

47. The Council must consider and have due regard to the three aims of the general equality duty when developing and implementing the council's Medium Term Financial Forecast. The Council will ensure it makes fair and informed financial decisions, demonstrating its commitment to improving outcomes for the most vulnerable groups of people living in Doncaster. The weight given to the general duty will depend on how that area of work affects discrimination, equality of opportunity and good relations. For example; decisions on social care or community safety are likely to be more relevant and have greater impact on equality than those on waste disposal. The Council uses a simple due regard process to ensure due regard is considered and to support a transparent, effective process that is accountable to users and residents. Amongst others, the "due regard" will be informed by:

- a. **Establishing the key equality issues across Doncaster (Equality Analysis)** – Our Equality and Inclusion Plan 2014-2017 has been developed alongside our financial planning process and includes a significant analysis of equality information to identify the key equality issues across Doncaster. We have used the equality information to inform our planning and saving prioritisation process. Our budget proposals seek to limit the impact of budget cuts on the most vulnerable.
- b. **Consultation** – The Mayor's draft budget proposals were launched on 24th November 2016. Further details on the consultation are provided below in paragraphs 49 to 51.

- c. **Prioritisation and Planning** – Our key strategic budget themes specifically prioritise the needs of the most disadvantaged in our communities.

48. Whilst no due regard statement has been completed as part of this report, all projects and programmes agreed during the programme will be subject to an individual due regard statement being prepared and actioned by the relevant project manager where required.

CONSULTATION

49. The proposals have been considered by Directors and Executive Board at several meetings between May, 2016 and February, 2017.

50. Where required, specific consultation will take place on individual projects prior to implementation.

51. This report has significant implications in terms of the following: -

Procurement	X	Crime & Disorder	
Human Resources		Human Rights & Equalities	
Buildings, Land and Occupiers	X	Environment & Sustainability	
ICT	X	Capital Programme	X

BACKGROUND PAPERS

52. Cabinet Report – Finance and Performance Improvement Report – Quarter 1 2016/17

53. Cabinet Report – Finance and Performance Improvement Report – Quarter 2 2016/17

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CAPITAL PROGRAMME 2017/18 TO 2020/21 - DIRECTORATE SUMMARY

PROGRAMME	2017/18	2018/19	2019/20	2020/21	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
					£'000s
ADULTS, HEALTH & WELL-BEING					
ADULT SOCIAL CARE	4,381	3,858	3,923	3,530	15,692
COMMUNITIES	1,893	625	0	0	2,518
MODERNISATION & COMMISSIONING	0	0	0	2,000	2,000
ADULTS, HEALTH & WELL-BEING TOTAL	6,274	4,483	3,923	5,530	20,210
FINANCE & CORPORATE SERVICES					
CUSTOMER SERVICES & ICT	2,551	3,512	665	470	7,198
FINANCE & PERFORMANCE	14,613	13,194	13,031	12,420	53,258
LEGAL	148	0	0	0	148
FINANCE & CORPORATE SERVICES TOTAL	17,312	16,706	13,696	12,890	60,604
LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE					
COMMISSIONING & OPPORTUNITIES	632	100	100	100	932
LEARNING & ACHIEVEMENT	9,621	5,336	9,530	6,200	30,687
LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE TOTAL	10,253	5,436	9,630	6,300	31,619
REGENERATION & ENVIRONMENT					
DEVELOPMENT	30,025	15,972	25,111	6,160	77,268
ENVIRONMENT	10,843	6,416	7,206	6,806	31,271
HOUSING	32,490	27,436	20,610	16,760	97,296
TRADING & ASSETS	11,975	1,103	788	318	14,184
REGENERATION & ENVIRONMENT TOTAL	85,333	50,927	53,715	30,044	220,019
TOTAL DMBC CAPITAL PROGRAMME	119,172	77,552	80,964	54,764	332,452
CAPITAL FUNDING					
CORPORATE RESOURCES	11,869	7,058	2,818	3,830	25,575
MINIMUM REVENUE PROVISION	620	0	0	0	620
EARMARKED RESERVES	553	0	0	0	553
EXTERNAL CONTRIBUTIONS	2,720	200	0	5,950	8,870
GRANTS	38,157	22,937	33,357	8,575	103,026
PRUDENTIAL BORROWING	25,957	12,591	12,591	11,784	62,923
REVENUE CONTRIBUTION - GENERAL FUND	3	1	0	0	4
REVENUE CONTRIBUTION - HRA	15,119	12,704	10,860	10,572	49,255
USABLE CAPITAL RECEIPTS (HOUSING)	1,314	893	958	565	3,730
MAJOR REPAIRS RESERVE (HOUSING)	12,607	15,732	10,750	7,188	46,277
SUPPORTED CAPITAL EXPENDITURE (C)	9,712	4,436	9,130	5,800	29,078
SUPPORTED CAPITAL EXPENDITURE (C) - DFC	541	1,000	500	500	2,541
TOTAL CAPITAL FUNDING	119,172	77,552	80,964	54,764	332,452

ADULTS, HEALTH & WELL-BEING CAPITAL PROGRAMME 2017/18 TO 2020/21

CAPITAL INVESTMENT	2017/18	2018/19	2019/20	2020/21	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
ADULT SOCIAL CARE	4,381	3,858	3,923	3,530	15,692
ADAPTATIONS FOR THE DISABLED	1,915	1,300	1,300	1,300	5,815
DISABLED FACILITIES GRANT DFG & HOUSING	2,466	2,558	2,623	2,230	9,877
COMMUNITIES	1,893	625			2,518
DONCASTER CULTURAL & LEISURE TRUST	750	605			1,355
CYCLE FACILITY (DCLT)	620				620
WW1 DIGITAL RESOURCE & OTHER	17	5			21
WW1 EXHIBITIONS	34	16			50
LAKESIDE PLAY AREA & OPEN SPACE	11				11
CANTLEY PARK SKATE PARK	100				100
HIGHFIELD'S COUNTRY PARK & CCTV	64				64
SAFE SPACES IN TOWN WARD	58				58
THE AVENUE BENTLEY S106	150				150
BENTLEY COMMUNITY LIBRARY IMPROVEMENTS	89				89
MODERNISATION & COMMISSIONING				2,000	2,000
EXTRA CARE HOUSING PROJECT				2,000	2,000
ADULTS, HEALTH & WELL-BEING CAPITAL PROGRAMME	6,274	4,483	3,923	5,530	20,210

ADULTS, HEALTH & WELL-BEING CAPITAL SOURCES OF FUNDING	2017/18	2018/19	2019/20	2020/21	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
CORPORATE RESOURCES	839	605		2,000	3,444
MINIMUM REVENUE PROVISION	620				620
EXTERNAL CONTRIBUTIONS	384				384
GRANTS	2,012	1,984	1,965	1,965	7,926
REVENUE CONTRIBUTION - GENERAL FUND	3	1			4
USABLE CAPITAL RECEIPTS (HOUSING)	616	593	658	265	2,132
MAJOR REPAIRS RESERVE	1,800	1,300	1,300	1,300	5,700
TOTAL ADULTS, HEALTH & WELL-BEING CAPITAL PROGRAMME FUNDING	6,274	4,483	3,923	5,530	20,210

FINANCE & CORPORATE SERVICES CAPITAL PROGRAMME 2017/18 TO 2020/21

CAPITAL INVESTMENT	2017/18	2018/19	2019/20	2020/21	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
	£'000s	£'000s	£'000s	£'000s	£'000s
CUSTOMER SERVICES & ICT	2,551	3,512	665	470	7,198
ENTER DATA STORAGE & BROCADE	85				85
CUSTOMER RELATION MANAGEMENT SYSTEM	130				130
IT SERVICE MANAGEMENT SOFTWARE	44				44
SOCIAL CARE CASE MGT&FIN SYSTEM	250				250
ICT STRATEGY 2014 - 2017	512				512
ICT DESKTOP AND MOBILE DEVICE UPGRADE	180	150		220	550
NETWORKING	100	500	180	140	920
PHYSICAL SERVERS			40	40	80
ICT CORPORATE STORAGE		1,000			1,000
COUNCIL WIDE SYSTEMS	1,250	1,862	245	70	3,427
VMWARE (VIRTUAL SERVERS)			200		200
FINANCE & PERFORMANCE	14,613	13,194	13,031	12,420	53,258
ERP (FINANCIAL SYSTEMS)	175	250			425
INVESTMENT & MODERNISATION FUND	13,288	12,500	12,500	11,712	50,000
CAPITAL RESERVE FUND	1,150	444	531	708	2,833
LEGAL	148				148
REGISTRARS - CIVIC OFFICE	94				94
PRIORY PLACE - CIVIL WEDDINGS	54				54
FINANCE & CORPORATE SERVICES CAPITAL PROGRAMME	17,312	16,706	13,696	12,890	60,604

FINANCE & CORPORATE SERVICES CAPITAL SOURCES OF FUNDING	2017/18	2018/19	2019/20	2020/21	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
	£'000s	£'000s	£'000s	£'000s	£'000s
CORPORATE RESOURCES	3,816	4,206	1,196	1,178	10,396
EARMARKED RESERVES	154				154
PRUDENTIAL BORROWING	13,342	12,500	12,500	11,712	50,054
TOTAL FINANCE & CORPORATE SERVICES CAPITAL PROGRAMME FUNDING	17,312	16,706	13,696	12,890	60,604

LEARNING & OPPORTUNITIES - CHILDREN AND YOUNG PEOPLE'S CAPITAL PROGRAMME 2017/18 TO 2020/21

CAPITAL INVESTMENT	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	2020/21 PROJECTION	FOUR YEAR PROGRAMME TOTAL
	£'000s	£'000s	£'000s	£'000s	£'000s
COMMISSIONING & OPPORTUNITIES	632	100	100	100	932
AIMING HIGH FOR DISABLED CHILDREN	82	100	100	100	382
EARLY HELP HUBS	550				550
LEARNING & ACHIEVEMENT	9,621	5,336	9,530	6,200	30,687
SCHOOL PLACES	2,750	1,280	5,900	2,650	12,580
ADDITIONAL SCHOOL PLACES - BLOCK ALLOCATION			1,400	400	1,800
STIRLING PRIMARY	150				150
HAYFIELD LANE PRIMARY	860	600			1,460
ARMTHORPE	500			2,250	2,750
LAKESIDE PRIMARY		180			180
ARMTHORPE OUR LADY OF SORROWS	240				240
BAWTRY MAYFLOWER PRIMARY SCHOOL PRIMARY PLACES		250			250
DON VALLEY PRIMARY PLACES		250			250
HATCHELL GRANGE PRIMARY PLACES	500		4,500		5,000
ROSSINGTON PRIMARY PLACES	500				500
SCHOOLS CONDITION PROGRAMME (VALUES & LOCATIONS SUBJECT TO REVIEW)	2,238	2,000	2,000	2,000	8,238
SCHOOLS CONDITION PROGRAMME	2,218	2,000	2,000	2,000	8,218
KINGFISHER PRIMARY	20				20
SCHOOL ROOF PROGRAMME (VALUES & LOCATIONS SUBJECT TO REVIEW)	696	676	750	750	2,872
SCHOOL ROOF PROGRAMME	696	676	750	750	2,872
LO-CYP SERVICE IMP & LIABILITY	250	250	250	250	1,000
3 & 4 YEAR OLDS 30 HOUR PLACES	1,848				1,848
OAKLANDS CHILDCARE UNIT	18				18
DEVOLVED FORMULA CAPITAL - SCHOOLS	541	1,000	500	500	2,541
SAFEGUARDING & SECURITY - MINOR PROJECTS	80	80	80		240
SAFEGUARDING & ACCESS FUND	900				900
EARLY YEARS CAPITAL FUNDING TO PROVIDE ADDITIO	300				300
CHILDREN'S DISABILITY SERVICES		50	50	50	150
SCHOOLS ACCESS INITIATIVE - ALL PHASES		50	50	50	150
LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE CAPITAL PROGRAMME	10,253	5,436	9,630	6,300	31,619

LEARNING & OPPORTUNITIES - CHILDREN AND YOUNG PEOPLE'S CAPITAL PROGRAMME 2017/18 TO 2020/21

LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE CAPITAL SOURCES OF FUNDING	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	2020/21 PROJECTION	FOUR YEAR PROGRAMME TOTAL
	£'000s	£'000s	£'000s	£'000s	£'000s
SUPPORTED CAPITAL EXPENDITURE (C)	9,712	4,436	9,130	5,800	29,078
SUPPORTED CAPITAL EXPENDITURE (C) - DFC	541	1,000	500	500	2,541
TOTAL LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE PROGRAMME FUNDING	10,253	5,436	9,630	6,300	31,619

REGENERATION & ENVIRONMENT CAPITAL PROGRAMME 2017/18 TO 2020/21

CAPITAL INVESTMENT	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	2020/21 PROJECTION	FOUR YEAR PROGRAMME TOTAL
	£'000s	£'000s	£'000s	£'000s	£'000s
DEVELOPMENT	30,025	15,972	25,111	6,160	77,268
HIGH SPEED RAIL COLLEGE	4,090				4,090
INVESTMENT AND MAJOR PROJECTS	25,935	15,972	25,111	6,160	73,178
SCRIF URBAN CENTRE					
SCRIF - URBAN CENTRE DONCASTER MARKET PHASE 1	3,039	200			3,239
SCRIF - URBAN CENTRE DONCASTER MARKET PHASE 2			1,488	4,560	6,048
SCRIF - URBAN CENTRE QUALITY STREETS	150	2,700	200		3,050
SCRIF - URBAN CENTRE ST SEP GATE / STATION FORECOURT	2,000	4,500		1,600	8,100
SCRIF - URBAN CENTRE WATERFRONT EAST		600	4,823		5,423
SCRIF - URBAN CENTRE WATERFRONT WEST	750				750
SCRIF - URBAN CENTRE COLONNADES	2,570				2,570
LAKESIDE 2 POWER SUPPLY	638	637			1,275
CCQ					
CCQ LATER PHASES (SUBJECT TO APPROVAL)					
CCQ CINEMA INFRASTRUCTURE & PUBLIC REALM	634				634
OTHER					
LAKESIDE GENERAL - PROVISION FOR CLAWBACK OF GRANT		208			208
LEGI - FIRST POINT BUSINESS PARK - CAPITAL GRANT FOR PROVISION OF WORK SPACE	51	51			103
ROBIN HOOD AIRPORT BUSINESS PARK DEVELOPMENT - EXTERNALLY FUNDED	566				566
TRANSPORT					
SCRIF - FARRRS PHASE 2 (GATEWAY TO SOUTH YORKS)	6,280	275			6,555
SCRIF - DN7 PROJECT	8,657	5,000			13,657
SCRIF - A630 WEST MOOR LINK DUALLING	600	1,800	18,600		21,000
SCRIF - A1/A19 LINK ROAD					
ENVIRONMENT	10,843	6,416	7,206	6,806	31,271
TRANSPORT ELEMENT (IT & MAINTENANCE BLOCKS)	10,843	6,416	7,206	6,806	31,271
INTEGRATED TRANSPORT BLOCK	850	850	1,350	1,350	4,400
INTEGRATED TRANSPORT	850	850	1,350	1,350	4,400
MAINTENANCE BLOCK	9,993	5,566	5,856	5,456	26,871
MAINTENANCE CARRIAGEWAY	4,723	4,389	3,868	4,910	17,890
MAINTENANCE BLOCK ALLOCATION	4,723	4,389	3,868	4,910	17,890
MAINTENANCE - BRIDGES	576	521	1,042		2,139
BRIDGES LTP ALLOCATION	576	521	1,042		2,139
MAINTENANCE - OTHER	4,694	656	946	546	6,842
SMARTLIGHT STREET LIGHTING PHASE 2	3,846				3,846
SYKEHOUSE SLOPE STABILIZATION	302	110	400		812
STREET LIGHTING COLUMN REPLACEMENTS	546	546	546	546	2,184
HOUSING	32,490	27,436	20,610	16,760	97,296
VOIDS CAPITAL WORKS	2,944	2,619	2,623	2,651	10,837
WHEATLEY HOWARDS - SITE CLEARANCE	1,311				1,311
MECHANICAL & ELECTRICAL	2,775	2,995	2,673	2,650	11,093
HEATING CONVERSIONS/UPGRADES	2,289	2,291	2,295	2,319	9,194
ELECTRICAL PLANNED WORKS	229	218	219	221	887
MECHANICAL PLANNED WORKS	126	159	159	110	554
LIFTS	131	327			458
INTERNAL WORKS	2,726	2,739	2,732	2,761	10,958
EXTERNAL WORKS	5,124	6,710	6,721	4,805	23,360
EXTERNAL PLANNED MAINTENANCE	4,361	4,364	4,371	4,418	17,514
STRUCTURAL	545	164	164	166	1,039
COMMUNAL HALLS/ SHOPS FLATS	218	218	219	221	876
THERMAL EFFICIENCY - ECO WORKS		1,964	1,967		3,931
ENVIRONMENTAL WORKS	3,009	2,957	2,961	2,993	11,920
ENVIRONMENTAL / FENCING PROGRAMME	1,417	1,364	1,366	1,381	5,528

REGENERATION & ENVIRONMENT CAPITAL PROGRAMME 2017/18 TO 2020/21

CAPITAL INVESTMENT	2017/18	2018/19	2019/20	2020/21	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
ASBESTOS SURVEYS & REMOVAL	872	873	874	884	3,503
GARAGE SITE IMPROVEMENTS	436	436	437	442	1,751
ESTATE ROADS & PATHS	284	284	284	286	1,138
IT SYSTEMS/INVESTMENT	288				288
STAIRLIFT REPLACEMENTS	300				300
EMPTY HOMES ACQUISITIONS/BUY BACKS	600	600	600	600	2,400
COUNCIL HOUSE BUILDING PROGRAMME (COMMITTED)	9,746	6,683			16,429
COUNCIL HOUSE BUILDING PROGRAMME (UNCOMMITTED)	1,314	1,833	2,000		5,147
EMPTY PROPERTY LANDLORD GRANTS	289				289
AFFORDABLE HOUSING EXTRA CARE THORNE (LAND PURCH	1,500				1,500
RESIDENTIAL SITES (CARAVAN)	564	300	300	300	1,464
TRADING & ASSETS	11,975	1,103	788	318	14,184
ASSET RATIONALISATION & CLIENT FUNCTION	9,754	1,103	788	318	11,963
RETAINED BUILDINGS CONDITION IMPROVEMENT WORKS	100				100
PROPERTY INVESTMENT FUND	1,918				1,918
DONCASTER WOOL MARKET RE-WIRE	100				100
CORN EXCHANGE ROOF & FAÇADE	1,000	438	313		1,751
DONCASTER MARKET EMERGENCY LIGHTING UPGRADE	97				97
MARKET CAFÉ VENTILATION & EXTRACTION SYSTEM	200				200
MEXBOROUGH MARKET H&S REFURBISHMENT	174				174
MEXBOROUGH MARKET PUBLIC & TRADER TOILETS	100				100
PRIORY PLACE FAÇADE & ROOF WORKS	155				155
HERTEN TRIANGLE	5,665				5,665
GRAVEYARD BOUNDARY WALLS	45	65	55	13	178
RETAINED PUBLIC BUILDINGS INVESTMENT PROGRAMME	200	600	420	305	1,525
COMMERCIAL SERVICES	1,033				1,033
POOL CAR PURCHASES	33				33
STREETSCENE & GROUNDS MAINTENANCE FLEET PURCHAS	500				500
MAIN FLEET REPLACEMENT PROGRAMME	500				500
CONSTRUCTION SERVICES	1,188				1,188
CANTLEY DEPOT MODERNISATION	390				390
NORTH BRIDGE DEPOT MODERNISATION (PHASE 2)	798				798
REGENERATION & ENVIRONMENT CAPITAL PROGRAMME	85,333	50,927	53,715	30,044	220,019

REGENERATION & ENVIRONMENT CAPITAL SOURCES OF FUNDING	2017/18	2018/19	2019/20	2020/21	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
CORPORATE RESOURCES	7,214	2,247	1,622	652	11,735
EARMARKED RESERVES	399				399
EXTERNAL CONTRIBUTIONS	2,336	200		5,950	8,486
GRANTS	36,145	20,953	31,392	6,610	95,099
PRUDENTIAL BORROWING	12,615	91	91	72	12,869
REVENUE CONTRIBUTION - HRA	15,119	12,704	10,860	10,572	49,255
USABLE CAPITAL RECEIPTS (HOUSING)	698	300	300	300	1,598
MAJOR REPAIRS RESERVE	10,807	14,432	9,450	5,888	40,577
TOTAL REGENERATION & ENVIRONMENT CAPITAL PROGRAMME FUNDING	85,333	50,927	53,715	30,044	220,018

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Doncaster Council's Capital Programme 2017/18 to 2020/21 – New Inclusion Summary

2017/18 values are listed first and then the four year programme total values are in brackets.

Some inclusions are funded by Corporate Resources and to identify them they are allocated a CR reference in addition to the Directorate specific reference.

Finance and Corporate Services ProgrammeCR01 FCS 1617 01 ICT Desktop and Mobile Device Upgrade £0.2m (£0.6m)

To ensure enough budget is available to enable enough Council staff to have the most appropriate desktop and mobile devices in a world where technology is forever evolving enabling further more efficient mobile/agile working and have the ability to securely connect and access Council systems wherever they are. To also provide the ability to monitor usage and remotely wipe data from lost or stolen devices.

Funded by Corporate Resources.

CR02 FCS 1617 02 Networking £0.1m (£0.9m)

This bid covers a range of network related contracts that will be coming to an end in the next 4 years including all connectivity between all Council buildings and required partners all landline and mobile phone services and all filtering to ensure information is safe and secure.. The bid also addresses the requirement to upgrade essential core network equipment and to also do a feasibility study to explore the viability of expanding the existing Council owned Fibre infrastructure which would in turn increase bandwidth performance, reduce on-going annual costs moving forward and be less reliant on support of major connectivity suppliers.

Funded by Corporate Resources.

CR03 FCS 1617 03 Physical Servers £0k (£80k)

ICT hardware has a general life expectancy of approximately five years, after that time the chance of failure increases significantly and the probability of performance issues and services outages greatly increases. This capital bid is to refresh and upgrade end of life ICT server hardware coming to the end of their five year cycle. This includes 20 plus Terminal Servers used for Remote Desktop Access to run Council systems and is absolutely essential to avoid unreliability and disruption to service delivery.

Funded by Corporate Resources.

CR04 FCS 1617 04 ICT Corporate Storage £0m (£1m)

The current ICT Corporate Storage (SAN) infrastructure solution that holds all council data on physical servers, storage disks and various other hardware at both the Civic Office and the Colonnades (cross-site resilience to ensure business continuity) will be five years old in 2018/19 and the hardware will no longer be under support by the vendors as it will be end of life and therefore will need replacing. This capital bid is to replace the aging unsupported hardware in 2018/19 and to

futureproof capacity requirements moving forward. Work is also being progressed to reduce the amount of data we have to hold.

Funded by Corporate Resources.

CR05 FCS 1617 05 Council Wide Systems £1.3m (£3.4m)

To enable the replacement of the required end of life key Council systems that are due to cease within the next four years together with the procurement of essential new systems to ensure the continued delivery of all services. This includes the significant implementation of an Integrated People Solution across AHWB, LOCYP, DCST and Finance which will provide essential whole family intelligence informed by good quality data and sound financial management across the piece.

Funded by Corporate Resources.

CR06 FCS 1617 06 VMware (Virtual Servers) £0m (£0.2m)

Replace the existing corporate system servers hosting DMBC virtual servers at the Civic Office and the Colonnades (cross-site resilience) to ensure the required capacity and performance no matter where those systems are accessed. We have around 450 virtual servers currently running on the 13 physical servers that need replacing. This also includes business resilience to ensure successful disaster recovery. Physical servers require replacement every five years to stay within the support life cycles. This is an industry standard for all physical servers. In simple terms the VMware technology allows 450 servers to share their resource and be consolidated down to 13 servers, hence 437 servers do not have to be purchased. This also provides full cross site resilience for the virtual servers, to protect them against the failure of physical equipment.

Funded by Corporate Resources.

Learning and Opportunities – Children and Young People Programme

LOCYP 1617 01 Capital Condition Programme £2.2m

The project delivers the planned maintenance programme across all the schools as detailed with the attached appendix (not academies or LCVAP), current focus on mechanical (new heating & water tanks), electrical (mains upgrades) and fabric (windows, external cladding and drainage).

Funded by LOCYP Capital Resources.

LOCYP 1617 02 School Roof Programme £0.7m (£1.4m)

A programme of works to improve school roofs, addressing longer term health and safety issues as well as annual repair costs.

Over previous years because of capital funding restrictions schools have had a patch and repair approach to school roofs utilising their limited repairs and maintenance budgets. Through the recently establish Schools Capital Maintenance Programme a small number of school roofs in most urgent need of repair have been addressed. However many more schools are now experiencing a large number of minor leaks and damaged areas that are starting to overlap with each other and the problems are now highlighted in recent site visits as category D, Bad (life expired and/or serious risk

of imminent failure) and 1, Urgent/immediate requirement (urgent work that will prevent immediate closure of premises and or address an immediate high risk to the H & S of occupants and/or remedy a serious breach of legislation).

Following an assessment of the risk for individual schools it is recommended that upgrades are phased over a period of another three years. By addressing the wider problem there would be an expected reduction in the annual cost of re-active maintenance freeing up more of the budget to deliver a pro-active programme. Thus supporting year on year cost savings to both the school and CYPs capital budget.

Funded by LOCYP Capital Resources.

LOCYP 1617 03 Early Years Capital Funding To Provide Additional Nursery Places £0.3m

The funding is required to provide match funding and finance feasibility work to support the £2,497,238 scheme bids under the Education Funding Agency Early Years Capital Fund to provide additional places for 30 hours free child care for working parents of 3 and 4 year olds. This is a national bidding competition and will need to be reviewed once the results of the bidding process are known and adjusted accordingly, after taking account of approvals and school contributions.

Funded by LOCYP Capital Resources.

LOCYP 1617 04 Armthorpe Primary Places £0.5m

This resource is needed to provide additional primary school places in the Armthorpe pyramid to meet demand for local places from local Armthorpe children. This derives directly from the 'Interim Pupil Place Planning Strategy, May 2016' in the section 'Proposed Expansions Planned from 2017/20' in which expenditure estimates for Armthorpe primary schools were identified. Additional capacity is needed to ensure that there is some spare capacity in particular year groups, recommended at between 5% and 10% as well as in the longer term catering for the early stages of planned housing developments in Armthorpe

Funded by LOCYP Capital Resources.

LOCYP 1617 05 Bawtry Mayflower Primary School Primary Places £0m (£0.3m)

This is to provide additional primary school places specifically in the Bawtry area to meet demand for local places from local children. The detail is provided overleaf and derives from a detailed analysis, conducted in July 2016, to meet the requirements of the annual return to the DFE/EFA, known as the SCAP return. This analysis was framed and set in the context of the DMBC 'Interim Pupil Place Planning Strategy' of May 2016. In essence this project will provide additional capacity required within Bawtry to meet local demand.

Funded by LOCYP Capital Resources.

LOCYP 1617 06 Don Valley Primary Places £0m (£0.3m)

This scheme will help to meet the Council's statutory sufficiency duty and provide local primary places for local children in line with the Council's 'Interim Pupil Place Planning Strategy' of May 2016.

This scheme will provide additional capacity required within the Don Valley pyramid to meet local demand.

Funded by LOCYP Capital Resources.

LOCYP 1617 07 Hatchell Grange Primary Places £0.5m (£5.0m)

This is to provide additional primary school places in the Hatchell Grange area to meet demand for local places from local children. Immediate pressure is evidenced in the area which is being added to by the Hatchell Grange housing development in the area as identified in the 'Interim Pupil Place Planning Strategy' of May 2016. Short term expansions will be needed to address the current pressures increasing in the area, pending new provision.

This will provide capacity required within the area to meet local demand pending the future provision of a new primary school post 2019, which will support the planned housing development. Section 106 developer education contributions have not been realised from the development. Only land has been gifted within the S106 agreement.

Funded by LOCYP Capital Resources.

LOCYP 1617 08 Hayfield Lane Primary School Phase 2 £0.4m (£1.0m)

This application should be considered in the context of the 'Interim Pupil Place Planning Strategy' of May 2016 in which the expansion of Hayfield Lane was clearly identified to meet increasing demand for school places in that vicinity, specifically in response to housing growth. This application is intended complete the expansion of Hayfield Lane Primary School into a 2 form entry school to provide much needed additional primary school places in the Hayfield pyramid for local children. The scheme will build on the phase 1 works, resourced from 2016/17 capital funding and proceeding in this financial year to provide 2 classrooms and a nursery and associated works. This resource request will fund an additional 4 classrooms and a hall over the next two years.

Funded by LOCYP Capital Resources.

LOCYP 1617 09 Rossington Primary Places £0.5m

This is to provide additional primary school places in the Rossington pyramid to meet demand for local places from Rossington children. Rossington was identified as a future area for expansion of the primary schools in the 'Interim Pupil Place Planning Strategy' of May 2016. There is currently an imbalance between key stage 1 and key stage 2 capacities in Rossington. Discussions with Rossington primary schools have begun and discussions with the main academy sponsor are to be arranged early in the school year to look at and agree potential solutions.

This will provide capacity required within the Rossington pyramid to meet local demand pending the future provision of a new primary school post 2019, which will support planned housing development. Section 106 developer education contributions may be realised to help offset capital expenditure but this has not yet been fully confirmed.

Funded by LOCYP Capital Resources.

LOCYP 1617 10 Additional Safeguarding and Security for Schools £80k (£240k)

Essential Works to address school safeguarding and security issues and meet Ofsted requirements which will be supplemented by individual school resources. The budget will be allocated to meet identified priority need during the year.

The bid extends the existing 3 year allocation to 2019/20.

Funded by LOCYP Capital Resources.

Regeneration and Environment ProgrammeCR07 R&E 1617 01 Design Costs in Support of SCRIF £0.2m (£1.6m)

Design costs for the Urban Centre SCRIF Quality Streets project.

Refurbishment and enhancement of public realm and footways within core town areas including Hallgate, Silver Street and Cleveland Street - increasing the attractiveness of these areas; complementing three earlier phases of investment, increasing footfall and retail usage; supporting the town's evening economy offer.

Funded from corporate resource and SCRIF.

CR08 R&E 1617 02 Design Costs in Support of SCRIF £0.5m (£10.5m)

Design costs for the West Moor Link major project scheme.

Dualling of A630 between J4 M18 and A18 Leger Way / Thorne Road.

Dualling between A18 and A630 Wheatley Hall Road including the removal of a rail bridge pinch point.

Potential to unlock 3,000 housing 940,000m² of commercial development.

Funded from corporate resource and SCRIF.

CR09 R&E 1617 03 Graveyard Boundary Walls £45k (£178k)

Repair work is required at various closed and current graveyards across the borough to prevent further damage to walls and risk of accidents as the sections of wall requiring attention get worse.

The work across the different sites has been profiled across the years according to the risk of further damage. Some small repairs may be required from revenue to make collapsed sections safe.

Funded from corporate resource.

CR10 R&E 1617 04 Corn Exchange repairs and renovation (phases 1b, 2 and 3) £0.5m (£1.2m)

The Corn Exchange is undergoing repair which is being undertaken on a phased approach.

Phase 1a is already underway with £1m of capital funding.

Funded from corporate resource.

CR11 R&E 1617 05 Sykehouse Slope Stabilisation £0.3m (£0.8m)

Slope Stabilisation projects, Sykehouse Road, West Lane and Rudgate Lane. The banks of the watercourse immediately adjacent to the carriageway have shown clear slip failures, which in turn has caused the carriageway to crack and also slip, causing significant depressions on the surface. If these failures are not repaired, it could progress to more significant failures which pose a serious safety risk to road users that could lead to closure. There are a number of services that are located within the slopes adjacent to the carriageways. These services include BT telephone cables, Yorkshire water mains and other unknown services, which could also be affected by the slope failures.

Funded through reserves and corporate resource.

CR12 R&E 1617 06 Retained Public Buildings Investment Programme £0.2m (£1.5m)

Now that the DN17 Appropriate Assets project has delivered a consolidated asset portfolio the council needs to invest in bringing these properties into a condition that will reduce backlog maintenance of key building elements and therefore reduce ongoing reactive repairs expenditure. An indicative programme of works has been identified based on condition surveys, historical expenditure, and officers' knowledge of the portfolio. This includes works to modernise building services (mechanical and electrical) as well as the fabric of the buildings, including roofs. Many of the works identified also have H&S implications if not undertaken, particularly electrical works. It is estimated that a £1.5m programme spread over the next 4 years should be sufficient. See attached.

In addition, there is also a pressing requirement identified in an inspection report on lifts, undertaken by our insurers. A number of lifts do not meet the insurer's minimum requirements and the council is therefore required to address these failings. This includes the lift at the Museum on Chequer Rd, which is linked to the new library and museum project.

Funded from corporate resource.

CR13 R&E 1617 07 Street lighting column replacements £0.5m (£2.2m)

This bid is to replace existing street lighting columns with new street lighting columns, reusing the existing LED light fitting.

Concrete street lighting columns have a life expectancy of 30 to 35 years. Our youngest concrete street lighting column is 27 years old and the oldest is 50 to 60 years old. We stopped installing concrete columns 27 years ago and have been installing steel columns since then. Modern steel columns have a life expectancy of 40 to 45 years. We have a number of very old steel columns that are +50 years old.

The outcome of this project is the replacement of street lighting columns that are outside of their design life or will shortly be coming to the end of their design life, this is an ongoing process. This will reduce the risk to the traveling public as a result of elements of the columns failing and causing personal injury and/ or property damage.

Funded from corporate resource.

R&E 1617 08 Highways and Bridges Maintenance - Department for Transport Capital allocations
£5.3m (£20.0m)

These funds support the permanent repairs and structural maintenance of all of the adopted Highway assets and include: -

Carriageways, Footways, Street lighting, Bridges, Retaining Walls and some Drainage assets.

R&E 1617 09 Integrated Transport Block 2017/18 £0.9m (£3.5m)

The funds are confirmed as part of the DfT Highways maintenance capital allocations.

Schemes for all the themes will be prioritised throughout the year and presented to Portfolio and Cabinet as part of the Capital approval process

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Ref for New Bids	Project name	Project Details	Spend Profile						
			2017/18	2018/19	2019/20	2020/21	Total Four Year Programme	Later Years	
Section 3a - Approved Committed Projects - Corporate Resources									
Adults, Health and Well-Being									
	Doncaster Cultural & Leisure Trust	Funding for proposed capital expenditure requirements over the programme to enable centres to be 'fit for purpose'	750	605				1,355	
	Extra Care Housing Project	Capital contribution to enable development of an extra care facility at Askern and Rossington						0	2,000
	Bentley Community Library Improvements	Replacement glazing and improvements to aluminium frame holding the glass on the library frontage and its skylights	89					89	
	Sub Total - Adults, Health and Well-Being		839	605	0	0		1,444	2,000
Finance and Corporate Services									
	CRM System / Digital Council		130					130	
	Adult Social Care System (DoH Social Care Infrastructure)		96					96	
	ICT - Corporate Storage (Enter Data Storage & Brocade)	To address a potential lack of expansion in storage capacity	85					85	
	IT SERVICE MANAGEMENT SOFTWARE		44					44	
	REGISTRARS - CIVIC OFFICE		94					94	
	Capital Reserve Fund		856	444	531	21		1,852	
	Sub Total - Finance and Corporate Services		1,305	444	531	21		2,301	0
Regeneration and Environment									
	Mexborough Market Improvements	Replacement of fire alarm, emergency lighting and electrical distribution boards and improvement to roof, all on health and safety grounds	174					174	
	North Bridge Depot Modernisation (Phase 2)	Construct a large covered storage shed facility for Street Scene and Highways operations equipment at the North Bridge depot	798					798	
	Corn Exchange Roof & Façade	The scheme will refurbish the roof and external façade of the Corn Exchange.	500					500	
	DONCASTER WOOL MARKET RE-WIRE		100					100	
	Waterdale Development Account		880					880	
	Sub Total - Regeneration and Environment		2,452	0	0	0		2,452	0
Total Section 3a - Approved Committed Schemes - Corporate Resources			4,596	1,049	531	21		6,197	2,000
Section 3b - Approved Un-Committed Projects - Corporate Resources									
Finance and Corporate Services									
	Financial Systems (ERP) Upgrade & Enhancements	Upgrades and enhancements will be required to ensure that ERP meets service requirements	175	250				425	
	ICT Infrastructure Hardware Upgrades		150						
	Virtualised Oracle Environment		90						
	ICT Strategy 2014-17	A number of schemes identified in the approved ICT Strategy	512					512	
	Sub Total - Finance and Corporate Services		927	250	0	0		937	0
Regeneration and Environment									
	SCRIF - Urban Centre Colonnades		610					610	
	SCRIF - Colonnades Refurbishment	Full refurbishment of the building and uplift to the retail area to prepare the building for commercial occupation	440					440	

Ref for New Bids	Project name	Project Details	Spend Profile						
			2017/18	2018/19	2019/20	2020/21	Total Four Year Programme	Later Years	
	SCRIF - Urban Centre Quality Streets	Refurbishment of public realm and footways around Hallgate, Silver Street and Cleveland Street in the town centre, to complement three earlier phases of investment, and to support the town's evening economy offer (Corporate Resource element)		100				100	
	SCRIF - Urban Centre Waterfront East	Land assembly and site enabling works for the wider site including internal access roads, utilities, remediation and public realm for a new residential led mixed use on the vacant 15 hectare site (Corporate Resource element)		600				600	
	SCRIF - North Doncaster A1-A19 Link Road	Provision of new highway between A1 Redhouse and A19 Toll Bar to enable regeneration and improve access to Adwick and Carcroft						0	2,320
	Retained Buildings Condition Improvement Works	Investment to address condition related projects to ensure buildings remain fit for purpose, operation and safe	100					100	
	Market Café ventilation & extraction system	Upgrade to the existing dated ventilation systems in place and will also provide a full installation to establishments that currently have no ventilation in place.	200					200	
	Mexborough Markets Public & Trader toilets	Refurbish the existing public toilet facilities at the rear of Mexborough Market Hall, and the existing Market Trader facilities located in the Market Hall basement.	100					100	
	Cantley Depot Modernisation	Upgrade and investment in depot parking, staff welfare, drainage, hard standing surface, waste disposal and storage facilities.	390					390	
	Priory Place Façade & Roof Works		155						
	Property Investment Fund	Create a fund to acquire property to generate a revenue income stream with a target return of 7% per annum	1,918					1,918	
	Sub Total - Regeneration and Environment		3,913	700	0	0		4,613	2,320

Total Section 3b - Approved Un-Committed Schemes - Corporate Resources

4,840	950	0	0	5,550	2,320
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Section 3c - New Requests for Approval - Corporate Resources

Finance and Corporate Services

FCS 1617 01	ICT Desktop and Mobile Device Upgrade	<p>To implement an ICT solution to accurately manage the Council's mobile assets, identifying location, licences and the ability to remotely wipe data from lost or stolen devices. This bid is in addition to the existing capital programme.</p> <p>To also ensure Council staff are using the latest desktop and mobile devices and have the ability to securely connect and access Council systems when working remotely. This allows staff to be able to work more mobile and agile.</p>	180	150	0	220	550	
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Ref for New Bids	Project name	Project Details	Spend Profile					
			2017/18	2018/19	2019/20	2020/21	Total Four Year Programme	Later Years
FCS 1617 02	Networking	This bid covers a range of network related contracts that will be coming to an end in the coming years such as the corporate WAN contract, the Fixed/Mobile contract that includes the core Unified Communication Infrastructure and the Email and Web filtering devices. The bid also addresses the requirement to upgrade essential core network equipment, and to also do a feasibility study to see the viability to expand the existing Council owned Fibre infrastructure	100	500	180	140	920	
FCS 1617 03	Physical Servers	ICT hardware has a general life expectancy of approximately five years, after that time the chance of failure increases significantly and the probability of performance issues and services outages greatly increases. This capital bid is to refresh and upgrade end of life ICT server hardware coming to the end of their five year cycle. This include 20 plus Terminal Servers used for Remote Desktop Access to run Council applications.			40	40	80	
FCS 1617 04	ICT Corporate Storage	The current ICT Corporate Storage (SAN) infrastructure which includes physical servers, storage disks and various other hardware at both the Civic Office and the Colonnades (cross-site resilience) will be five years old in 2018/19, the hardware will no longer be under support by the vendors as it is end of life and therefore will need replacing. This capital bid is to replace the aging unsupported hardware in 2018/19 and to addresses any potential lack of expansion capacity moving forward.		1,000			1,000	
FCS 1617 05	Council Wide Systems	To enable the replacement of key Council systems (in line with the ICT Strategy) together with the procurement of essential new systems, following consideration by the Council's ICT Governance Board. This will enable continued progress towards becoming a modern digital authority and ensure service delivery is not affected by the loss of or ageing technology.	1,250	1,862	245	70	3,427	
FCS 1617 06	VMware (Virtual Servers)	Replace the existing corporate servers hosting DMBC virtual servers at the Civic Office and the Colonnades (cross-site resilience). We have around 450 virtual servers currently running on the 13 physical servers that need replacing (split between production services and disaster recovery services). Physical servers require replacement every five years to stay within the support life cycles. This is an industry standard for all physical servers. In simple terms the VMware technology allows 450 servers to share their resource and be consolidated down to 13 servers, hence 437 servers do not have to be purchased. This also provides full cross site resilience for the virtual servers, to protect them against the failure of physical equipment.			200		200	
	Capital Reserve Fund						687	687
	Sub Total - Finance and Corporate Services		1,530	3,512	665	1,157	6,864	

Ref for New Bids	Project name	Project Details	Spend Profile					
			2017/18	2018/19	2019/20	2020/21	Total Four Year Programme	Later Years
R&E 1617 01	Quality Streets	<p>Design costs for the Urban Centre SCRIF Quality Streets project.</p> <p>Refurbishment and enhancement of public realm and footways within core town areas including Hallgate, Silver Street and Cleveland Street - increasing the attractiveness of these areas; complementing three earlier phases of investment, increasing footfall and retail usage; supporting the town's evening economy offer.</p>	150				150	
R&E 1617 03	Graveyard Boundary Walls	<p>Repair work is required at various closed and current graveyards across the borough to prevent further damage to walls and risk of accidents as the sections of wall requiring attention get worse.</p> <p>The work across the different sites has been profiled across the years according to the risk of further damage. Some small repairs may be required from revenue to make collapsed sections safe.</p>	45	65	55	13	178	
R&E 1617 04	Corn Exchange repairs and renovation	<p>Brief Project Description: The Corn Exchange is undergoing repair which is being undertaken on a phased approach. Phase 1a is already underway with £1m of capital funding. Subsequent phases and funding requirements over the next 2 years are:</p> <p>Phase 1b (continuation of 1a roof repair) £501k Phase 2 (initial façade repair/replacement) £212k Phase 3 (remaining façade repair) £415k Scaffolding (additional 52weeks) £123k Total £1.251m</p>	500	438	313		1,251	
R&E 1617 05	Sykehouse Slope Stabilization	<p>Slope Stabilisation projects, Sykehouse Road, West Lane and Rudgate Lane. The banks of the watercourse immediately adjacent to the carriageway have shown clear slip failures, which in turn has caused the carriageway to crack and also slip, causing significant depressions on the surface. If these failures are not repaired, it could progress to more significant failures which pose a serious safety risk to road users that could lead to closure. There are a number of services that are located within the slopes adjacent to the carriageways. These services include BT telephone cables, Yorkshire water mains and other unknown services, which could also be affected by the slope failures.</p>		110	400		510	

Ref for New Bids	Project name	Project Details
R&E 1617 06	Public Buildings Investment Programme	<p>Now that the DN17 Appropriate Assets project has delivered a consolidated asset portfolio the council needs to invest in bringing these properties into a condition that will reduce backlog maintenance of key building elements and therefore reduce ongoing reactive repairs expenditure. An indicative programme of works has been identified based on condition surveys, historical expenditure, and officers' knowledge of the portfolio. This includes works to modernise building services (mechanical and electrical) as well as the fabric of the buildings, including roofs. Many of the works identified also have H&S implications if not undertaken, particularly electrical works. It is estimated that a £1.5m programme spread over the next 4 years should be sufficient. See attached.</p> <p>In addition, there is also a pressing requirement identified in an inspection report on lifts, undertaken by our insurers. A number of lifts do not meet the insurer's minimum requirements and the council is therefore required to address these failings. This includes the lift at the Museum on Chequer Rd, which is linked to the new library and museum project.</p>
R&E 1617 07	Street lighting column replacements.	This bid is to replace existing street lighting columns with new street lighting columns, reusing the existing LED light fitting.
Sub Total - Regeneration and Environment		

Spend Profile					
2017/18	2018/19	2019/20	2020/21	Total Four Year Programme	Later Years
200	600	420	305	1,525	
334	334	334	334	1,336	43,692
1,229	1,547	1,522	652	4,950	43,692

Total Section 3c - New Requests for Approval - Corporate Resources

2,759	5,059	2,187	1,809	11,814	43,692
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Total Corporate Resources

12,195	7,058	2,718	1,830	23,801	48,012
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14 February 2017

To the Chair and Members of Cabinet

Housing Revenue Account Budget 2017/18

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Jane Nightingale	ALL	Yes

EXECUTIVE SUMMARY

1. This report sets out the Mayor’s proposals for the 2017/18 Housing Revenue Account (HRA) Budget. The report focuses on the following key areas:-
 - the level of the Council’s housing rents for 2017/18; current average rent is £70.92 per week which is the lowest within South Yorkshire, rents will decrease by 1%
 - the Housing Revenue Account (HRA) budget proposals for 2017/18
 - the medium term financial forecast for the HRA which includes estimated budgets for 2018/19, 2019/20 and 2020/21; the HRA budget follows the budget strategy as set out in previous years and maintains a reserve of £4.0m within the HRA, the budget for 2017/18 is a balanced budget (income equals expenditure) and
 - the level of fees and charges for 2017/18 as detailed in paragraph 13.

EXEMPT REPORT

2. Not applicable.

RECOMMENDATIONS

3. Cabinet is asked to note the report and recommend to Council to approve the Housing Revenue Account budget proposals as set out in this report and including:-
 - i. Rents are reduced from 3rd April 2017, by 1.0% as detailed in paragraphs 7 to 10 in line with Government policy. This will result in an average weekly rent decrease of £0.71, resulting in an average rent of approximately £70.21 per week. Rents will be charged every week of the year.
 - ii. The budget proposals for the HRA for 2017/18, which are contained in Appendix A. These proposals set a balanced budget for the HRA and maintain a reserve of £4.0m;
 - iii. Fees and charges set out in paragraph 13.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. The Council provides housing to over 20,000 residents through the housing stock within the HRA. The majority of these properties are let at social rents which are currently the lowest within South Yorkshire and they will continue to be after this decrease. The proposals within this report mean that the existing tenants of these properties will pay lower rents in 2017/18. Reducing the rents does not prevent the Council from continuing to provide quality social housing maintained to the Doncaster decency standard but significantly reduces the number of new properties which will be built in the future in order to provide additional accommodation for those in need of social housing.

BACKGROUND

5. The Housing Revenue Account budget for 2016/17 was approved on 3rd March 2016. Since then the regular financial management reports to Cabinet have provided the latest projections of the 2016/17 financial position.

The underlying principles for HRA budgets had been agreed in previous years,

- that rents would remain at affordable levels;
- where properties are relet it is at target rent; and
- that surplus resources within the HRA would be used to provide additional council housing, either new build or acquisitions.

This would have continued if it had not been for the announcements in the Government's Summer Budget, 8 July 2015. The major change which was implemented in 2016/17 is a 1% rent reduction for four years, from 2016/17 to 2019/20. There are two other potentially major impacts;

- The sale of vacant higher value local authority housing stock (not now an issue until 2018/19) and
- Changes to welfare benefits

The full details and financial implications of these proposals are still unknown. Further commentary is provided in paragraph 14.

BUDGET PROPOSALS 2017/18

6. The Budget proposals for 2017/18 are shown in detail at Appendix A. The key features are as follows:-
 - a) A reduction in rents of 1.0% with effect from 3 April 2017 (see paragraphs 7 to 10 for more details);
 - b) Dwelling rent income is expected to be £0.687m lower at £73.0m due to the effect of the rent reduction and the projected number of Right to Buy sales, new build properties, acquisitions and void (empty) properties;
 - c) As and when properties become empty they will be advertised and relet at target rent (see paragraph 11 for definitions of rent) minus 1.0% (2016/17 reduction)

minus a further 1% (2017/18 reduction) based on target rent calculations as at July 2015.

- d) The majority of HRA services are provided by St. Leger Homes of Doncaster (SLHD). The management fee paid to SLHD reflects an additional payment of £0.277m due to the introduction of the apprenticeship levy and as a result of the cost of delivering an improved void standard which has yielded additional income of £281k during the first nine months of implementation. The details of the SLHD management fee calculations are shown at Appendix B. Inflationary increases such as pay award, increments and other increased costs have not been paid to SLHD for 2017/18 who have managed these costs from efficiencies and savings. The management fee paid from the HRA for 2017/18 is £27.629m;
- e) The freeze on the management fee paid to SLHD for general expenditure excluding growth items and policy changes is in line with a three year budget strategy agreed in February 2014 which means that SLHD has to fund any inflationary costs from within the business;
- f) There is a budget of £0.756m within the HRA to assist tenants to deal with changes as a result of welfare benefit reform. Both the usage and the policy will be kept under review as further changes to welfare benefits are rolled out;
- g) The number of Right to Buy sales continues to be monitored and total sales to the 31st December 2016 were 120 giving an average of 3.0 sales per week (compared to 2.2 per week as of December 2015). A projected level of 160 sales, 15 proposed demolitions/disposals, 79 new build and/or acquisitions and a void rent loss percentage of 1.5% have been used for calculating the rental income budget for 2017/18;
- h) Housing Subsidy (the historic Government grant system for the HRA) was abolished with effect from 1 April 2012 and the HRA became self-financing. A self-financing HRA needs to fund both its revenue services and deliver the investment/capital programme from rent income;
- i) Following the introduction of self-financing for the HRA a longer term view (30 years) is taken on HRA budgets to ensure that there is sufficient funding available in future years to maintain the properties at the Doncaster decency standard, deliver other investment needs and day to day services;
- j) A prudent level of balances for the HRA is considered to be £4.0m. This is an increase from £3.0m in previous years and reflects the potential unknown effects of changes to welfare benefits. Any surplus funds in excess of this, £0.840m, has been transferred to the housing public sector capital programme to fund investment in the housing stock and the programme for building more council houses.

A balanced budget will be set for 2017/18. This will maintain an estimated reserve within the HRA of £4.0m by 31 March 2018.

RENT LEVELS

7. On 8 July 2015 the Government held a Summer Budget and announced in that Budget that all social housing rents would reduce by 1% a year for the next four years from 2016/17 to 2019/20. This announcement is being forced upon Local

Authorities through the Welfare Reform and Work Act 2016. Over the four year period 2016/17 to 2019/20 there will be £25.9m less resources available compared to the previously budgeted figures and over the 30 year business plan there will be £310m less resources available.

8. Previous assumptions in the 30 year business plan were that any resources in excess of the minimum level of balances required would be invested into the capital programme, these excess resources were estimated at £310m and the majority of these resources would have been invested in new build council houses and these houses would have generated additional rent income. The total estimated reduction in resources available over a 30 year period is £457m.
9. Rents in Doncaster are the lowest of all South Yorkshire Councils based on the 2015/16 financial year (according to the latest published figures from CIPFA, Chartered Institute of Public Finance and Accountancy).
10. There are five different ways in which rents will change during 2017/18, (different types of rents are defined in paragraph 11);

Existing tenants (social rent) – rent will be reduced by 1%;

New tenants into existing (social rent) housing stock – if the tenancy changes during 2017/18 the property will be relet at the 2015/16 target rent minus 1% (2016/17 reduction), minus a further 1% (2017/18 reduction);

New council housing, either new build or acquisitions (funded wholly from Council resources, social rent) – when new properties are completed the target rent will be calculated for these properties and then adjusted for minus 1% (2016/17 reduction) and a further 1% (2017/18 reduction);

New council housing, either new build or acquisitions (funded with an element of Government grant, affordable rent) – when new properties are handed over both the target rent and affordable rent will be calculated for these properties, the rent charged will be the higher of the of the two figures and

Affordable rent properties – the rent will be reduced by 1% for existing tenants. If there is a change of tenancy a new affordable rent calculation will be carried out and the new rent will be the affordable rent (1% reductions are not required).

RENT DEFINITIONS

11. Target rent (sometimes referred to as formula rent) for each property is calculated using the following formula;
 - 70% of the national average rent (April 2000) multiplied by relative county earnings (1999 levels) multiplied by a bedroom weighting (higher weighting for larger properties) plus 30% of the national average rent (April 2000) multiplied by relative property value (January 1999).

This calculation gives a target rent figure for the financial year 2000/01. It has then been updated each year by R.P.I plus 0.5% up until 2014/15. In 2015/16 the target rent was increased by CPI plus 1% (2.2%), the average target rent in Doncaster for 2015/16 was £75.26 per week. The target rent figure for 2015/16 is the base figure used for calculating target rent in future years. The 2016/17 target rent figure

(£74.65 per week) is 2015/16 minus 1% and the 2017/18 figure (£73.90 per week) is reduced by a further 1%.

12. Affordable rents – Affordable rent is defined as 80% of open market rent. These figures are calculated on an individual basis for each property by a qualified surveyor. These rents will all be reviewed in March 2017 and this will be the basis of the rent charged if there is a tenancy change during the year, if there is no tenancy change then rents will reduce by 1%. A number of properties which are now in the HRA have either been built or acquired with the assistance of some grant funding from the Homes and Communities Agency (HCA). One of the grant conditions for these properties is that they are let at affordable rents (or target rent if that is higher). The current average rent for these tenancies is £89.38 per week and this will reduce to £88.49 per week in 2017/18.

FEES AND CHARGES

13. Small numbers of properties are affected by fees and charges and they will remain unchanged for 2017/18. A review of fees and charges is planned for 2018/19 to ensure that the charges cover the costs incurred but that the cost of administering any increase does not outweigh the financial benefits. The following recommendations are proposed in respect of fees and charges for 2017/18:-

- a) That the charges for garages and garage sites are frozen.
- b) The bio mass district heating boiler at Ennerdale provides heating and hot water to the bungalows at Ennerdale and the properties in Jubilee Court. The current charge for heating at this scheme is 5.80p per unit (plus VAT). This scheme is forecast to breakeven in 2017/18. It is therefore recommended that the charges remain the same. The average annual charge for these properties is £331.
- c) The district heating charge for properties on the Balby Bridge estate will remain at 6.09p per unit (inclusive of VAT) which is equivalent to 5.80p per unit plus VAT. The average annual charge for these properties is £205.
- d) The 41 properties at Milton Court do not have individual meters, the current charge is between £6.40 and £6.80 per property per week and these charges will remain unchanged.
- e) The current enclosed garden charge is between £2.42 and £4.00 (inclusive of VAT) per week dependent on the size of the garden and will remain unchanged. This is available as a whole year service (charged every week) or as a part year service (charged for 34 weeks). This service is an optional service, it is not eligible for housing benefit and it is available to all tenants.
- f) A furnished tenancy charge was introduced during 2014/15. This service is only available to young adults leaving care, which was estimated at up to 5 per year (currently there are two furnished tenancies). The furniture is provided and repaired by an external provider and the charge for 2017/18 will be £19.91 per week, this charge remains unchanged. The charge is collected by the Council and then paid over to the provider. The furniture charge is paid in addition to the tenants' rent, the charge covers the rental, repair and when necessary the replacement of the furniture.

- g) That the leaseholder's service charges are calculated based on the actual costs of providing the services and repairs and maintenance to the property.

The table below summarises the fees and charges that are included within the HRA budget assumptions.

<u>Fee</u>	<u>Current Charge 2016/17</u>	<u>Proposed Charge 2017/18</u>	<u>Budget Implication</u>
Garages	£5.14 per week (charged every week)	£5.14 per week (charged every week)	Nil
Garage charges to non tenants	£6.17 per week (charged every week)	£6.17 per week (charged every week)	Nil
Garage Sites	£0.88 per week	£0.88 per week	Nil
Garage site charges to non tenants	£1.06 per week	£1.06 per week	Nil
District Heating - Balby Bridge	5.80p per unit (excluding VAT) 6.09p per unit (inclusive of VAT)	5.80p per unit (excluding VAT) 6.09p per unit (inclusive of VAT)	Income dependant on ticket sales, usage is estimated to be less due to investment
District Heating – Milton Court Bedsits One bedroom Three bedroom	 £6.40 per week £6.50 per week £6.80 per week	 £6.40 per week £6.50 per week £6.80 per week	Nil
District Heating - Ennerdale	5.80p per unit 6.09p per unit (inclusive of VAT)	5.80p per unit 6.09p per unit (inclusive of VAT)	Nil
Enclosed Garden Service	Between £2.42 and £4.00 per week (charged every week or 34 weeks)	Between £2.42 and £4.00 per week (charged every week or 34 weeks)	Nil
Furnished Tenancies	£19.91 per week	£19.91 per week	Nil

14. Other announcements within the Summer Budget 2015 were;

The sale of Vacant Higher Value Local Authority Housing Stock – the Housing and Planning Act 2016 gives the Government a mechanism to collect a payment from Local Authorities which they will then use to fund the Right to Buy (RTB) in Housing Associations. There are no details within the Act about how this payment will be calculated and it is therefore very difficult to plan for the impact of this, the likely introduction date is during the 2018/19 financial year. Currently the majority of resources within the HRA are committed to either revenue or capital budgets,

therefore whatever the size of this payment which has to be made to the Government it is likely that it will have to be funded from the sale of vacant properties (not necessarily high value ones) or from the sale of surplus HRA land or other assets.

Welfare Benefit Changes and Potential financial impact

Changes to Welfare benefits have a direct impact on individual tenants which usually results in them having less income. This can impact on their ability to pay their rent, this can also lead to an increase in rent arrears and then eventually increased property turnover and associated costs.

A number of welfare benefit changes have already been made;

Under occupation or “bedroom tax” – this was introduced on 1 April 2013. This policy means that if working age tenants (pensioners were excluded from this change) are deemed to be under occupying their property then their housing benefit is reduced by 14% if they have one under occupied bedroom, or 25% if they have two or more under occupied bedrooms. This change currently affects 2,962 of tenants and their housing benefit has been reduced by £1.84m, which needs to be collected.

Benefit Cap – this is the maximum amount of benefit that an individual or household can receive. This was set at £26k in July 2013 and has been further reduced to £20k for families and £13,400 for single claimants with effect from 9 January 2017. This affects 117 Council tenancies.

To be introduced;

Further rollout of universal credit (UC) – Tenants claiming universal credit receive their housing costs (the equivalent of Housing benefit) paid direct to themselves rather than paid to the landlord, with the tenant then responsible for paying their own rent.

Universal credit was rolled out in Doncaster in September 2015 and applied to single people with no dependents, there are currently 180 UC claimants in the Council’s housing stock. From October 2017 all new claimants will be paid UC. Between 2019 and 2022, when Universal Credit is fully rolled out, it is expected that all working age tenants will be paid their benefits via UC. This will apply to approximately 7,500 Council tenancies and will require up to approximately £22m of rent to be collected from tenants which has previously been paid directly to the HRA.

Housing Benefit capped at local housing allowance (LHA) rate – for the first time, the LHA rate will be applicable to council tenants. This policy will apply to all new tenancies started after 2016 (although Housing Benefit will not be actually reduced until April 2019) and effectively caps the amount of Housing Benefit that can be paid where the rent is higher than the LHA rate.

LHA rates are based on the statutory amount of bedrooms required by the household and not on the property they are occupying. This policy will apply to all tenants including pensioners. For example a pensioner couple may bid to occupy a two bedroom property but as their statutory housing need would only be assessed as requiring a one bedroom property then the maximum amount of housing benefit that they are entitled to would be the one bedroom LHA rate (£78.08), which may be

less than the rent on the two bedroom property they occupy. The balance of the rent would need to be paid by the tenants.

Under LHA rules, the maximum housing benefit that anyone under 35 who is single without dependants will be entitled to is the single room rate allowance. This is currently set at £55.12 per week and is significantly less than the rents charged in Doncaster. The Council does not currently own or manage any accommodation with shared facilities, so the opportunity for people to 'downsize' to more affordable accommodation is very limited.

The Autumn statement 2016 also extended this policy further by stating that in order to simplify the system, the LHA cap will also apply to any council tenants who are also claiming Universal Credit from April 2019. This makes this policy more far reaching than originally anticipated.

No automatic entitlement to housing costs for 18 to 21 year olds – this will affect anyone in this age group who is single and without dependants. It removes the automatic entitlement to those who are claiming Universal Credit and will apply in Doncaster from October 2017, when the next phase of Universal Credit rolls out.

The changes to welfare benefits will have a significant impact on housing services within Doncaster. Tenants are informed of the changes on a regular basis via Houseproud (the tenants' newsletter) and both the Council and St Leger Homes' website. Members are kept up to date of these changes through Members Briefings.

15. ACCOUNTING CHANGES

Self-financing was implemented for the HRA with effect from 1 April 2012. One of the requirements following this change was that Local Authorities were required to provide sufficient funding through depreciation to ensure that their stock did not fall below the Government's decent homes standard. For the first five years following self-financing Local Authorities were allowed to use a calculation for depreciation based on a formula provided by Government. This transitional period has now ended and a depreciation figure has been calculated based on the need to spend, based on International Accounting Standard (IAS) 16 componentisation in accordance with proper accounting practices. Additional monies can be transferred to the major repairs reserve using revenue contributions to capital outlay (RCCO). The amount of money transferred to the capital programme has not decreased following this accounting change and the comparative figures are shown in the tables below;

Current budgeted figures 2017/18

	£000s
Depreciation - dwellings	13,484
Depreciation – non dwellings	307
RCCO (Revenue Contribution to Capital Outlay)	15,119
Total	28,910

Budgeted Figures on previous basis 2017/18

	£000s
Depreciation - dwellings	22,111
Depreciation – non dwellings	556
RCCO (Revenue Contribution to Capital Outlay)	6,243
Total	28,910

OPTIONS CONSIDERED

16. The Welfare Reform and Work Act 2016 defines how Local Authority rents will be set over the period 2016/17 to 2019/20. No other options were considered.

REASONS FOR RECOMMENDED OPTION

17. The Authority is required to approve the Housing Revenue Account budget for each financial year and monitor spending throughout the year. HRA budget information is reported quarterly to Cabinet. The HRA must make a provision for depreciation on Council dwellings as specified by the Government (as a minimum). It must also pay the necessary charges due on all its loans (loan charges - interest), any expenditure over and above this is discretionary but all expenditure must be funded from rent income. The recommended rent decrease of 1.0% allows the Council to fulfill its financial obligations in relation to the HRA.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

18.

	Outcomes	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	<p>More affordable homes will be built during 2017/18 and more local jobs will be created. Rents will remain at affordable levels.</p>
	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	<p>More affordable homes will be built during 2017/18 and more local jobs will be created. Rents will remain at affordable levels.</p>
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing</i> 	<p>More affordable homes will be built during 2017/18 and money will be invested in improving the environmental aspects of estates.</p>

	<i>down the cost of living</i>	
	All families thrive. <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	More affordable homes will be built during 2017/18. SLHD helps tenants to sustain their tenancies
	Council services are modern and value for money.	Housing services in Doncaster are excellent value for money.
	Working with our partners we will provide strong leadership and governance.	DMBC and St Leger Homes work as key partners with a number of organisations across Doncaster

RISKS AND ASSUMPTIONS

19. The table below identifies the main quantifiable risks, which might result in the actual income and expenditure in 2017/18 being significantly different from the estimates and proposed actions to manage/mitigate them;

Risk/Assumption	Probability	Impact	Proposed Action
Increase in rent arrears as a result of welfare benefit reform (under occupation criteria)	Medium	£1.84m of direct housing benefit payments will be lost by tenants during 2017/18.	Increased focus on rent collection and financial advice. Bad debt provision of £0.75m and £0.756m assistance fund.
Increase in rent arrears as a result of the introduction of universal credit.	Medium	Estimated that 600 new tenants will receive universal credit in 2017/18, instead of housing benefit paid direct to the landlord.	Increased focus on rent collection and financial advice. Bad debt provision of £0.75m and £0.756m assistance fund
Interest rates increase by 0.5%	Medium	Increased costs of £1.3m	A prudent estimate has been assumed for interest rates, a large proportion of loans are at fixed rates of interest.
Dwelling rent voids exceed the assumed level of 1.5% of the rent debit (£1.1m income reduction for the year) by 0.25% of rent debit.	Medium	Income reduction £0.183m	Regular monitoring of voids, reduce re-let periods, review strategy for long term voids. Demand for most properties remains high.
Dwelling rent voids exceed the assumed level of 1.5% of the rent debit (£1.1m income reduction for the year) by 1.0% of rent debit	Low	Income reduction £0.733m	Regular monitoring of voids, reduce re-let periods, review strategy for long term voids. Demand for most properties remains high.

Inflation in future years is higher than anticipated. An additional 1% on CPI would create cost pressures at a time when income is reducing.	Medium	£0.057m of potential inflationary costs.	Inflationary projections for future years are expected to remain low, the figures will be monitored on a regular basis.
Changes to welfare benefits	High	£0.210m of potential rent either paid directly to tenants or not received by tenants due to benefit changes.	Increased focus on rent collection and financial advice. Bad debt provision of £0.75m and £0.756m assistance fund. General reserve increased to £4.0m.
Sale of vacant high value social housing stock	High	Potentially up to £15.0m a year.	Check and challenge any consultation documents which are issued by the Government. Keep sufficient resources available to make the initial payments. Stress test the 30 year business plan.

LEGAL IMPLICATIONS

20. The Council is required by s74 of the Local Government and Housing Act 1989 to keep a Housing Revenue Account (HRA) which records all revenue expenditure and income relating to the provision of council dwellings and related services. This includes formulating proposals relating to income from rent and charges, expenditure on repairs, maintenance, supervision and management, capital expenditure and any other prescribed matters in respect of the HRA. In formulating these proposals using best estimates and assumptions, the Authority must set a balanced account. In its role as landlord, the Council has statutory and contractual obligations to maintain the structure of, and installations in, its housing stock. The HRA Budget will assist the council in fulfilling those obligations
21. Referring to paragraph 7 above, the Welfare Reform and Work Act 2016 requires registered providers of social housing to secure that the amount of rent payable in respect of that relevant year by a tenant of their social housing in England is at least 1% less than the amount of rent that was payable by the tenant in respect of the preceding 12 months. The relevant year in relation to a registered provider is a year beginning on 1 April 2017, 1 April 2018 or 1 April 2019. The Secretary of State may issue a direction in relation to the amount of rent payable in respect of a local authority if he considers that the local authority would be unable to avoid serious financial difficulties if it were to comply with the reduction in rent.
22. With regard to paragraph 14 above, under the Housing and Planning Act 2016 the Secretary of State may make a determination requiring a local housing authority in England to make a payment to him representing an estimate of the market value of the authority's interest in any high value housing that is likely to become vacant during the year less any costs or other deductions of a kind described in the determination in respect of a financial year. Before making a declaration the

Secretary of State must consult and be made before the financial year to which it relates.

23. Further, under this Act a local housing authority that keeps a HRA must consider selling its interest in any high value housing that has become vacant. In discharging its duty a local housing authority must have regard to any guidance given by the Secretary of State.
24. The decision maker must be aware of their obligations under section 149 Equality Act 2010, the Public Sector Equality Duty (PSED). It obliges public authorities, when exercising their functions, to have 'due regard' to the need to:
 - a. Eliminate discrimination, harassment and victimisation and other conduct which the Act prohibits;
 - b. Advance equality of opportunity; and
 - c. Foster good relations between people who share relevant protected characteristics and those who do not.

The relevant protected characteristics under the Equality Act are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, but only in respect of eliminating unlawful discrimination.

The decision maker must ensure that they have seen the due regard statement. The duty must be exercised in substance, with rigour, and with an open mind and is not a question of ticking boxes. It is for the decision-maker to decide how much weight should be given to the various factors informing the decision, including how much weight should be given to the PSED itself. The duty is a continuing one and there should be a record/audit trail of how due regard has been shown. It is not sufficient for due regard to be a "rear-guard action" following a concluded decision. The decision maker must also pay regard to any countervailing factors and decide the weight to be given to these, which it is proper and reasonable to consider; budgetary pressures, economics and practical factors will often be important.

FINANCIAL IMPLICATIONS

25. These are contained within the body of the report.

HUMAN RESOURCES IMPLICATIONS

26. There are no HR implications as a result of this report. The savings which need to be made by SLHD as detailed in Appendix B will be made without any job losses or changes to terms and conditions.

TECHNOLOGY IMPLICATIONS

27. There are no direct technology implications as a result of this report. SLHD are represented on the council & partners ICT Governance Board and submit any technology requirements to be considered to ensure wise investment, maximisation of existing systems across partners and rationalisation where possible & appropriate.

EQUALITY IMPLICATIONS

28. A Public Sector Equality Duty assessment is attached at Appendix C. There will be

implications for individuals as a result of reducing rents but fundamentally rents are set based on the type and location of the property not with regard to the tenant.

CONSULTATION

29. Cabinet have considered these matters at several meetings between November 2016 and February 2017.
30. Members have been consulted at meetings between November 2016 and February 2017; this included Labour Group and representatives from other parties.
31. The proposed HRA budget and changes to rent and service charges have been the subject of formal consultation with members of the Tenants and Residents Involvement Panel (TRIP) and representatives from Tenants and Residents Associations (TARAs) on 12 January 2017. In summary the tenants were pleased with the reduction in rents and the freeze of other charges. They feel that for tenants who do not receive housing benefit rent still accounts for a large proportion of their income. They would like further information on the changes to welfare benefits. They think that additional Government funding should be provided to fund the building of new Council Houses. They are confident that St Leger Homes and DMBC will manage the reduced resources within the HRA.
32. Tenants are happy with the condition of their homes and the services that they receive, they could not identify any service improvements or investment needs which were not being met by the proposed budgets.
33. SLHD consult with their staff and unions on the proposals within the HRA budget which directly affect them.

This report has significant implications in terms of the following:

Procurement	N/A	Crime & Disorder	N/A
Human Resources	N/A	Human Rights & Equalities	N/A
Buildings, Land and Occupiers	N/A	Environment & Sustainability	N/A
ICT	N/A	Capital Programme	Yes

BACKGROUND PAPERS

34. Welfare Reform and Work Act 2016
Housing and Planning Act 2016
Cabinet report 6 December 2016 – Finance and Improvement Report 2016/17
Quarter 2
Budget Working Papers

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Housing Revenue Account Budget 2017/18 to 2020/21

Description	Annual Budget	Annual Budget	Annual Budget	Annual Budget
	OE	OE	OE	OE
	2017/18	2018/19	2019/20	2020/21
	£000s	£000s	£000s	£000s
Expenditure				
Management and Maintenance				
Insurances	853	860	860	860
General Management	3,365	3,498	3,533	3,568
Special Services	318	325	329	332
Management Fee to St Leger Homes	27,629	28,169	28,633	29,138
Welfare Reform Fund	756	771	779	787
Debt Management Expenses	10	12	12	12
Rent, Rates, Taxes & Other Charges	275	275	275	275
Capital Charges				
Depreciation on Council Dwellings	13,484	12,951	13,290	12,981
Depreciation on non dwellings	307	337	287	297
Impairment (reduction in the value of assets, does not apply to the homes)	0	0	0	0
Provision For Bad or Doubtful Debts	750	1,000	1,000	1,000
Total Expenditure	47,747	48,198	48,998	49,250
Income				
Rent Income				
Dwelling Rents	-72,980	-71,895	-71,023	-70,987
Non-dwelling Rents	-800	-800	-800	-800
Charges For Services and Facilities	-147	-144	-145	-145
Contributions Towards Expenditure	-55	-50	-50	-50
Income from Solar Panels	-204	-200	-200	-200
Total Income	-74,186	-73,089	-72,218	-72,182
Net Income from Services	-26,439	-24,891	-23,220	-22,932
Capital Charges				
Loan Charges - Interest	12,175	12,190	12,363	12,363
Interest Receivable	-15	-3	-3	-3
Net Operating Income	-14,279	-12,704	-10,860	-10,572
Appropriations				
Revenue Contribution To Capital Outlay	15,119	12,704	10,860	10,572
Transfer to / from Reserves	-840	0	0	0
Surplus (-) / Deficit for Year	0	0	0	0
HRA A/C BALANCE BF	4,840	4,000	4,000	4,000
Transfer to/from balances	-840	0	0	0
HRA A/C BALANCE CF	4,000	4,000	4,000	4,000

SLHD Management Fee	2017/18 £000s	2018/19 £000s	2019/20 £000s	2020/21 £000s
Management fee	27,352	27,629	28,169	28,633
Growth items				
Apprenticeship Levy	95			
Superannuation	0	185	169	250
Increased void performance/standard	182			
Removal of 5 year temporary funding			-60	-100
Other increases				
Pay award	230	230	230	230
Increments	25	25	25	25
Cost of materials	200			
General inflation	100	100	100	100
Savings/Efficiencies funded by SLHD	-555			
Future efficiency target		-200	-200	-100
Future investment in services		200	200	100
Total Management Fee	27,629	28,169	28,633	29,138

Details of the growth bids are;

Apprenticeship Levy - This figure is based on 0.5% of payroll.

Superannuation - The pension fund will be revalued during 2016 and any increased costs will be incurred from 2017/18 onwards. Auto enrolment is also introduced with effect from 1 October 2017.

Increased void performance/standard - There has been an increased management focus on voids and a new lettable standard has been rolled out. These costs have previously been absorbed by SLHD with an additional £480k being invested into the voids service. The impact of these changes has seen a reduction in void rent loss, the current position as at Q3 shows that rent income is £498k ahead of budget and £281k (estimated at £375k for the full year) of this is due to lower than budgeted rent loss. 0.25% (£182k) of this improved performance is reflected in the SLHD management fee.

Removal of 5 year temporary funding - on 18 June 2014 Cabinet agreed a five year increase of £160k per annum in resources to fund the refurbishment costs of St Leger House (formerly Concorde House). This funding has been removed from the management fee as the refurbishment costs are written off.

SLHD Savings - these efficiencies will be delivered by deleting some vacant staff posts, reductions across a range of supplies & services budgets and reduced costs for office buildings. The cost of materials has increased to reflect greater usage (partly as a result of the new lettable standard for voids) General inflation is estimated at 0.5% when averaged across all non staff budgets.

Future Savings and Efficiencies - St Leger homes have estimated that when universal credit (UC) has been fully implemented an additional £22.0m will need to be collected from tenants each year which has previously been paid directly from housing benefit. It is estimated that the collection of this rent will require an additional 20 staff, the appointment of these staff will be phased in to match the rollout of UC. St Leger homes will deliver efficiencies through improved working practices and cost savings to fund these additional staff.

HRA Budget Report

1	<p>Name of the 'policy' and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the 'policy' is to equality.</p>	<p>HOUSING REVENUE ACCOUNT BUDGET 2017/18 The Impact of Decreasing Dwelling Rents for the Council's Housing Stock.</p> <p>Doncaster Council is landlord to 20,596 properties of which 20,340 are socially rented and 256 are leasehold. The Housing Management responsibility for the stock has been delegated to St Leger Homes of Doncaster (SLHD) under a management agreement. On 8 July 2015 the Government held a summer budget and announced in that budget that all social housing rents would reduce by 1% a year for the next four years from 2016/17 to 2019/20. This announcement is being forced upon local authorities through the Welfare Reform and Work Act 2016.</p> <p>For 2017/18 the rent reduction will be 1.0% for all tenants meaning that the average rent will be £70.21 per week.</p> <p>In the current financial climate it is important that measures are implemented to minimise and mitigate the financial hardship that tenants will face in paying their rent, along with other welfare reform changes. There have been a raft of significant welfare reforms that will impact on people's household finances and their ability to pay their rent. The key changes include;</p> <ul style="list-style-type: none"> • The Social Sector Size Criteria (bedroom tax) • Lower Benefit Cap • No automatic entitlement to Housing costs for 18-21 year olds • Social Housing rents capped to LHA rates • Full Service roll out of Universal Credit from October 2017 <p>This due regard statement seeks to identify those groups noted in the protected characteristics (section 3) that may be affected positively or negatively by the reducing of rents and sets out the measures to mitigate the impact on those groups.</p> <p>The rent decrease of 1.0% will be applied to all properties irrespective of the tenant.</p>
2	<p>Service area responsible for completing this statement.</p>	<p>St Leger Homes of Doncaster.</p>

<p>3 Summary of the information considered across the protected groups.</p> <p>Service users/residents</p> <p>Doncaster Workforce</p>	<p>Age The rent decrease of 1.0% will apply to all properties, regardless of the resident's age. However, other specific welfare reform measures may have an impact as a result of the age of the tenant , these are as follows;</p> <p>Social Sector Size Criteria (bedroom tax); Introduced 1 April 2013, this welfare reform only applies to working age households and currently affects 2,962 tenants claiming HB and 87 tenants who are claiming Universal Credit. 2,433 tenants have to make up a 14% shortfall for their rent and 616 have a shortfall of 25% to make up. The average age of tenants affected by under occupation charge is 44. We are not aware of the number of households who under occupy but do not claim housing benefit.</p> <p>Benefits Cap: A Cap on the total amount of benefits a household can receive was introduced in July 2013, which affected 20 DMBC tenants. A further, lower cap was fully implemented on 9th January 2017 (£20k for families and £13,400 for single claimants). The lower cap currently affects 117 families in Council accommodation, although previous data would indicate that this is likely to change as cases are reassessed. For DMBC tenants, the reduced cap will largely apply to single parent households with 4 or more children or couples with 3 or more children.</p> <p>No automatic entitlement to Housing costs for 18-21 year olds: This policy removes the automatic entitlement to help with housing costs for anyone in this age group who makes a claim for Universal Credit (UC) from October 2017, when Doncaster rolls out UC Full Service.</p> <p>Social Housing rents capped to LHA rates; This cap on Housing Benefit applies to all tenancies signed from April 2016 and will take effect from April 2019. An unexpected inclusion in the Autumn statement announced that this cap will now be extended to include all tenants claiming Universal Credit from April 2019, irrespective of their tenancy date. This means that up to 1,200 tenants per year could potentially have their rent capped to the LHA rate, with those aged under 35, single without children and those who are only entitled to 1 bed LHA rate most adversely affected. This cap applies to tenants of</p>
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	<p>all age including pensioners.</p> <p>Full Service roll out of Universal Credit from October 2017 Doncaster now has a roll out date of October 2017 for Universal Credit '<i>Full Service</i>'. From this point <u>all</u> new claims for any of the 6 former benefits (Job Seeker's Allowance, Employment and Support Allowance, Income Support, Child Tax Credit, Working Tax Credit and Housing Benefit) will automatically go onto Universal Credit and these former benefits will be closed to new claims. Based on HB take up rates since March 2016, we are anticipating a potential for around 1,850 tenants to be moved onto Universal Credit in the first calendar year.</p> <p>As at January 2017, there are 20,123 active tenancies of which approximately 38% are pension age tenants and 62% are working age. 5,158 (25.6%) pension age tenants and 7,823 (38.8%) working age tenants are in receipt of Housing Benefit or the Housing Element of Universal Credit.</p> <p>Disability There are 11,300 (56.10% - % based on 20,171 tenants, customer prolife questionnaire collection rate 80.08%) known disabled residents within the Council's housing stock, of which 30.42% are registered with a physical disability. This compares to a national figure of 8.3% across the whole population in England¹. It is not anticipated that the decrease in rents will adversely affect individuals based on their disability. The Housing Revenue Account also has a specific budget of £1.8m for adaptations to the homes of disabled residents.</p> <p>Ethnicity The resident data shows that 85% of our tenants are white British and 6% of tenants are from black, Asian or minority ethnic groups with a further 9% unknown. A report by Department for Work and Pensions in June 2012² also tells us that working age adults</p>
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¹ Office of National Statistics 2011

² Department for Work and Pensions: *Households Below Average Income – An analysis of the income distribution 1994/95 – 2010/11 June 2012 (United Kingdom)*

living in households headed by someone from an ethnic minority were more likely to live in low-income households. This was particularly the case for households headed by someone of Pakistani or Bangladeshi ethnic origin. Translation services are offered in exceptional cases, but every effort is made to ensure that tenants understand their tenancy agreements and any other legal documents.

Gender

It is not anticipated that the decrease in rents or under occupation charge will adversely affect individuals based on their gender. Male and Female residents will be equally affected. The split of tenants is 63% female and 37% male. We also have two customers who have told us they are transgender, whereas last year we didn't have any.

Sexual Orientation

It is not anticipated that the decrease in rents will adversely affect individuals based on their sexual orientation.

Religion and Belief

It is not anticipated that the decrease in rents will adversely affect individuals as a result of any specific religion or belief they may have.

Maternity and Pregnancy

It is not envisaged that those residents who happen to be pregnant or on maternity leave will be adversely affected by the rent decrease as a result of their pregnancy or maternity leave.

Gender Reassignment

It is not anticipated that the decrease in rents will adversely affect individuals who have undergone gender reassignment.

Marriage and Civil Partnership

It is not anticipated that the decrease in rents will adversely affect individuals if they are married or in civil partnerships, more so than non-married residents or those not in civil

		partnerships.
4	Summary of the consultation/engagement activities	<p>Directors and Cabinet have considered these matters at several meetings between November 2016 and February 2017.</p> <p>Members have been consulted at meetings between November 2016 and February 2017; this included Labour Group and representatives from other parties. The proposed HRA budget and changes to rent and service charges have been the subject of formal consultation with members of the Tenants and Residents Involvement Panel (TRIP) and representatives from Tenants and Residents Associations (TARAs) on 12 January 2017. In summary the tenants were pleased with the reduction in rents and the freeze of other charges. They feel that for tenants who do not receive housing benefit rent still accounts for a large proportion of their income. They would like further information on the changes to welfare benefits. They think that additional Government funding should be provided to fund new Council House building. They are confident that St Leger Homes and DMBC will manage the reduced resources within the HRA.</p> <p>Tenants are happy with the condition of their homes and the services that they receive, they could not identify any service improvements or investment needs which were not being met by the proposed budgets.</p> <p>SLHD consult with their staff and unions on the proposals within the HRA budget which directly affect them.</p> <p>Once a decision has been made by Council on 2 March, a letter will be sent to all Council tenants which will give details of the rent change with effect from 3 April 2017. Tenants will be given 28 days notice for the decrease in rents.</p>
5	Real Consideration: Summary of what the evidence shows and how has it been used	<p>All Council tenants will benefit from the rent reduction. But some tenants will continue to be impacted by the under occupation charge and/or benefit cap, however it is likely that some groups will be affected to a greater extent because of their lower income. SLHD have a financial inclusion team to help assist tenants in financial difficulties and this team was strengthened to 5.5 staff members during 2014/15 to help the increasing numbers of</p>

		tenants in rent arrears as a result of welfare reform changes. SLHD staff and staff from the Council's benefit team work together with tenants to assist them to claim discretionary housing benefit (DHP) where this is appropriate. The Council has identified a budget of up to £0.756m to assist tenants impacted by welfare reform, a policy was approved which detailed how this money could be spent in May 2014, as further welfare benefit reform changes are made this policy may need to be updated. The rent reduction is the same percentage reduction for all properties, the rent is calculated based on the characteristics of the property and not with regard to the tenant.
6	Decision Making	This due regard statement has been made available to Members in advance of making any decisions on rent decreases. The HRA Budget 2017/18 report to Council on 2 March asks the Council to agree the rent reduction for the 2017/18 financial year with effect from 3 April 2017.
7	Monitoring and Review	The HRA budget is monitored on a quarterly basis by Cabinet, performance information for SLHD is monitored every 3 months by Cabinet and includes information on rent arrears. SLHD management team and Board monitor performance on a regular basis and there is a focus on rent arrears as a result of the recent welfare reform changes. Financial assistance is offered to all tenants who are in rent arrears, the number of evictions due to rent arrears is also monitored in detail to identify if any trends are emerging. Payments made from the welfare benefit reform fund are monitored and these details include the protected characteristics of the tenants.
8	Sign off and approval for publication	Julie Crook, Director of Corporate Services, St Leger Homes of Doncaster.

**To the Chair and Members of the
CABINET**

THE TREASURY MANAGEMENT STRATEGY 2017/18 – 2020/21.

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Mayor Jones	All	

EXECUTIVE SUMMARY

1. This report details the strategy for management of the Council finances and provides a framework for the operation of the treasury management function within the Council. Treasury management makes sure that sufficient cash is available to meet service delivery in line with the approved Capital and Revenue Budgets. Key prudential indicators are contained in the body of the report with further detail in **Appendix A**. The key messages are:
 - a. Borrowing – this will increase during the period covered by this report but the Council will remain under-borrowed against its borrowing requirement to avoid the higher cost of carrying debt. As the borrowing rates are forecast to only rise gently over the next 4 years, the primary borrowing strategy for new and replacement debt will be to take cheaper short term loans to maximise interest savings over the period of the report. The borrowing strategy is detailed in **paragraphs 23 – 58**.
 - b. Investments – securing the return of investment funds remains paramount when selecting counterparties and the strategy reflects this. The Investment Strategy will continue to manage the balances available and support cash flow requirements. Following ongoing benchmarking work we have identified ways to reduce the risk profile of our investments and at the same time increase its potential yield. The Investment Strategy is outlined in **paragraphs 59 – 78**.
 - c. A low risk policy has been established to protect the Council from losses caused by financial institutions failing to repay investments when due. This policy allows the Council to spread the risk amongst a number of approved lenders, and financial instruments, covered in detail in **paragraphs 79 – 90**.
2. The Council has to approve the local policy for approach to debt repayment (Minimum Revenue Provision – MRP) which is detailed in **Appendix B**.

EXEMPT REPORT

3. Not Applicable.

RECOMMENDATIONS

4. Cabinet is asked to recommend to Council to approve the Treasury Management Strategy 2017/18 – 2020/21 report and the Prudential Indicators included.
5. Cabinet is asked to recommend to Council to approve the Minimum Revenue Provision (MRP) policy as set out in **paragraphs 21 - 22** (details in **Appendix B**).
6. Cabinet is asked to note the contents of the attached Treasury Management Annual review for 2015-16. **Appendix F**.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

7. This Strategy ensures that the Council's Capital Programme is affordable and takes advantage of historically low short term interest rates to deliver savings for the Council. By ensuring that the treasury management function is effective we can ensure that the right resources are available at the right time to enable the delivery of services.

BACKGROUND

8. The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management function is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk financial institutions or instruments in line with the Council's low risk appetite, providing adequate liquidity before considering investment return.
9. The second main function of treasury management is the funding of the Council's Capital Programme. The Capital Programme provides a guide to the borrowing need of the Council and the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses.
10. The Chartered Institute of Public Finance and Accounting (CIPFA) defines treasury management as: "The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks".
11. For the Council to produce a strategy which is compliant with the statutory guidelines, a number of acts and guidance have to be taken into account. This strategy complies with all such guidance which is referred to in the **Background Papers** listed at the end of this report.
12. The suggested strategy for 2017/18 – 2020/21 for treasury management is based upon the Council's views on interest rates, supplemented with leading market forecasts provided by the Council's treasury advisor, "Capita Asset Services, Treasury Solutions". The strategy covers two main areas:

Capital Issues

- a) the Capital Programme and the prudential indicators;
- b) the Minimum Revenue Provision (MRP) policy.

Treasury Management Issues

- a) the current treasury position;
- b) treasury indicators which limit the treasury risk and activities of the Council;
- c) prospects for interest rates;
- d) the borrowing strategy;
- e) policy on borrowing in advance of need;
- f) debt rescheduling;
- g) the investment strategy;
- h) creditworthiness policy; and
- i) policy on use of external service providers.

13. These elements cover the requirements of the Local Government Act 2003, CIPFA Prudential Code, CLG MRP guidance, the CIPFA Treasury Management Code and the CLG Investment Guidance.

The Capital Programme Prudential Indicators 2017/18 – 2020/21

14. The Council's Capital Programme is one of the key drivers of treasury management activity. The Prudential Indicators are designed to assist members' overview and demonstrate that the Capital Programme is affordable.

Capital Expenditure

15. The first prudential indicator is the Council's Capital Programme expenditure. It includes existing expenditure commitments, and those included in the 2017/18-2020/21 budget cycle. The full table is detailed in **Appendix A**, (Indicators 1 and 2). Borrowing is part of the package of resources available in each financial year to meet the additional financing requirement.

Annual borrowing requirements to fund the Capital Programme.

	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
	22.261	8.189	27.414	14.048	14.048	12.931

The Council's Total Capital Financing Requirement (CFR)

16. The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is the total historic outstanding capital expenditure which has not been fully funded. It is a measure of the Council's underlying borrowing need.

17. The CFR does not increase indefinitely, as the MRP is a statutory annual revenue charge which broadly reduces the borrowing need in line with each assets life.

Capital Financing Requirement.

	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
CFR GF	251.545	253.366	273.067	280.994	288.887	295.613
CFR HRA	264.297	265.089	267.069	267.069	267.069	267.069
Total CFR	515.842	518.455	540.136	548.063	555.956	562.681
Movement in CFR	13.549	2.613	21.681	7.927	7.893	6.726

18. The Council is forecast to have borrowed £444.096m as at 31/03/17 against a CFR (borrowing requirement) of £518.455m which means that the Council is currently forecast to be under borrowed (see paragraphs 35 - 37) by £74.359m. This minimises interest costs, but may not be sustainable long term.

19. Unless new resources are identified, funding the Capital Programme from balances will decrease investment balances and hence reduce investment income levels, but the loss, is currently, more than offset by the interest savings generated by not taking on the full borrowing requirement.

Affordability Prudential Indicators

20. The previous sections cover the overall capital and control of borrowing prudential indicators, but within the overall framework prudential indicators confirm that the Capital Programme is affordable. These are in **Appendix A** Indicators (6 and 7) and show that the cost of capital as a percentage of resources for General Fund (GF) is estimated to be 6.15% (5.78% in 2016/17) and for the Housing Revenue Account (HRA) 16.05% (15.86% in 2016/17). The indicative impact of financing the Capital Programme, on Council Tax band D properties in 2017/18 is £7.19. The impact on housing rents for 2016/17 is £1.32. Further details can be seen in **Appendix A** Indicators (8 and 9). These are indicative figures only and do not impact on Council Tax and Rents as savings or additional income have been identified within the budget to cover these costs. The Council's funding requirement and all the costs of borrowing to support the Capital Programme are contained within the Council's Capital Budget 2017/18 -2020/21, also on this agenda.

The Minimum Revenue Provision (MRP)

21. The Council is required by statute to charge MRP to the General Fund Revenue Account each year for the repayment of debt. The MRP charge is the means by which capital expenditure which has been funded by borrowing is paid for by council tax payers.

22. The Council's MRP policy is detailed at **Appendix B**. The selected methods are those which are most beneficial in each case and comply with Department for Communities and Local Government (DCLG) regulations.

Borrowing Strategy

23. Effective treasury management makes sure that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet the Council's service activity in line with the Capital Programme. This will involve both the organisation of the cash flow and, where capital plans require, the arrangement of borrowing

facilities. Total borrowing at the beginning of 2017/18 is forecast to be £444.096m with an additional estimated borrowing in year of £27.414m re Capital Programme and £17m to replace loans expiring during the year. It is planned that all the loans expiring will be re-borrowed unless additional resources become available. The Council also has £39m of loans, which potentially, we could be asked to repay during the financial year. However, based on the current and forecast levels of interest rates this risk is considered very low and replacement of the loans has not been included within this strategy. The Council's current Loans and Investment portfolios are shown in **Appendix C**.

24. The borrowing strategy is a continuation of the recent successful strategy that has generated large interest savings. The savings are generated in two ways, being under borrowed (see paragraphs 35 - 37 below) and borrowing short term (see paragraph 38 - 39). As interest rates are forecast to increase gently over the term of this strategy we propose to continue to borrow short term rather than lock into the historically low long term interest rates. Where it is considered prudent to do so borrowing for specific capital schemes may be taken over the same term as the actual life of the scheme.
25. The strategy is forecast to deliver £2.23m savings, further details are provided in paragraph 101.
26. The savings, which are very sensitive to a movement in interest rates, assume that the under borrowing will continue. There remains risks associated with the under borrowing, but these will probably be eroded over time through the application of MRP.
27. The strategy delays some borrowing as long as possible to generate interest saving. For example at today's interest rates, if we were to borrow the £74.359m (under borrowed amount) from the Public Works Loan Board (PWLB) over 5 years interest would cost £1.1m per annum and over 25 years to 50 years it would cost £2.134m per annum.
28. It is normally prudent to borrow long term to support the Capital Programme, however, we have had unusual market conditions that we have used to generate short term savings. Those market conditions are forecast to normalise gradually during the strategy term, however, the new normal is forecast to be much lower than in previous economic cycles. Also, 58% of the Council's borrowings are for terms between 30 and 50 years, which brings certainty of cost and minimises interest rate risk on over half the portfolio.
29. In 2014-15 the Council borrowed £35m to prepay its pension deficit obligations for the following 3 years, which saved the Council £0.6m after borrowing costs. The Council is expecting to prepay the full pension deficit amount for 3 years and 80% of the future service rate (FSR) for 3 years in 2017/18. The prepayment is estimated at circa £60m based on current assumptions, which will be confirmed with the Actuary. The Council will need to borrow funds to provide the cash flow for the prepayment; the one-off savings will exceed the borrowing costs and will fund the one-off borrowing costs. The impact of this borrowing is not included within the figures provided in the report; however all borrowing will be undertaken within the requested borrowing limits.
30. It is likely that the UK Municipal Bond Agency, currently in the process of finalising its first issue, will be offering loans to local authorities in the near future. It is also hoped that borrowing rates will be lower than those offered

by the PWLB. This Authority intends to make use of this new source of borrowing as and when appropriate.

Current Portfolio Position

31. There are a number of key prudential indicators to ensure that the Council operates within well-defined limits. One of these is that the Council needs to ensure that its total borrowing, net of any investments, does not exceed the total of the Capital Financing Requirement (CFR). This helps to ensure that over the medium term borrowing is not undertaken for revenue purposes.
32. The Chief Financial Officer & Assistant Director of Finance reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this report. As previously stated the Council's external borrowing at 31 March 2017 is expected to be £444.096m. The borrowing need (total CFR) is £518.455m which highlights that the Council will be under borrowed by £74.359m. (see paragraphs 35 - 37 below) The full treasury portfolio position, with forward projections is summarised in **Appendix A** (indicator 10). The next table shows the make up of the Council's two debt pools.

General Fund	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
CFR GF	251.545	253.366	273.067	280.994	288.887	295.613
External Borrowing GF	201.683	201.838	227.085	238.947	252.809	245.859
Under Borrowed Position	49.862	51.528	45.982	42.047	36.078	49.754
Ave. Interest Rate	3.63%	3.68%	3.69%	3.69%	3.64%	3.58%
CFR HRA	264.297	265.089	267.069	267.069	267.069	267.069
External Borrowing HRA	241.498	242.258	244.238	244.238	244.238	244.238
Under Borrowed Position	22.799	22.831	22.831	22.831	22.831	22.831
Average Interest Rate	4.93%	4.83%	4.87%	4.89%	4.91%	4.89%

33. All borrowing costs used to be shown against General Fund (GF). However, for clarity and transparency, since the HRA became self-financing, we have split borrowing between the HRA and GF pools. Both pools have relatively low interest rates (see above table) which are expected to stay flat between 2017/18 and 2020/21. The average interest rate on HRA debt is higher than the GF debt as the pool contains a higher proportion of older debt taken out at higher interest rates.
34. Treasury management decisions on the structure and timing of borrowing will be made independently for the GF and HRA. Interest on loans will be

calculated in accordance with proper accounting practices. This will require interest expenditure on external borrowing attributed to HRA loans being allocated to the HRA. Interest expenditure on external borrowing attributed to the GF will be allocated to the GF.

Under- Borrowing

35. The Council is currently maintaining an under-borrowed position. This means that the level of actual debt is below the Capital Financing Requirement (the amount the authority needs to borrow for capital purposes) and therefore the Council has to use internal resources such as ear-marked reserves, unapplied grants and capital receipts, cash balances, etc. to fund some of its unfinanced capital expenditure.
36. This strategy is beneficial because external debt payments are minimised and funds available for investments are reduced at a time when investment returns are low.
37. This position cannot be sustained in the long term. At some point the reserves and balances will be needed and as a consequence the need to borrow will increase. This could be short-term or long-term borrowing. The Council have used short-term borrowing opportunities from other authorities as they have restricted lending lists which means they lend at rates much lower than market rates.

Short-Term Borrowing

38. The use of short-term borrowing can make the borrowing portfolio volatile in terms of interest rate and refinancing risk. The benefit to the Council is low interest costs which has enabled the treasury management function to generate savings. The risk inherent to using this approach has to be balanced against the need to find savings and produce a balanced budget.
39. There is a risk associated with a short-term borrowing strategy. As interest rates are likely to rise in future years, long-term borrowing will be more expensive than it is currently. By deferring long term borrowing until later years it is likely that additional costs will be incurred. We are balancing long term stable interest costs against short term interest savings.

Risk Strategy

40. The strategies of internal and short-term borrowing generate immediate savings but are not sustainable in the long term given the level of interest rate risk within the portfolio. Three distinct risks have been identified:
 - a) The increased use of reserves and provisions reduces the funds currently financing the under-borrowing. This will force the Council to borrow externally
 - b) Short-term interest rates increase making the short-term borrowing strategy more expensive than a long-term alternative.
 - c) There is an on-going risk that long-term interest rates rise significantly so that the switch from short-term borrowing becomes very costly.
41. Against this background and the risks within the economic forecast, caution will continue to be adopted with the 2017/18 treasury operations. The Chief Financial Officer & Assistant Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- if it was felt that there was a significant risk of a sharp fall in long and short term rates, e.g. due to a marked increase of risks around relapse into recession or of risks of deflation, then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- if it was felt that there was a significant risk of a much sharper rise in long and short term rates than that currently forecast, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that long term fixed rate funding will be drawn whilst interest rates were still relatively cheap. We are already seeing an increase in inflation in line with Bank of England forecasts due to the fall in sterling post Brexit. However, the current levels do not yet justify a sharper than forecast increase in interest rates.

Transfer of Loans between Debt Pools

42. The Council's policy on transferring loans between the HRA and GF debt pools is as follows:

- In the case of the HRA/General Fund having a requirement to fund its Capital Financing Requirement (CFR), then one debt pool may be used to subsidise another to reduce either the GF or the HRA external borrowing requirement.
- If this happens, then loans will be transferred between the pools without the need to recognise an internal premium or discount.
- Similarly, if the HRA and General Fund wish to swap loans as a result of strategic decisions, this loan swap would also be undertaken at no internal premium or discount.

Under Borrowing

43. Where the HRA or General Fund has surplus cash balances which allow either account to fund internal, the rate charged on this internal borrowing will be based on the average external rate of interest on the applicable pool at the end of the financial year. This is a reasonable approach providing certainty of charging, protection against short term increases in market rates and reflects the fact that strategic borrowing decisions will generally be made on an annual basis.

Treasury Indicators: Limits to Borrowing Activity

44. These are the 2 overall controls for treasury management external borrowing:

- The 'operational boundary' for external borrowing; and
- The 'authorised limit' for external borrowing.

The Operational Boundary

45. This is the normally expected limit for external borrowing. In most cases, this would be a similar figure to the Capital Financing Requirement (CFR). However, DMBC's operational boundary adds our 'other long term liabilities' (which is Metropolitan Debt transferred from South Yorkshire).

	Actual	Estimates				
	2015/6 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
CFR/Borrowing	515.842	518.455	540.136	548.063	555.956	562.682
Other long-term liabilities – ‘Met. Debt’	9.928	8.302	6.513	4.800	3.100	1.400
Total	525.770	526.757	546.649	552.863	559.056	564.082

The Authorised Limit for external borrowing

46. A further key prudential indicator is a control on the maximum level of borrowing. This represents a limit beyond which external borrowing is prohibited, and this limit needs to be set or revised by the full Council.
47. It reflects the level of external borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.
48. This allows the Council to borrow in advance (up to 3 years) of need for future planned expenditure – relating solely to unfinanced capital expenditure in any future 3 year period. DMBC do not borrow in advance and this would only be considered where interest rates were preferential and to avoid future interest rate risk.

	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
Authorised limit						
Borrowing	515.842	518.455	540.136	548.063	555.956	562.682
Other long-term liabilities – ‘Met. Debt’	9.928	8.302	6.513	4.800	3.100	1.400
Theoretical amount*	49.651	55.510	41.027	26.979	12.931	0.000
Total	575.421	582.267	587.676	579.842	571.987	564.082
HRA Debt Limit	269.904	269.904	269.904	269.904	269.904	269.904

* Theoretical amount that could be borrowed in advance for unfinanced capital expenditure in future years.

Separately, the Council is also limited to a maximum HRA Capital Financing Requirement (CFR) through the self-financing regime. This is called the HRA debt limit and equates to £269.9m through to the end of 2020/21.

Prospects for Interest Rates

49. Following a competitive tender, the Council has re-appointed Capita Asset Services, Treasury Solutions as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. **Appendix D** draws together a number of current City forecasts for short term (Bank Rate) and longer term fixed interest rates.
50. Forecast interest rates for borrowing are expected to continue to be higher than interest rates received on investments, therefore the strategy remains to defer some borrowing and to utilise internal funds to support the Capital

Programme (under borrowing). The primary borrowing strategy is to take shorter term loans to minimise interest costs. Key factors which will continue to have a major impact on the level of UK interest rates during 2017/18 will be the negotiation of terms for the UK's withdrawal from the EU. It is likely that the Bank of England Monetary Policy Committee will do nothing to dampen growth prospects, (e.g. by raising Bank Rate) which will already be adversely impacted by the uncertainties of what form Brexit will eventually take. With this in mind it is unlikely that the next increase in Bank Rate will come before 2019. Our target borrowing rate for 2017/18 is 2.0%.

51. Whilst our borrowing rates have taken account of all known factors including the advice of our treasury management advisors it is possible that rates could change unexpectedly. A significant rise in short term interest rates could expose the Council to additional interest costs. A 1% increase in interest on loans due to mature within the next 12 months would cost the General Fund an additional £72k per annum.

Treasury Management Limits on activity

52. There are three debt related treasury activity limits, **Appendix A**, (Indicators 13 to 15). The purpose of these are to keep the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs / improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit (30%) for variable interest rates based upon the debt position net of investments.
- Upper limits on fixed interest rate exposure (100%). This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

Policy on Borrowing in Advance of Need

53. The Council will not borrow more than, or in advance of its needs, purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds. At present DMBC do not borrow in advance.

54. Borrowing in advance will be made within the constraints that:

- It will be limited to no more than 100% of the expected increase in borrowing need (Capital Financing Requirement) over the three year planning period; and
- Would not look to borrow more than 36 months in advance of need.

55. Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

Debt Rescheduling

56. As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).
57. Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.
58. All rescheduling will be reported at the earliest meeting following its action.

Annual Investment Strategy

Investment Policy

59. The Council's investment priorities will be security first, liquidity second, then return.
60. In order to minimise the risk to investments, the Council has stipulated the minimum acceptable credit quality of financial institutions for inclusion on its lending list. The methodology used to create the lending list takes account of the ratings and watches published by all three ratings agencies, Fitch, Moody's and Standard & Poors, with a full understanding of what the ratings reflect in the eyes of each agency. Using the Capita Asset Services, Treasury Solutions ratings service banks' ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.
61. Long Term Credit Rating Equivalents and Definitions

Fitch	Moody's	Standard and Poor's
<p>AAA Highest credit quality. "AAA" ratings denote the lowest expectation of credit risk. They are assigned only in the case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.</p>	<p>Aaa Obligations rated Aaa are judged to be of the highest quality, with minimal credit risk.</p>	<p>AAA An obligator rated "AAA" has extremely strong capacity to meet its financial commitments. "AAA" is the highest issuer credit rating assigned by S&P.</p>
<p>AA (+/-) Very high credit quality. "AA" ratings denote expectations of very low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to</p>	<p>Aa (1/2/3) Obligations rated Aa are judged to be of high quality and are subject to very low credit risk.</p>	<p>AA (+/-) An obligator rated "AA" has very strong capacity to meet its financial commitments. It differs from the highest rated obligators only by a small degree.</p>

foreseeable events.		
A (+/-) High credit quality. "A" ratings denote expectations of low credit risk. The capacity for payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings.	A (1/2/3) Obligations rated A are considered upper-medium grade and are subject to low credit risk.	A (+/-) An obligator rated "A" has strong capacity to meet its financial commitments but is more susceptible to the adverse effects of changes in circumstances and economic conditions than obligators in higher rated categories.
There are 1 investment grade and 18 sub investment grade ratings below this level but this Council will not deal in financial instruments rated below the above levels, or equivalent.		

62. Further, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial markets in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets.
63. Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment financial institutions.
64. The aim of the strategy is to generate a list of highly creditworthy financial institutions/products which will also enable diversification and thus avoidance of concentration risk.
65. The intention of the strategy is to provide security of investment and minimisation of risk.
66. Where the HRA or GF has surplus cash balances invested the interest shall be credited based on the relative proportions of the balances. Where an investment is impaired the charge shall also be shared based on the relative proportions of the balances.
67. Investment instruments identified for use within the financial year are listed in **Appendix E** under the "Specified" and "Non-specified" investment categories.
68. The CLG Guidance defines Specified Investments as those:
- Denominated in sterling
 - Due to be repaid within 12 months of the arrangement
 - Not defined as Capital Expenditure by legislation and invested with one of
 - The UK Government
 - A UK local authority, parish council, or community council, or

- A body or investment scheme of “high credit quality”

69. Non-Specified Investments are any that do not meet the above criteria.

Investment Strategy

70. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

71. Bank Rate is forecast to remain unchanged at 0.25% before starting to rise from quarter 2 of 2019 and are unlikely to rise above 0.75% by quarter 1 2020. Bank Rate forecasts for financial year ends (March) are:

Financial Year	Rate
2016/17	0.25%
2017/18	0.25%
2018/19	0.25%
2019/20	0.75%
Forecast rates are not available beyond 2019/20.	

72. Policy rates are not expected to tighten for some considerable time, so some of the longer dated deals on offer continue to present some potential advantage.

73. The suggested budgeted investment earnings rates for returns on investments placed for periods of up to 6 months during each financial year for the next 3 years are as above. These rates have been used to estimate investment interest during the strategy term.

74. The Council will use the 7 day (London Interbank Dib Rate) LIBID as its investment benchmark.

75. There is an unlikely risk that rates will increase later than forecast if inflation prospects remains weak for longer than expected. However, should the pace of inflation pick up more sharply than expected the rates could increase earlier, particularly if Bank of England inflation forecasts for two years ahead exceed the Bank of Englands’ 2% target rate. The Bank of Englands forward guidance should be a good indicator of where interest rates are going.

76. To bring balance to the portfolio funds generated through the Council’s cash flow will be invested on the following basis:-

Liquid Funds (approx. £20m)

This part of the portfolio should be managed at around £20m. This allows for the payment of payroll on dates within the year when grants are delayed due to the 15th being on a weekend (April 2017, July 2017, October 2017).

This part of the portfolio should be invested in bank deposits (call accounts, notice accounts) and Money Market Funds. The existing bank connections should be used and for money market funds a selection process, supported by our Treasury Management Advisers, and giving access to an online platform, to aid efficient trading, should be undertaken.

Other specified Investments (approx. £40m)

The Council should continue to invest in UK Government Treasury Bills, which will have a maturity date of less than 6 months (the maximum term).

The Council should continue to invest in high quality Certificates of Deposit (rank equally with bank deposits re bail in) which provides access to a wider range of higher rated banks.

The Council should continue to invest in high quality bonds issued by banks, with a maturity date of less than 12 months.

The Council should look to invest in other Corporate Bonds that meet its minimum investment criteria, with a maturity of less than 12 months.

The Council should enter into Collateralised Deposits (repurchase/Reverse Repurchase) arrangements utilising its existing custodial arrangements with King & Shaxson brokers. This is a method of secured deposit with a bank.

Repo/Reverse Repo is accepted as a form of securitised lending and should be based on the GMRA 2000 (Global Master Repo Agreement).

Should the counterparty not meet our senior unsecured rating then a 102% collateralisation would be required. The acceptable collateral is as follows:

- Index linked Gilts
- Conventional Gilts
- UK Treasury bills
- Corporate bonds"

Non-Specified Investments (Maximum £20m)

The Council should continue to invest in suitable longer term fixed deposits with banks.

The Council should look to invest in high quality Certificates of Deposit with a maturity date in excess of 12 months.

The Council should look to invest in high quality bonds issued by banks, with a maturity date in excess of 12 months.

The Council should look to invest in other Corporate Bonds that meet its minimum investment criteria, with a maturity in excess of 12 months.

77. A full list of Specified and Non-Specified investments is in **Appendix E**.

78. Any new Non-Specified investment will require authorisation by the Councils Section 151 Officer. Details of minimum criteria and any additional due diligence required can be seen in **Appendix E**.

Credit Risk Policy

79. The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating equal to the UK's sovereign rating (minimum rating as confirmed by at least two agencies). The list of countries that qualify using this credit criteria as at the date of this report are shown in **Appendix E**. This list will be amended by officers should ratings change in accordance with this policy. Any changes will be approved by the Councils Section 151 Officer, or Deputy. Not all counterparties will be active in the market at all times, therefore it is important to have a good spread of available organisations.

80. The Council applies the credit risk assessment service provided by Capita Asset Services, Treasury Solutions.
81. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies. The credit ratings of financial institutions are supplemented with the following overlays:
82. credit watches and credit outlooks from credit rating agencies;
83. Credit Default Swaps (CDS) spreads to give early warning of likely changes in credit ratings;
84. Sovereign ratings to select financial institutions from only the most creditworthy countries.
85. The model is a series of bands which indicate the relative creditworthiness of financial institutions. This is used by the Council to determine the duration of investments. The model will also be used to select institutions with a high level of creditworthiness, based on the following bands. The Council will therefore use financial institutions within the following durational bands.

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

Colour	Maximum Term
Yellow	5 Years
Dark pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.25
Light Pink	5 years for Enhanced money market funds (EMMFs) with a credit score of 1.5
Purple	2 Years
Blue	1 year (applies to nationalised or semi nationalised UK Banks)
Orange	1 Year
Red	6 Months
Green	100 Days
No Colour	Not to be used

	Colour (and long term rating where applicable)	Money and/or % Limit	Time Limit
Banks *	Yellow	£50m	5 years
Banks	Purple	£40m	2 years
Banks	Orange	£30m	1 year
Banks – part nationalised	Blue	£30m	1 year
Banks	Red	£20m	6 months
Banks	Green	£10m	100 days
Banks	No colour	Not to be used	
Council's banker (Lloyds Bank)	One colour band upgrade	As per relevant band	As per relevant band
Other institutions limit	-	£20m	1 year
DMADF	UK sovereign rating	unlimited	6 months
Local authorities	n/a	£30m	5 years
	Fund rating	Money and/or	Time

		% Limit	Limit
Money market funds	AAAmmf	£20m	liquid
Enhanced money market funds with a credit score of 1.25	Dark pink / AAA	£10m	liquid
Enhanced money market funds with a credit score of 1.5	Light pink / AAA	£10m	liquid

86. This methodology is even more cautious than the approach suggested by CIPFA of using the lowest rating from all three rating agencies to determine creditworthy financial institutions. The Capita Asset Services, Treasury Solutions creditworthiness service uses a wider array of information in addition to the primary ratings and by using a risk weighted scoring system, does not give undue weighting to one agency's ratings.
87. Typically the minimum credit ratings criteria the Council use will be a short term rating (Fitch or equivalents) of F1 and a long term rating of A-. There may be occasions when another rating agency's counterparty ratings may be used that are marginally lower than Fitch's counterparty ratings, but in such instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.
88. All credit ratings are monitored daily and changes to ratings are notified to us by Capita Asset Services, Treasury Solutions's creditworthiness service.
89. If a downgrade results in the financial institution/ investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
90. In addition to the use of credit ratings the Council will be advised of information in movements in Credit Default Swap against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

Policy on the use of external service providers

91. Following a competitive tender process the Council has re awarded its Treasury Consultancy contract to Capita Asset Services, Treasury Solutions as its external treasury management advisors until December, 2021.
92. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.
93. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.
94. The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. Training has been undertaken by members and further training will be arranged as required. The training needs of treasury management officers are periodically reviewed.

OPTIONS CONSIDERED

95. Other options that have been considered and members need to be aware of, when compiling this report, that would affect the investments and borrowing decisions are as follows:-

Options	Likely impact on Income and Expenditure	Likely impact on risk management
Invest in a narrower range of institutions and shorter terms	Interest income will be lower	Reduced risk of losses from credit related defaults, but any single loss could be magnified.
Borrow additional sums at long term fixed interest rates	Debt interest costs will rise, this is unlikely to be offset by higher investment income	Reduced interest rate risk. But higher investment balance could lead to a higher impact in the event of a default.
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income. Premium to be paid if debt paid down (avoided if the reduction is done by not replacing maturing debt).	Reduced investment balance leading to a lower impact in the event of default, however long term interest costs become less certain.
Increase level of borrowing	Additional cost of debt interest is likely to exceed additional investment income received.	Under borrowing uses a combination of reserves and working capital. Any adverse changes to either could lead to cash not being available to fund expenditure. Leading to increased levels of borrowing.
Borrow sufficient funds to clear the under borrowed position	Additional interest costs of up to £2.134m per annum.	Reduced interest rate risk, but significantly higher costs. In addition the higher investment balance could lead to a higher impact in the event of a default.

REASONS FOR RECOMMENDED OPTION

96. The strategy provides a good balance between our existing, predominantly long maturity profile to produce additional savings to support front line budgets and service provision. Remaining under borrowed also reduces the risk of losses from failed investments.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

Outcomes	Implications
All people in Doncaster benefit from a thriving and resilient economy. Mayoral Priority: Creating Jobs and Housing Mayoral Priority: Be a strong voice for our	Treasury Management impacts on all the outcomes; it makes sure that the Council's cash is organised in accordance

veterans Mayoral Priority: Protecting Doncaster's vital services	with the relevant professional codes, so that sufficient cash is available to meet the Council's service activity in line with the Capital Programme. The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk financial institutions or instruments in line with the Council's low risk appetite, providing adequate liquidity before considering investment return.
People live safe, healthy, active and independent lives. Mayoral Priority: Safeguarding our Communities Mayoral Priority: Bringing down the cost of living	
People in Doncaster benefit from a high quality built and natural environment. Mayoral Priority: Creating Jobs and Housing Mayoral Priority: Safeguarding our Communities Mayoral Priority: Bringing down the cost of living	
All families thrive. Mayoral Priority: Protecting Doncaster's vital services	
Council services are modern and value for money.	
Working with our partners we will provide strong leadership and governance.	

RISKS AND ASSUMPTIONS

97. This strategy report along with the Council's Treasury Management Practice Statements seeks to limit as far as possible the risks associated with the Council's Treasury function. However, the economic climate and financial markets are dynamic, and, can be prone to sharp unexpected movements. Treasury Officers, the Chief financial Officer & Assistant Director of Finance and the Council's advisors will continually monitor the environment and act as necessary to limit risk and achieve best value for the Council.

98. Treasury management performance is reported quarterly as part of the council's performance and financial monitoring report. All risks and prudential indicators are reviewed for this purpose.

99. This report setting the MRP policy ensures that the Council complies with the legislative requirements placed on the Council.

Risk Table			
Risk	Probability	Impact	Mitigation
Increased use of reserves and provisions reduces the funds currently financing the under-borrowing.	Low	High	Monitor use of reserves, cash flow forecast and interest rates to manage the borrowing to minimise any impact on the forecast savings.
Unable to borrow	Low	High	Risk is mitigated by maintaining

Risk Table			
Risk	Probability	Impact	Mitigation
when funding required due to adverse market conditions and/or budgetary constraints			sufficient easily accessible resources. Further mitigating actions would be scaling back or re-profiling capital expenditure plans if necessary.
Interest Rates higher than forecast for new borrowing.	Medium	Medium	Monitor Economic forecasts and consult with the Council's Treasury Advisor and adjust strategy as appropriate.
Lower than forecast returns on investment portfolio.	Low	Low	Monitor Economic forecasts and consult with the Council's Treasury Advisor and adjust strategy as appropriate.
An institution with Council Investment becomes insolvent.	Low	High	Continually monitor credit ratings of approved institutions and spread investment over a number of financial institutions. In addition implement recommended actions contained in paragraphs 79 – 90 to further mitigate the risks.
A financial institution does not repay an investment at maturity date due to an administration error (not insolvency)	Low	Low	Record all deals undertaken to eliminate administration errors. Ensure adequate borrowing facilities exist to cover temporary cash flow shortfall

LEGAL IMPLICATIONS

100. The Council's Treasury Management activities are regulated by a variety of professional codes, statutes and guidance:-

- a. Chapter 1 Part 1 of the Local Government Act 2003 (the Act) provides the powers to borrow as well as providing controls and limits on such capital finance and accounts;
- b. the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, as amended, develops the controls and powers within the Act;
- c. the Regulations require local authorities to have regard to the code of practice entitled the Prudential Code for Capital Finance in Local Authorities published by CIPFA when determining their affordable borrowing limit;
- d. the Regulations also require local authorities to operate its overall treasury function having regard to the code of practice contained in the document entitled Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes published by CIPFA;
- e. the Regulations require local authorities, for each financial year, to make a minimum revenue provision, which they consider to be

prudent, in respect of the financing of capital expenditure incurred in that and previous years.

The Treasury Management function is included in the Chief Financial Officer duties under Section 151 of the Local Government Act 1972 to administer the Council's financial affairs.

FINANCIAL IMPLICATIONS

101. The treasury management budget required for 2017/18 has been reviewed and analysed over the following headings:

	General Fund £'m	HRA £'m
Costs		
Existing External Borrowing	6.677	10.618
Replacement External Borrowing	0.775	0.189
New External Borrowing	0.171	0.020
Total Borrowing Costs	7.623	10.827
MRP	2.815	0.000
Treasury Management Expenditure	0.124	0.000
Total Costs	10.562	10.827
Income		
HRA recharge	-1.016	1.016
Investment Interest	-0.153	0.000
Net Costs	9.393	11.843

The 2016/17 budget is £11.6m, therefore £2.23m savings can be delivered through delaying borrowing (under-borrowing) and current low interest rates on borrowing. The HRA interest costs are included in the HRA budget.

HUMAN RESOURCES IMPLICATIONS

102. None.

TECHNOLOGY IMPLICATIONS

103. None.

EQUALITY IMPLICATIONS

104. The Council must consider and have due regard to the three aims of the general equality duty, when developing and implementing the Treasury Management Strategy. By ensuring that the Treasury Management function is effective we can ensure that the right resources are available at the right time to enable the delivery of services. The equality implications for the revenue and capital budgets are detailed in the respective reports within the agenda papers.

CONSULTATION

105. The Council obtains advice from specialist organisations in respect of its treasury management activities. The impact of this is then assessed for its effect on the Council and appropriate action taken as necessary. Consultation has taken place with key financial managers and the Council Executive.
106. This report has significant implications in terms of the following:

Procurement	Crime & Disorder	
Human Resources	Human Rights & Equalities	
Buildings, Land and Occupiers	Environment & Sustainability	
ICT	Capital Programme	X

BACKGROUND PAPERS

C.I.P.F.A. Treasury Management in the Public Services (Revised 2013).The Prudential Code for Capital Finance in Local Authorities (Revised 2013).

Local Government Investments – Guidance under Section15 (1) of the Local Government Act 2003.

Department for Communities and Local Government – Guidance on Local Government Investments.

The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 2003/3146, as amended]

The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 [SI 2008/414].

The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2010 [SI 2010/454].

Audit Commission Risk and Return – English Local Authorities and the Icelandic Banks, March 2009.

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Steve Mawson
Chief Financial Officer & Assistant Director of Finance

Capital Prudential Indicators**Indicator 1.**

This prudential Indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle.

Capital Expenditure	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
Adults, Health & Wellbeing	3.224	4.148	4.474	3.183	2.623	4.230
Finance & Corporate Services	0.439	3.407	17.312	16.706	13.696	12.890
Learning & Opportunity	8.808	8.341	10.253	5.436	9.630	6.300
Regeneration & Environment	50.790	46.457	53.533	23.791	33.405	13.584
Non-HRA	63.261	62.353	85.572	49.116	59.354	37.004
HRA	43.943	37.366	33.600	28.436	21.610	17.760
Total	107.204	99.719	119.172	77.552	80.964	54.764

Indicator 2.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding requirement (borrowing).

Capital Expenditure	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
General Fund	63.261	62.353	85.572	49.116	59.354	37.004
HRA	43.943	37.366	33.600	28.436	21.610	17.760
Total	107.204	99.719	119.172	77.552	80.964	54.764
Financed by:						
Capital receipts	5.514	10.638	13.183	7.951	3.776	4.395
Capital grants	36.308	42.391	51.130	28.573	42.987	20.825
Capital reserves	0.879	0.960	0.553	0.000	0.000	0.000
Revenue ¹	41.666	35.532	28.349	28.437	21.610	17.760
Unfinanced b/fwd.	0.000	0.000	0.000	0.000	0.000	0.000
Unfinanced c/fwd.	0.576	-0.863	0.000	0.000	0.000	0.000
Total	84.943	88.658	93.215	64.961	68.373	42.980
Borrowing Requirement	22.261	11.061	25.957	12.591	12.591	11.784
Smartlight Grant Repayment	0	-2.872	1.457	1.457	1.457	1.147
Total Net	22.261	8.189	27.414	14.048	14.048	12.931

¹ the significant element of which is Housing rental income

Capital Expenditure	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
Financing Need						

Indicators 3 & 4.

This prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need.

	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
CFR GF	251.545	253.366	273.067	280.994	288.887	295.612
CFR HRA	264.297	265.089	267.069	267.069	267.069	267.069
Total CFR	515.842	518.455	540.136	548.063	555.956	562.682
Movement in CFR	13.549	2.613	21.681	7.927	7.893	6.726

Indicator 5.

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed overleaf are estimates of the year end balances for each resource and anticipated day to day cash flow balances. It should be noted that the use of resources is difficult to predict and a cautious approach is taken.

Year End Resources	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
Reserves balances	126.083	126.083	126.083	126.083	126.083	126.083
Capital receipts	5.398	8.277	11.869	7.058	2.818	3.830
Provisions	20.832	20.832	20.832	20.832	20.832	20.832
Other	12.487	12.487	12.487	12.487	12.487	12.487
Total core funds	164.800	167.679	171.271	166.460	162.220	163.232
Working capital	21.560	21.560	21.560	21.560	21.560	21.560
Under/over borrowing	72.661	74.359	68.813	64.878	58.909	72.585
Expected investments	40.000	40.000	40.000	40.000	40.000	40.000

Indicators 6 & 7.

This indicator identifies the trend in the cost of capital. This shows that the General Fund borrowing cost rises to just over 7.5% and the HRA is below 17.0%.

	Actual	Estimates				
	2015/16 %	2016/17 %	2017/18 %	2018/19 %	2019/20 %	2020/21 %
General Fund	6.14%	5.78%	6.15%	6.75%	7.16%	7.54%
HRA	15.64%	15.86%	16.05%	16.41%	16.69%	16.62%

Indicator 8.

Estimates of the incremental impact of capital investment decisions on the band D council tax.

This indicator identifies the indicative revenue costs associated with proposed changes to the 4 year Capital Programme recommended in this budget report compared to the Council's existing approved commitments and current plans. However these costs are offset by savings to produce a balanced budget. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a four year period.

	Actual	Estimate				
	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
Council tax band D	13.06	3.13	7.19	2.20	4.51	0.57

Indicator 9.

Estimates of the incremental impact of capital investment decisions on housing rent levels.

Similar to the council tax calculation, this indicator identifies the trend in the cost of proposed changes in the housing Capital Programme recommended in this budget report compared to the Council's existing commitments and current plans, expressed as a discrete impact on weekly rent levels. This indicator shows the revenue impact on any newly proposed changes, although any discrete impact will be constrained by rent controls.

	Actual	Estimates				
	2015/16 £	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £
Weekly housing rent levels	2.23	0.52	1.32	0.00	0.00	0.00

Indicator 10.

The Council's treasury portfolio position at 31 March 2017, with forward projections are summarised below. The table shows the actual external borrowing (the treasury management operations), against the capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

	Actual	Estimates
--	--------	-----------

	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
External borrowing						
Borrowing at 1 April	436.583	443.181	444.096	471.324	483.185	497.047
Expected change in borrowing	6.598	0.915	27.228	11.862	13.862	-6.950
Actual borrowing at 31 March	443.181	444.096	471.323	483.185	497.047	490.097
CFR – the borrowing need	515.842	518.455	540.136	548.063	555.956	562.682
Under / (over) borrowing	72.661	74.359	68.813	64.878	58.909	72.585
Other long-term liabilities – ‘Met. Debt’	9.928	8.302	6.513	4.800	3.100	1.400
Expected change in ‘Met. Debt’	-1.000	-1.626	-1.789	-1.713	-1.700	-1.700
Investments						
Total Investments at 31 March	40.000	40.000	40.000	40.000	40.000	40.000
Investment Change	-4.000	0.000	0.000	0.000	0.000	0.000
Net borrowing	403.181	404.096	431.323	443.185	457.047	450.097

Treasury Indicators: Limits to Borrowing Activity

Indicator 11.

The Operational Boundary

This is the normally expected limit for external borrowing. In most cases, this would be a similar figure to the CFR; however this can be lower or higher depending on the levels of actual borrowing, which is normal practice.

Operational Boundary	Actual	Estimates				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
CFR/Borrowing	515.842	518.455	540.136	548.063	555.956	562.682
Other long-term liabilities – ‘Met. Debt’	9.928	8.302	6.513	4.800	3.100	1.400
Total	525.770	526.757	546.649	552.863	559.056	564.082

Indicator 12.

The Authorised Limit for external borrowing

A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external borrowing is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

Authorised limit	Actual	Estimate				
	2015/16 £m	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
Borrowing	515.842	518.455	540.136	548.063	555.956	562.682
Other long-term liabilities – ‘Met. Debt’	9.928	8.302	6.513	4.800	3.100	1.400
Theoretical amount *	49.651	55.510	41.027	26.979	12.931	0.000
Total	575.421	582.267	587.676	579.842	571.987	564.082
HRA Debt Limit	269.904	269.904	269.904	269.904	269.904	269.904

*Theoretical amount that could be borrowed in advance for unfinanced capital expenditure in future years.

Indicators 13 to 15.

Treasury Management Limits on Activity

The following table shows the treasury indicators and limits which are designed to minimise interest rate risk.

£m	2016/17	2017/18	2018/19	2019/20	2020/21
Interest rate Exposures					
	Upper	Upper	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	100%	100%	100%	100%	100%
Limits on variable interest rates based on net debt	30%	30%	30%	30%	30%

Forecast Maturity Structure of borrowing 2017/18				
	Amount £m	%	Lower	Upper
Under 12 months	20.550	4.36%	0%	30%
12 months to 2 years	38.554	8.18%	0%	50%
2 years to 5 years	50.573	10.73%	0%	50%
5 years to 10 years	28.468	6.04%	0%	75%
10 years and above	333.179	70.69%	10%	95%
Total	471.324	100.0%		

Indicator 16.

Investment Treasury Indicator and Limit

Total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

Maximum principal sums invested > 364 days					
£m	2016/17	2017/18	2018/19	2019/20	2020/21
Principal sums invested > 364 days	20	20	20	20	20

Indicator 17.

CIPFA Treasury Management in the Public Services

This prudential indicator is that the local authority has adopted the CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes.

The aim is to ensure that treasury management is led by a clear forward plan based on the existing structure of the authority's borrowing and investment portfolios and the funding needs to deliver the approved Capital Programme.

The prime policy objectives of local authorities' investment activities are the security, and liquidity of funds, and they should avoid exposing public funds to unnecessary or unquantified risk. Authorities should consider the return on investments; however, this should not be at the expense of security and liquidity. Authorities should adopt an appropriate approach to risk management.

Authorities must not borrow more than or in advance of their needs purely to profit from the investment of the extra sums borrowed.

These principles should be borne in mind when investments are made, particularly for the medium to long term.

This council adopted the above on 22nd February 2010.

Minimum Revenue Position (MRP) Policy Statement

The Council has an annual duty to charge an amount of MRP to the General Fund Revenue Account which it considers to be a prudent provision. The MRP charge is the means by which capital expenditure which has been funded by borrowing is paid for by council tax payers. The guidance on MRP allows different options for the calculation of MRP as below:

- 1) Regulatory method
- 2) CFR method
- 3) Asset Life method, using either
 - a) Equal instalment method
 - b) Annuity method
- 4) Depreciation method

2017/18 MRP Policy adopts;

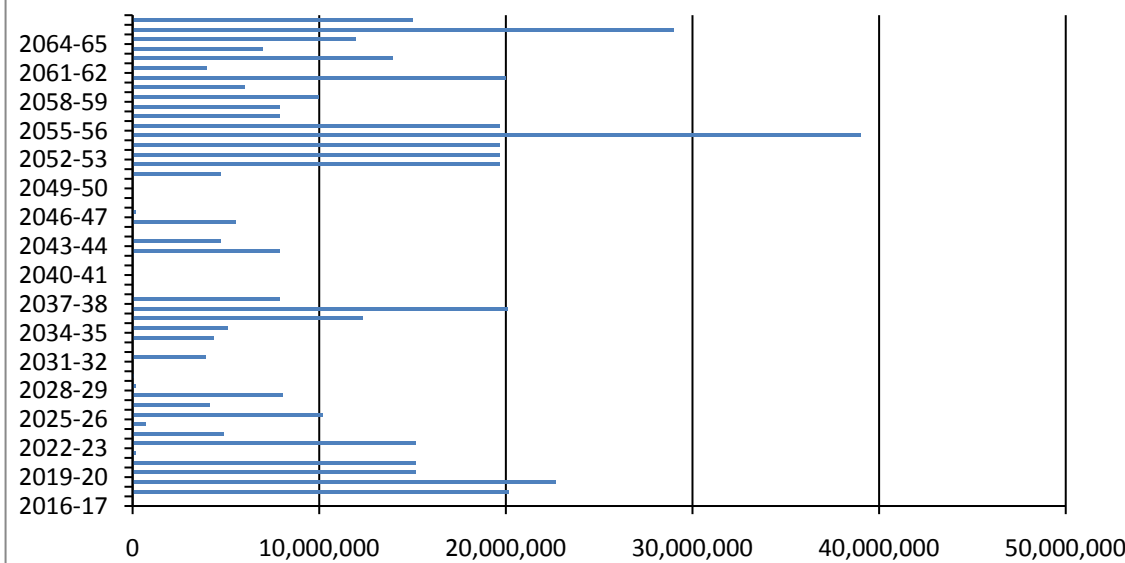
Option 3a) predominantly the asset life method selecting the Equal Instalment calculation, will be applied to un-supported expenditure incurred after 2007/08. The appropriate asset life in relation to the asset funded by the borrowing will be applied; or for other capital spend e.g. Capitalisation Directions, acquisition of share or loan capital etc. the recommended life as per the government guidance for other capital expenditure will be used

and

Option 3b) the asset life method selecting the Annuity method for;

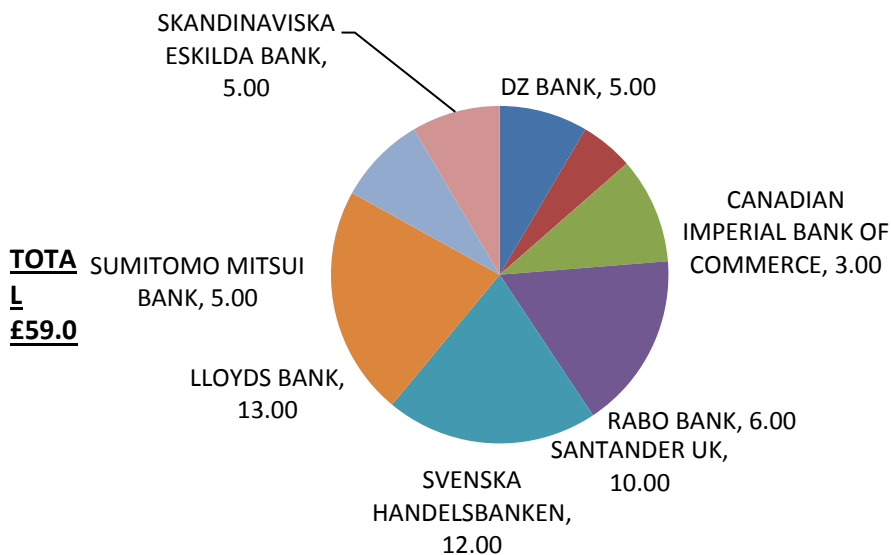
- The calculation of MRP in relation to assets developed as part of the Civic and cultural quarter development funded by unsupported borrowing.
- The calculation of MRP provision in respect of its General fund CFR balance relating to pre 2007/08 government supported borrowing, and any further government supported debt applied post 2007/08.
- Where unsupported borrowing is used for a regeneration scheme, similar to the Civic and Cultural Quarter scheme, it should be considered whether the Annuity method be applied

DONCASTER MBC FORECAST BORROWING PORTFOLIO AS AT 31/03/17



Total loans £444m

INVESTMENTS HELD AS AT 24 JANUARY 2017 (£M'S)



Total investments £59m

Interest Rate Forecasts

Bank Rate	Now	Mar 2017	Mar 2018	Mar 2019	Mar 2020
Actual Jan 17	0.25%	-	-	-	-
Capita Asset Services view.	0.25%	0.25%	0.25%	0.25%	0.75%
Capital Economics(CE)	0.25%	0.25%	0.25%	0.25%	0.50%
5Yr PWLB Rate	PWLB rates and forecasts below take into account the 0.20% Certainty rate deduction effective as of 01/11/12.				
Actual Jan 17	1.50%	-	-	-	-
Capita Asset Services.	1.60%	1.60%	1.70%	1.80%	2.00%
CE	1.40%	1.60%	2.10%	2.50%	3.00%
10Yr PWLB Rate	PWLB rates and forecasts below take into account the 0.20% Certainty rate deduction effective as of 01/11/12.				
Actual Jan 17	2.24%	-	-	-	-
Capita Asset Services.	2.30%	2.30%	2.30%	2.50%	2.70%
CE	2.30%	2.40%	2.60%	2.90%	3.40%
25Yr PWLB Rate	PWLB rates and forecasts below take into account the 0.20% Certainty rate deduction effective as of 01/11/12.				
Actual Jan 17	2.89%	-	-	-	-
Capita Asset Services.	2.90%	2.90%	3.00%	3.20%	3.40%
CE	2.85%	2.95%	3.25%	3.55%	4.05%
50Yr PWLB Rate	PWLB rates and forecasts below take into account the 0.20% Certainty rate deduction effective as of 01/11/12.				
Actual Jan 17	2.66%	-	-	-	-
Capita Asset Services.	2.70%	2.70%	2.80%	3.00%	3.20%
CE	2.70%	2.80%	3.10%	3.40%	3.90%

TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT OPTION 1

SPECIFIED INVESTMENTS: All such investments will be sterling denominated, with maturities up to maximum of 1 year, meeting the minimum ‘high’ quality criteria where applicable.

NON-SPECIFIED INVESTMENTS: These are any investments which do not meet the specified investment criteria. A maximum of 30% of the investment pool will be held in aggregate in non-specified investment

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made it will fall into one of the above categories.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

SPECIFIED INVESTMENTS:

(All such investments will be sterling denominated, with maturities up to maximum of 1 year, meeting the minimum ‘high’ rating criteria where applicable)

	Minimum ‘High’ Credit Criteria	Maximum % of total investments or maximum Amount per institution	Max. maturity period
Term deposits – local authorities	N/a	£30m (maximum of £5m per authority)	12 months
Term deposits with banks and building societies	Yellow Purple Orange Red Green No Colour	£50m £40m £30m £20m £10m nil	12 months 12 months 12 months 6 months 100 days Not for use
Term Deposits with UK part nationalised banks	Blue	£30m	12 months
Certificates of Deposit or corporate bonds with banks and building societies	Yellow Purple Orange Red Green No Colour	£50m £40m £30m £20m £10m nil	12 months 12 months 12 months 6 months 100 days Not for use
Bonds issued by multilateral development banks	UK sovereign rating	100%	12 months
UK Government Gilts	UK sovereign rating	100%	12 months
UK Government Treasury Bills	UK sovereign rating	100%	6 months

Debt Management Agency Deposit Facility	--	100%	6 months
Collateralised deposit (Reverse Repurchase) (see note 2)	UK sovereign rating	100%	12 months
Bond issued by a financial institution which is explicitly guaranteed by the UK Government e.g. National Rail	UK sovereign rating	100%	12 months
Sovereign bond issues (other than the UK govt)	UK sovereign	100%	12 months
Collective Investment Schemes structured as Open Ended Investment Companies (OEICs): -			
Government Liquidity Funds	AAA MMF rating	100%	Liquid
Money Market Funds	AAA MMF rating	100%	Liquid
Enhanced Cash Funds with a credit score of 1.25	Fitch rating Short term F1, long Term A- or equivalent	100%	Liquid
Enhanced Cash Funds with a credit score of 1.5	Fitch rating Short term F1, long Term A- or equivalent	100%	Liquid

Note 1. If forward deposits are to be made, the forward period plus the deal period should not exceed one year in aggregate.

N.B. buy and hold may also include sale at a financial year end and repurchase the following day in order to accommodate the requirements of the Accounting Code of Practice.

Note 2. As collateralised deposits are backed by collateral such as UK Gilts, corporate bonds, etc. this investment instrument is regarded as being a AA rated investment as it is equivalent to lending to the UK Government.

Accounting treatment of investments. The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Council. To ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

NON-SPECIFIED INVESTMENTS: A maximum of 30% will be held in aggregate in non-specified investment

Maturities in excess of 1 year

	Minimum 'High' Credit Criteria	Maximum % of total investments or maximum Amount per institution	Max. maturity period
Term deposits – local authorities	N/a	£10m (maximum of £5m per authority)	5 years
Term deposits with banks and building societies	Yellow Purple Orange Red Green	£25m £20m £15m £10m £5m	5 years 4 years 3 years 2 years 1 year
Term Deposits with UK part nationalised banks	Blue	£15m	5 years
Certificates of Deposit or corporate bonds with banks and building societies	Yellow Purple Orange Red Green	£25m £20m £15m £10m £5m	5 years 4 years 3 years 2 years 1 year
Bonds issued by multilateral development banks	UK sovereign rating	£5m	5 years
UK Government Gilts	UK sovereign rating	100%	50 years
Collateralised deposit (Reverse Repurchase)	UK sovereign rating	100%	5 years
Bond issuance issued by a financial institution which is explicitly guaranteed by the UK Government e.g. National Rail	UK sovereign rating	£5m	10 years
Sovereign bond issues (other than the UK govt)	UK sovereign	£5m	5 years
Bond Funds	Fitch rating Short term F1, long Term A- or equivalent	£5m	10 years
Gilt Funds	Fitch rating Short term F1, long Term A- or equivalent	£5m	10 years
Municipal Bonds	UK sovereign rating	£5m	5 years
Floating Rate Notes	Fitch rating Short term F1, long Term A- or equivalent	£5m	5 years
Covered Bonds	Fitch rating Short term F1,	£5m per bond	10 years

	long Term A- or equivalent		
Unrated Bonds	**Non-rated internal due diligence	£5m per bond	10 years
Churches, Charities and Local Authorities (CCLA) Property Fund	**Non-rated internal due diligence	£5m	10 years
Property Funds*	**Non-rated internal due diligence	£5m	10 years

*The use of these instruments can be deemed capital expenditure, and as such will be an application (spending) of capital resources. This Authority will seek guidance on the status of any fund it may consider using. Appropriate due diligence will also be undertaken before investment of this type is undertaken.

**Due Diligence will include the following, if available, however the list isn't intended to be exhaustive:-

- Capitalisation of the organisation,
- Revenue profits and margin trends,
- Competitors and industry,
- Valuation multiples e.g. price/earnings ratio,
- Management and share ownership and track records,
- Balance sheet analysis,
- Examination of future plans and expectations,
- Stock options and dividend policy.

APPROVED COUNTRIES FOR INVESTMENTS

This list is based on those countries which have sovereign ratings equivalent to the UK higher (based on two out of three ratings from the agencies Fitch, Moody's and S&P) and have banks operating in sterling markets which have credit ratings of green or above in the Capita Asset Services credit worthiness service.

AAA

Australia
Canada
Denmark
Germany
Netherlands
Singapore
Sweden
Switzerland

AA+

Finland
Hong Kong
U.S.A.

AA

Abu Dhabi (UAE)
France
Qatar
U.K.

**To the Chair and Members of the
CABINET**

**TREASURY MANAGEMENT ANNUAL REPORT YEAR ENDED 31ST MARCH,
2016**

Relevant Cabinet Member(s)	Relevant Overview and Scrutiny Panel	Wards Affected	Key Decision
Mayor Jones	OSMC	All	

EXECUTIVE SUMMARY

1. During the year the Councils borrowing and investments have been managed in line with the treasury management strategy set out for 2015/16 which was approved by Council on 03/03/2015.
2. Due to the forecast interest rate environment where borrowing interest rates were expected to be higher than investment interest rates, the 2015/16 strategy was to defer borrowing and utilise internal funds to support the capital programme. When borrowing was required, the strategy was to take longer term loans choosing maturities that either fit within gaps in, or at the end of the existing debt. Cheaper short term borrowing rates would continue to be used for part of the portfolio if value for money could be shown, or forecast interest rate increases moved further away.
3. Thanks to the continued low borrowing interest rates the strategy led to a Treasury Management under spend of £1.129m for 2015/16, in addition to the £3m previously identified savings. It should be noted that this strategy will need to be modified as and when the low interest rate environment changes, or when the deferred borrowing is required, but there are no indications that this is going to be anytime soon.
4. By minimising external borrowing during the year savings were made, whilst at the same time minimising the risk of failure by a third party to meet its contractual obligations under an investment, loan or other commitment.
5. The Council operated within the financial limits set out in the Treasury Strategy and the Prudential Borrowing limits and complied with the relevant Regulations and guidance.

EXEMPT REPORT

6. N/a

RECOMMENDATIONS

7. That the Cabinet agree this Treasury Management Annual Review Report, noting the successful delivery within the strategy set for 2015/16, and note the performance against the Prudential Indicators contained in **Annex A**.

WHAT DOES THIS MEAN TO THE CITIZENS OF DONCASTER?

8. Delivery of the Strategy ensured that the Council's Capital Programme was affordable and took advantage of historically low interest rates to generate savings for the Council. By ensuring that the Treasury Management function is effective we ensure that the right resources are available at the right time to enable the delivery of services.

BACKGROUND

9. The revised Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2009 was adopted by this Council on 2nd February, 2010, and the Council fully complies with its requirements. This report meets the requirements of the code.
10. During 2015/16 the minimum reporting requirements were that the Council should receive the following reports:
 - An annual Treasury Management Strategy in advance of the year (Council 03/03/15).
 - A mid-year (minimum) Treasury Management Strategy update report (Included in quarterly Finance/Performance Monitoring Report).
 - An annual review following the end of year describing the activity compared to the strategy (this report).
11. Regulations place responsibility on members for the review and scrutiny of treasury management policy and activities. This report is therefore important as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
12. Treasury Management in this context is defined as:-

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."
13. This annual report comments on the delivery of:-
 - the Council's Treasury Management position as at 31st March, 2016;
 - the strategy for 2015/16;
 - the forecast and actual economic activity and interest rates;
 - the borrowing activity for 2015/16;
 - the investment activity for 2015/16;

- Compliance with treasury limits.

Treasury Portfolio Position

14. The debt and investment position at the beginning and end of the financial year were as follows:-

	As At 01.04.15	Average Interest Rate	As At 31.03.16	Average Interest Rate
	£'m	%	£'m	%
Fixed Rate	407.6		443.2	
Variable Rate	<u>29.0</u>		<u>0.0</u>	
Total Debt	<u>436.6</u>	4.06	<u>443.2</u>	4.01
Investment	64.3	0.49	41.9	0.69

Economic Activity (2015/16)

Forecast

15. The treasury management strategy approved by Council in March 2015 contained a forecast that interest rates for 2015/16 anticipated low but rising Bank Rate (starting in quarter 1 of 2016), and gradual rises in medium and longer term fixed borrowing rates during 2016/17. It was expected that the recovery for the global economy would be long and drawn out, with many bumps along the way, which was expected to keep interest rates at the same low levels for at least 12 months.

Outturn

16. The financial year 2015/16 continued the challenging investment environment of previous years, namely low investment returns, although levels of counterparty risk had subsided somewhat. In this scenario, the treasury strategy was to continue to postpone borrowing to avoid the cost of holding higher levels of investment and to reduce counterparty risk. The actual movement in PWLB rates during the year was a small increase in the first quarter followed by marked bouts of volatility since July 2015 but with an overall dominant trend for rates to fall to historically low levels by the end of the year.

Borrowing Activity

Strategy

17. The amount of new borrowing for 2015/16 was estimated to be £76.81m, which included £43.88m of maturing loans which required refinancing. The primary strategy was for borrowing activity to be driven by cash flow and due to the scope within the existing debt maturity profile, to take longer term borrowing for up to 50 years to take advantage of lower long term rates, in advance of forecast interest rate increases.

18. The Council is currently maintaining an under-borrowed position. This means that the level of actual debt is below the Capital Financing Requirement (the amount the authority needs to borrow for Capital purposes) and therefore the Council has to use internal resources such as ear-marked reserves, unapplied grants and capital receipts, cash balances, etc. to fund some of its unfinanced capital expenditure.
19. This strategy is beneficial because external debt payments are minimised and funds available for investments are reduced at a time when investment returns are low and financial institution risk is high.
20. This position cannot be sustained in the long term. At some point the reserves and balances will be needed and as a consequence the need to borrow will increase. This could be short-term or long-term borrowing. The Council have used short-term borrowing opportunities from other authorities as they have restricted lending lists which means they lend at rates much lower than market rates.

Outturn

21. During the 2015/16 financial year £61.9m in new external borrowing was undertaken, this was lower than the original estimate of £65.2m for the following reasons:-

- Borrowing continued to be minimised to avoid interest cost and to mitigate investment risk against continued uncertainty about the viability of the financial institutions.
- The Capital Programme borrowing requirement fell from £33m to £21m during the year.

The historically low bank interest rate also meant that the return earned from the investment balance remained reduced and impacted on the position assumed in the budget. Minimising external borrowing during the year meant savings were made by avoiding borrowing costs.

22. The timing of borrowing was in line with the Councils cash flow. This enabled us to take borrowing later than previously forecast, which minimised the interest charged and contributed to the under spend.
23. Long term loans were arranged via the PWLB which allowed the council to lock into very low long term rates of between 2.96% and 3.50%. This has brought stability to the interest costs and removed some of the volatility seen in the portfolio from using short term borrowing.

Debt Rescheduling

24. Debt rescheduling relates to the early repayment of loans in order to generate a revenue saving or change to the structure of the debt maturity profile.
25. On 1st November, 2007, the Public Works Loans Board (PWLB) introduced a two tier rate system, which effectively made it more expensive for Councils to repay debt. This precluded any rescheduling opportunities being undertaken during the 2015/16 financial year, which was outlined and planned as part of the strategy; however this situation is constantly reviewed in conjunction with our external Treasury Advisers.

Investment Activity

Strategy

26. The Council's in-house managed funds are mainly cash flow derived such as grants and other income received to be spent later. Therefore investments will be made with reference to the balances and cash flow requirements and the outlook for interest rates.

Outturn

27. The result of the investment activity was as follows:-

Average investment balance throughout the year	£87.8m
Rate of return	0.69%
Benchmark Rate	0.36%
Investment balance as at 31/03/16	£41.9m

28. Actual interest earned was £262k higher than forecast due to carrying a higher balance which provided access to higher interest rates by investing part of the portfolio over a slightly longer term than just overnight.

29. The investment portfolio as at 31st March, 2015 is summarised in **Annex A**.

Icelandic Bank Deposit

30. The Council currently holds £23.7k in the Escrow account, held in Icelandic Krona. This will remain in place earning interest until such time as the Icelandic Government relaxes its exchange rate controls and allows the funds to be repatriated.

Compliance with Treasury Limits

31. During the year the Council operated within the limits set out in the Treasury Strategy, Policy and Practice statements and the Treasury Management Prudential Indicators included in **Annex A**.

OPTIONS CONSIDERED

32. Treasury management operates within a dynamic environment and the Director of Finance & Corporate Services in consultation with the Treasury Advisors constantly evaluates the changing factors, formal strategy review meetings are held twice yearly. Decisions are made after considering all options and associated risks, taking forward the most beneficial option for the Council.

REASONS FOR RECOMMENDED OPTION

33. This report fulfils the Council's Financial Governance responsibilities and complies with the recommended CIPFA Codes of Practice.

IMPACT ON THE COUNCIL'S KEY PRIORITIES

34. The costs of treasury management activities form part of the Council's revenue budget, and decisions made now relating to long term borrowing (up to periods of 50 years) to fund the capital programme, will have implications

for future years. It is, therefore, important to have in place a strategy to minimise debt interest payments and the associated risk.

RISKS AND ASSUMPTIONS

35. By its very nature the treasury management function can expose the Council to certain risks, whether these are with respect to the interest rate achievable on new borrowings, or the risk associated with placing an investment with a third party. The Council have in place policies and strategies in order to manage and mitigate these risks.
36. The primary overriding aims are the protection of capital investment sums, and the maintenance of a long term, low fixed rate debt portfolio. In achieving this, the Council abides by the Code of Practice, and, reviews procedures to ensure best practice is implemented at all times to control the risk and achieve the aims.

LEGAL IMPLICATIONS

37. The Council's Treasury management activities are regulated by a variety of professional codes, statutes and guidance:-
- a. Chapter 1 Part 1 of the Local Government Act 2003 (the Act) provides the powers to borrow as well as providing controls and limits on such capital finance and accounts;
 - b. the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, as amended, develops the controls and powers within the Act;
 - c. the Regulations require local authorities to have regard to the code of practice entitled the Prudential Code for Capital Finance in Local Authorities published by CIPFA when determining their affordable borrowing limit;
 - d. the Regulations also require local authorities to operate its overall treasury function having regard to the code of practice contained in the document entitled Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes published by CIPFA;
 - e. the Regulations require local authorities, for each financial year, to make a minimum revenue provision, which they consider to be prudent, in respect of the financing of capital expenditure incurred in that and previous years.
38. The Treasury Management function is included in the Chief Financial Officer duties under Section 151 of the Local Government Act 1972 to administer the Council's financial affairs.

FINANCIAL IMPLICATIONS

39. The Council's budget for 2015/16 included the revenue costs of the treasury management activities. The outturn compared with the budget is shown below:-

	Budget 2015/16 £m	Actuals 2015/16 £m
External Borrowing	4.179	3.371
MRP	2.656	2.656
Other TM Costs	0.116	0.032
Total Cost	6.951	6.059
Income		
Investment Interest	-0.265	-0.502
Net Costs	6.686	5.557
HRA Borrowing	11.768	11.768

40. It can be seen from the above that the strategy pursued in relation to the Treasury Management activities achieved a saving of **£1.129m** in addition to the **£3.0m** savings provided at budget setting. The key contributor to the under spend was the strategic decision to be internally borrowed by £71m during the year (down from £109m due to the £28m pension deficit loan). By delaying the external borrowing we have been able to make significant interest savings against the original budget.

EQUALITY IMPLICATIONS

41. The Council must consider and have due regard to the three aims of the general equality duty. The treasury management budget in itself does not require a due regard statement; where required a due regard statement will be completed for individual budget decisions.

CONSULTATION

42. The Council regularly obtain advice from external specialist organisations in respect of its Treasury Management activities.

This report has significant implications in terms of the following:

Procurement	Crime & Disorder	
Human Resources	Human Rights & Equalities	
Buildings, Land and Occupiers	Environment & Sustainability	
ICT	Capital Programme	x

BACKGROUND PAPERS

43. Capita Annual Treasury Management Report 2014/15.
 CIPFA Treasury Management in the Public Services 2001. (Revised 2013)
 The Council's Treasury Management Strategy 2014/15 – 2016/17.

REPORT AUTHOR & CONTRIBUTORS

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Steve Mawson
Chief Financial Officer & Assistant Director of Finance

PRUDENTIAL INDICATORS 2015/16

	Estimate	Actual
Capital expenditure £m		
Non – HRA	102.957	64.979
HRA	44.39	42.227
Total	147.347	107.206
Capital Financing Requirement (CFR) as at 31/03/16 £m		
Non-HRA	270.98	247.387
HRA	260.00	260.451
Total	530.98	507.838
Incremental Impact of Capital Investment Decisions £		
For the Band D Council Tax	13.06	13.06
For Average Weekly Housing Rents	2.23	2.23
Ratio of Financing Costs to net revenue stream %		
Non-HRA	6.84%	6.84%
HRA	15.97%	15.97%
Authorised Limit for External Debt £m		
(this limit allows authorities to take borrowing in advance of need as required)	583.199	580.436
Operational Boundary for External Debt £m		
(this is a key management tool for in-year monitoring)	542.731	523.285
Actual External Debt as at 31st March 2016		
Upper Limit for Fixed Interest Rate Exposure		
	100%	100%
Upper Limit for Variable Rate Exposure		
	30%	30%

The following table shows the maturity profile of our existing external debt.

DMBC Debt Portfolio and Maturity Profile as at 31 March 2015				
	Upper Limit %	Lower Limit %	Actual %	Actual £'m
Under 12 Months	30	0	7.80	34.586
12 to 24 Months	50	0	2.75	12.187
24 Months to 5 Years	50	0	9.15	40.560
5 Years to 10 Years	75	0	7.03	31.161
10 Years to 20 Years	95	10	8.62	38.213
20 Years to 30 Years			10.40	46.093
30 Years and above			54.25	240.382
Total			100.00	443.182

The following table shows the individual investments as at 31st March 2015. The figures exclude the remaining £23.7k held at that time in escrow in Iceland, as this was not available to reinvest.

DMBC Investment Portfolio as at 31st March 2016		
Institution Name	Maximum Limit £'m	Balance £'m
Barclays Bank	10	10
Santander UK	10	10
Nationwide	10	5
Svenska Handelsbanken	20	16.9
Total		41.9

Council investments are made with institutions on our approved list. This is almost exclusively other banks and major financial institutions. The money invested is usually quite short term (up to 1 year) and is placed in order to gain some interest whilst we may have excess funds, following receipt of income/grants etc. until we need to pay those sums out.

To the Mayor and Members of the Cabinet

CORPORATE PLAN 2017-18

Relevant Cabinet Members	Wards Affected	Key Decision
Mayor Ros Jones	All	Yes

EXECUTIVE SUMMARY

1. The Council’s current Corporate Plan expires at the end of 2016/17. On the 15 September 2016 Full Council agreed that this Plan would be updated as part of the Council’s annual ‘Define and Deliver’ cycle. An updated 2017/18 Corporate Plan is now presented at **Annex 1** to provide clear direction for the work of the Council for the next year. In doing so, it brings together the plans and delivery programmes that are already shaping how we work – for example the One Doncaster Action Plan, Doncaster Urban Centre Masterplan, Early Help Strategy and the Place Plan.
2. The Council has already made significant progress is modernising and integrating services whilst delivering significant budget savings. With a £24million gap in the council’s budget in 2017/18, which is set to reach £67million a year in 2020/21, the next stage of the improvement journey requires an even greater focus on the things that matter most for Doncaster and its people.
3. The updated Corporate Plan includes four outcomes which are supported by 20 objectives. It shifts the balance from monitoring indicators and service measures to driving delivery, underpinned by a focus on achieving inclusive growth - which means local people are able to benefit from the employment opportunities being created. Corporate performance monitoring for Quarter 1 2017/18 will reflect this updated outcomes framework. Further detailed work will be undertaken to define delivery programmes and the accompanying service measures.

EXEMPT REPORT

4. This report is not exempt.

RECOMMENDATIONS

5. It is recommended that Cabinet:
 - a) Note and agree changes to the outcomes and objectives in the Corporate Plan
 - b) Agree the updated Corporate Plan for submission to Full Council on 2 March 2017.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

6. The Corporate Plan is the Council’s key strategic document for directing its work towards achieving its purpose – which is to ensure Doncaster and its people thrive - ensuring value for money is at the heart of everything we do.

BACKGROUND

7. The Corporate Plan sets out the Council’s contribution to the Borough Strategy. The Council’s current Corporate Plan is due to expire at the end of 2016/17. Updating it is the key stage in the Council’s annual ‘Define and Deliver’ cycle, which links together the analysis of need (State of the Borough assessment), strategic planning and resources (Corporate Plan update and agreement a budget), delivery and performance monitoring. The Council’s Overview and Scrutiny Management Committee fully support the new cycle and welcome the opportunity to consider undertaking reviews into thematic areas in support of the State of the Borough assessment.

CORPORATE PLAN REFRESH 2017-18

8. The next stage of the Council’s improvement journey requires an even greater focus on the things that matter most for Doncaster and its people, including the actions that will have the greatest impact. Ways of working which already guide the work of many Council staff and Members will now needs to run through all that we do, in particular:
- Improving the quality and effectiveness of support for the most vulnerable
 - Achieving ‘Inclusive growth’ that connects people to opportunity
 - A major shift to prevention and early intervention to reduce demand and costs
 - Harnessing community strengths and assets to build community resilience
 - A whole person, whole life focus
 - Ensuring the Council’s work is guided by the needs of communities
9. The Council and its partners in Team Doncaster have identified four inter-related priority themes to frame the collective effort to improve quality of life for residents: Doncaster Working; Doncaster Caring; Doncaster Living; and Doncaster Learning.
10. These four themes now frame the Corporate Plan and the existing outcomes have been reviewed accordingly. The suggested changes to outcomes are set out below.

2016/17 Outcome	2017/18 Priority Theme	2017/18 Outcome
1. All people in Doncaster benefit from a thriving & resilient economy	Doncaster Working	Residents benefit from a thriving and resilient economy
2. People live safe, healthy, active and independent lives	Doncaster Caring	Residents live, safe, healthy, active and independent lives
3. People in Doncaster benefit from a high quality built & natural environment	Doncaster Living	Doncaster is a modern, thriving and safe place to live, work and visit
4. All families thrive	Doncaster Learning	Residents have the knowledge and skills for life, creativity & employment

2016/17 Outcome	2017/18 Priority Theme	2017/18 Outcome
5. Council services are modern and value for money	[Now covered under 'Connected Council – ready for the future']	
6. Working with our partners we will provide strong leadership and governance	[Now covered under 'Connected Council – ready for the future']	

11. The Corporate Plan has a page devoted to each of the themes, including the emerging delivering programmes we will need to focus on.
12. The Objectives in the Corporate Plan have been reviewed to align to this outcomes framework. The suggested changes are set out in **Annex 2**. The result is that the number of objectives has risen from 17 to 20 partly as a result of coverage now being given to two important areas:
 - Leisure
 - Crime & Anti-social behaviour
13. Six of the 20 objectives cover the things we must do as an organisation to deliver the outcomes under the four priority themes and form part of the 'Connected Council – ready for the future' section of the Corporate Plan.
14. The updated Corporate Plan shifts the balance from indicators/service measures to actions (delivery programmes). The updated Plan elevates the key bellwether indicators and adds to the them – particularly to place a greater emphasis on measuring overall progress in tackling inequalities and achieving inclusive growth. These will form the basis of an inclusive growth/social mobility indices. Service-specific measures have been removed from the Corporate Plan document to allow detailed definitions of programmes and services to be developed. However, they will be monitored from Quarter 1 2017/18 onwards.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

15. The Corporate Plan will detail and co-ordinate all the council's key objectives.

Outcomes	Implications
<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	<p>The corporate plan is the mechanism on which the council prioritise and monitors the key things that deliver the mayoral priorities.</p>
<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
<p>People in Doncaster benefit from a high quality built and natural environment.</p>	

<ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
All families thrive.	
<ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
Council services are modern & value for money	
Working with our partners we will provide strong leadership and governance.	

RISKS AND ASSUMPTIONS

16. This refresh of the Corporate Plan in fact serves as an action to mitigate the risk of monitoring of inappropriate underpinning indicators, measures and risks. A strategic risk report associated with the Corporate Plan is prepared and monitored on a quarterly basis.
17. As the Corporate Plan does not detail all the legal duties and objectives of the council, there is a risk that the performance management process will not highlight areas of underperformance. To reduce the likelihood of this happening, Service Plans will capture Directorate objectives which may be escalated to a Corporate Plan level if appropriate.

LEGAL IMPLICATIONS

18. Whilst there are no legal implications arising out of this particular report, the programmes of activity which will deliver the Corporate Plan will require specific and detailed legal advice as they develop further. The Corporate Plan forms part of the budgetary and policy framework and must also be approved by full Council.

FINANCIAL IMPLICATIONS

19. The financial implications of the priorities and actions in the Corporate Plan are contained with the Revenue, Capital and Housing Revenue Account budget reports within the Agenda papers.

HUMAN RESOURCES IMPLICATIONS

20. There are no specific HR implications arising from this report. There may be HR implications relating to specific projects which will achieve the objectives detailed in the corporate plan but they will be highlighted in the relevant reports at the appropriate time.

TECHNOLOGY IMPLICATIONS

21. Technology is as ever an evolving key essential enabler to support the delivery of all services together with the outcomes and objectives outlined in the updated Corporate Plan; robust and effective ICT governance arrangements will continue to be needed to ensure the delivery of the key priorities. A four year technology plan (2017-21) aligned

with the Council's 4 year Medium Term Financial Forecast has been developed to ensure the resources, expertise and capacity within services is available. This will be monitored and continuously reviewed via the Council's ICT Governance Board.

EQUALITY IMPLICATIONS

22. In line with the corporate approach to compliance against the Equality Act 2011, due regard must be shown across all activity within the Council. As the Corporate Plan brings together key plans and delivery programmes that are already shaping how we work a due regard statement is not required. However as the individual components and programmes that underpin the Plan become further developed, due regard statements will need to be completed and reported as and when appropriate. The ongoing development of the LGA Equalities, Diversity and Inclusion Peer Review Action Plan forms part of the quarterly reporting process associated with the monitoring of the Corporate Plan.

CONSULTATION

23. Consultation on the Council's next steps in its improvement journey, including placing a greater focus on programme management, has taken place over several months with Directors, Assistant Directors, Heads of Service and Executive Board; this Corporate Plan is a product of these discussions. The Corporate Plan also aligns to other key plans and delivery programmes that are already shaping how we work and have already been consulted upon throughout 2016 -17, e.g. the Doncaster Place Plan and One Doncaster report on education and skills. OSMC considered the draft Corporate Plan 2 February 2017.
24. The updated Corporate Plan will be submitted to:
- Full Council 2 March 2017

BACKGROUND PAPERS

25. None.

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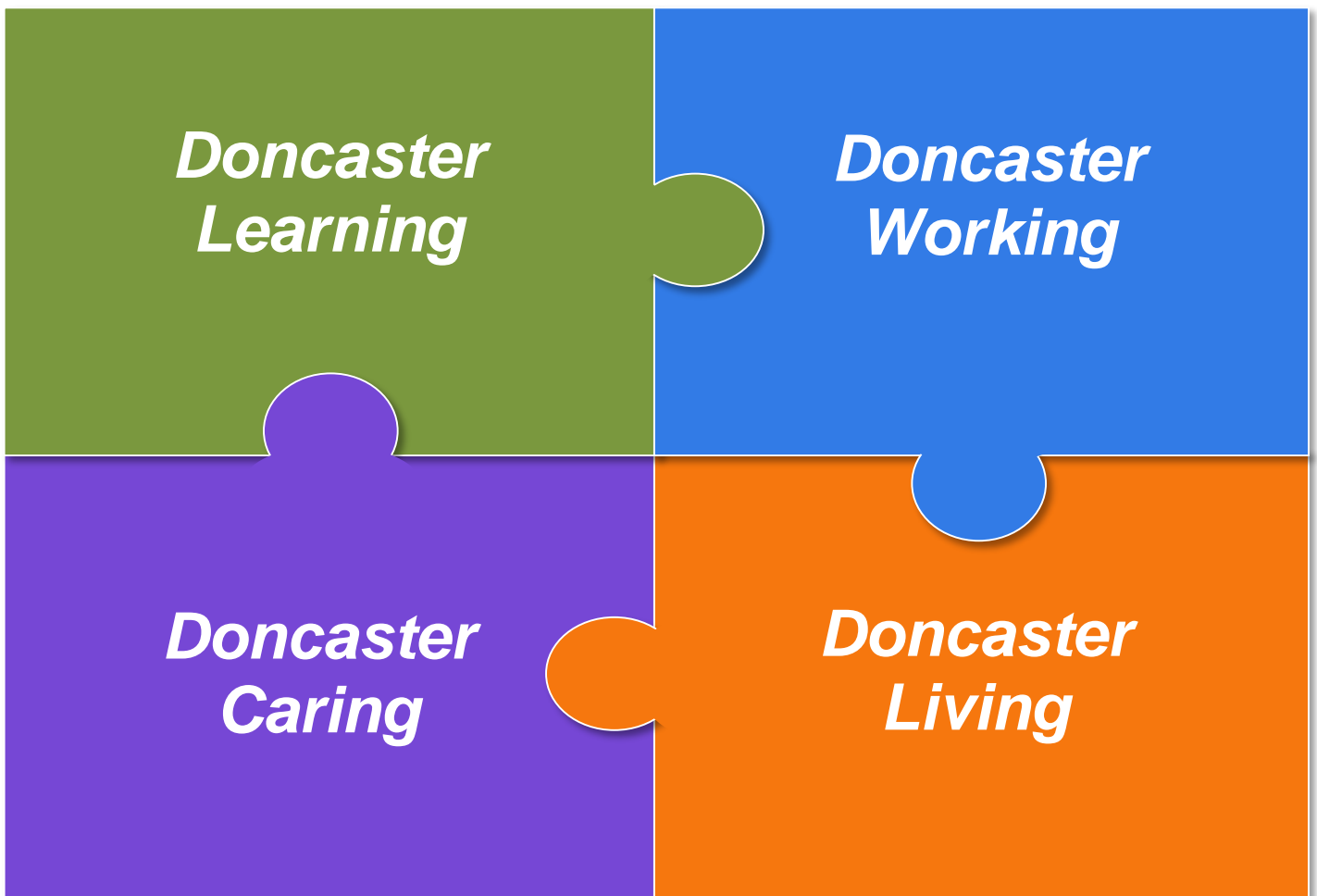
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DRAFT

Doncaster Council

Corporate Plan

2017-18



The next stage in our improvement journey

Doncaster – moving forward

Foreword by: Ros Jones, Mayor of Doncaster & Jo Miller, Chief Executive

Great things happen when people come together with a **shared ambition** to improve people's lives. In Doncaster we see this happen all the time and in recent years we've gone from strength to strength.

The past year alone has seen events and developments which reflect unprecedented levels of **enthusiasm and optimism** for the future. We took to the global stage as we welcomed the **Tour de Yorkshire** and showcased everything that is great about Doncaster. It was a true Team Doncaster collaboration with volunteers, businesses and residents working together to ensure the event was a big success.

The same commitment can be found in our recent regeneration projects. The new **Great Yorkshire Way** was delivered in partnership by the Council and the private sector and is helping major new developments to flourish, including the £500million inland port (iPort). The **National College for High Speed Rail** will open this year to train the next generation of rail engineers and was made possible by everyone who championed the campaign to get it here. These transformational projects, combined with the efforts of individuals and small groups are what really make Doncaster a great place to live. Just look at the **My Doncaster** campaign (#thisismydoncaster) which is now in full swing with local people working together to take pride in our borough, for example by improving the local environment.

The launch of the '**Doncaster Story**' in 2016 showed what a powerful story we have to tell. We need to tell it more often to raise local aspirations and boost the borough's appeal as a great place to live, learn, work and visit. We have a growing, **£5 billion economy**, record levels of residents in employment (over 140,000) and many new jobs in the pipeline. We are making progress in achieving **inclusive growth** - which means local people are able to benefit from the new, quality job opportunities being created.

Our purpose as a council is to ensure that **all people in Doncaster thrive**. To achieve this we are changing what we do, and how we do it, whilst delivering significant budget savings. We need to reduce the demand for services and deliver efficiency savings. Services are being re-designed and more of them are being delivered in partnership. This includes the integration of **health and social care services** to keep people healthy, safe and enable them to be independent in their own homes for longer. By delivering services in more innovative ways we have managed to **minimise the impact of budget cuts** on residents. More Council services are now available on-line, encouraging residents to be more self-sufficient.

We are **developing community assets, playing to people's strengths** and putting resources nearer to communities to ensure individuals get the right support, in the right place at the right time. By tackling issues early on we can often delay or prevent bigger problems occurring in the future, for example through our **Stronger Families Programme**.

We are only part way through our improvement journey, but are a **more effective team**, working closer with communities and businesses to shape Doncaster's future and improve the lives of local people. Three years ago the Council was in Government intervention; **we are now one of the most improved councils in the country**.

We can look forward with confidence, but not complacency. **Quality of life still varies** significantly across the borough and we must therefore place a greater emphasis on tackling inequalities and promoting social mobility, for example using Doncaster's **new Opportunity Area status** to help local children get the best start in life, no matter what their background. We will implement recommendations from the **Education and Skills Commission** to ensure all children and young people have a **quality education** and the skills to secure quality jobs. Proposals for an Institute of Technology and a University Technical College are part of our drive to provide **new technical routes into work**.

We must now take our **transformation to the next level**, using all of our resources, talents and determination to deliver the best outcomes for the residents of Doncaster.

We are equal to the task.

Overview

Our **Council Purpose** is to ensure Doncaster and its people thrive, whilst ensuring value for money is at the heart of everything we do.

This Corporate Plan explains what we will do to achieve this by **setting the direction for the Council over the next year**. It is the Council's contribution to the Borough Strategy.

It **integrates** the latest plans and delivery programmes that are already shaping how we work – for example the response to the Education and Skills Commission ('One Doncaster' report), Doncaster Urban Centre Masterplan, Early Help Strategy and Place Plan (including the Adult Health and Well Being Transformation Programme).

On the 15 September 2016 Full Council agreed a **strategic framework** which places the Corporate Plan within a cycle of continuous improvement:

Strategic Process	Stage	Improvement Cycle
State of the Borough Assessment	ANALYSE	
Updating and resourcing the Corporate Plan	PLAN	
Updating delivery Programmes, Service Plans and staff Performance and Development Reviews	DO	
Corporate performance monitoring and updating strategic risks	REVIEW	

The Next Stage in our Improvement Journey

The Foreword sets out the significant progress the Council has already made in modernising its services and changing the way it works.

The next stage in our improvement journey will require a greater focus on the things that matter most for Doncaster and the **actions that will have the greatest impact**. At the same time we must continue to deliver high quality services day in, day out – like those set out in **pages 6-9** and **page 11**.

Government grant reductions, rising demand and inflation will see an estimated **£24m Council budget gap for 2017/18**, which represents 5% of our total budget. This gap is set to reach **£67m a year in 2020/21**. This is on top of the £109million shortfall we have already bridged through major efficiency savings and the modernisation of Council services. The way local government is funded is also expected to change, with a move towards 100% business rate retention at a local level and the eventual phasing out of the Revenue Support Grant (the central government grant given to local authorities).

Despite the considerable funding reductions, **a robust and balanced budget** for £484m will be put in place for 2017/18. As well as funding high quality services for residents, the Council will **continue to invest in the future of the borough** with £112m of capital spending estimated for 2017/18. Residents across Doncaster will benefit from improvements to schools, public leisure centres, cultural amenities and roads. Hundreds of new primary school places will be provided, new affordable housing delivered and over a 1,000 housing adaptations for the disabled will be completed.

An ambitious new **Urban Centre Masterplan** will start to be delivered, including investment in our markets, improving the attractiveness of the town centre and transforming the gateway to Doncaster by redeveloping the rail station forecourt. Other investment includes the **Unity project** to help revitalise Hatfield, Stainforth and Dunscroft with new homes, shops, leisure amenities and job opportunities.

The further development of the **Great Yorkshire Way** will enhance Doncaster’s road connections, benefiting residents, attracting visitors and encouraging companies to invest in Doncaster and create jobs and prosperity.

Whilst facing the reality of significant spending cuts we must also keep a clear sense of direction and a longer term perspective about the great place we want Doncaster to be. **Long-standing challenges require long term solutions.**

With limited resources, we need to shift our focus to the **highest priority, urgent and transformational** shared programmes of activity. **New, less costly ways of working together are needed and residents will need to do more for themselves and each other.** Ways of working which already guide the work of many Council staff and Members will now need to run through all that we do, in particular:

- Improving the quality and effectiveness of **support for the most vulnerable.**
- Achieving **inclusive growth** – so local people benefit from new, quality job opportunities.
- A major shift to **prevention and early intervention** to reduce the demand on services and costs.
- Harnessing **community strengths, collaboration and assets** to build community resilience.
- A **whole person, whole life focus** – which means engaging residents throughout their life on their needs and aspirations - to better focus and co-ordinate our work with partners to support them.

The Council and its partners in Team Doncaster are clear that the next few years present a massive opportunity for Doncaster. Four **inter-related priority themes** frame and connect the collective effort to ensure quality of life improvements are shared by all residents and communities:

Priority Theme	The impact we want to see
Doncaster Working	Residents benefit from a thriving and resilient economy
Doncaster Caring	Residents live safe, healthy, active and independent lives
Doncaster Living	Doncaster is a modern, thriving and safe place to live, work and visit
Doncaster Learning	Residents have the knowledge and skills for life, creativity and employment

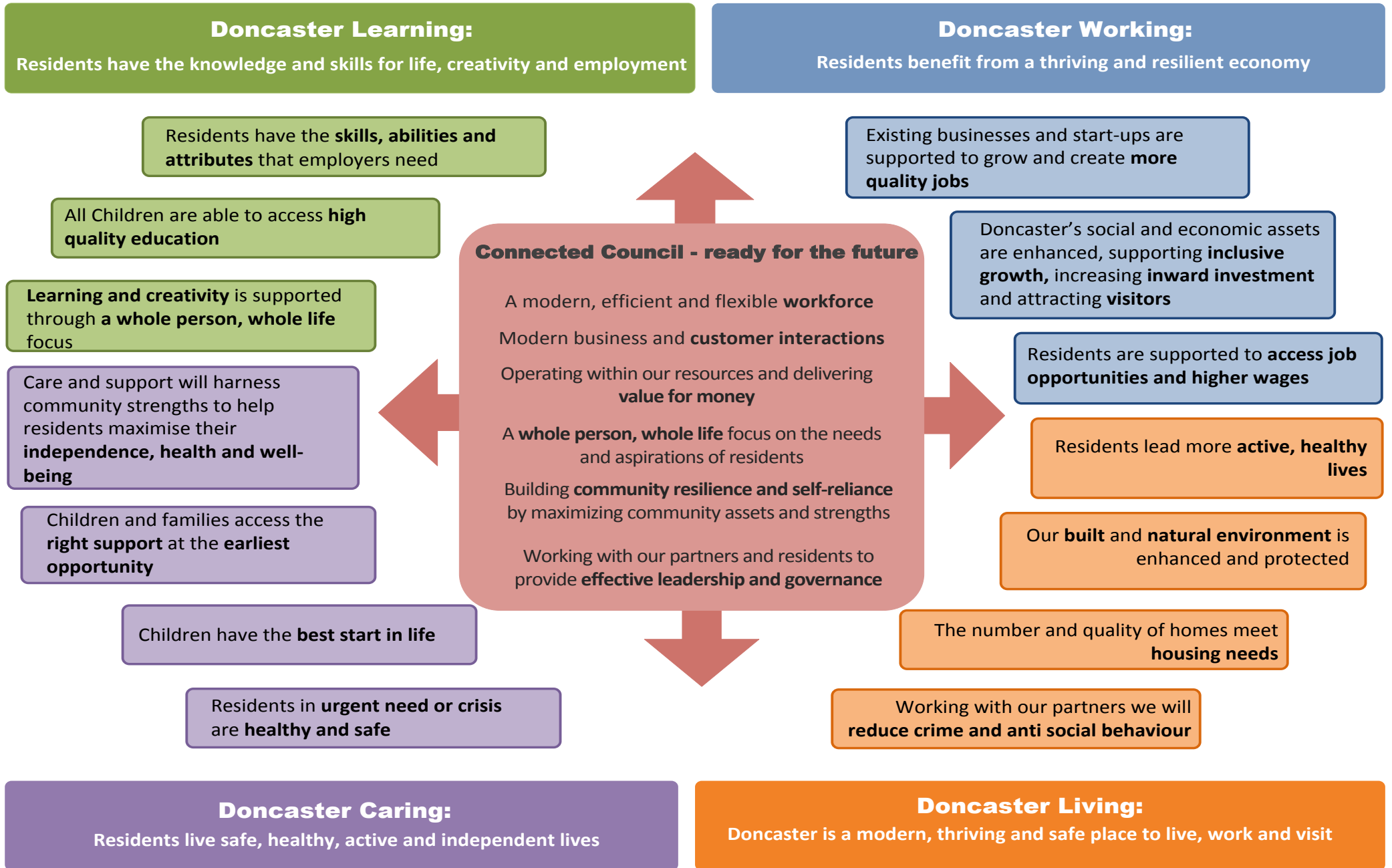
Each of these are explored in more detail on **pages 6-9**, together with:

- What we will focus on - **Objectives**
- How we will deliver our objectives - **Programmes**
- How we will measure progress - **Indicators**

The **chart on page 5** provides a summary of the objectives for each of the priority themes, and the things we must focus on to ensure we are a **connected Council** that is **ready for the future.**

This Corporate Plan is **not a fixed statement** of all that needs to be done. Over the next year, the Council and its partners in Team Doncaster will plan in more detail the actions that will make the most difference to quality of life across the borough.

Corporate Plan 2017/18 - Outcomes & Objectives



Doncaster Learning

Residents have the knowledge and skills for life, creativity and employment

Why

The 'One Doncaster' report produced by the independent Commission on Education and Skills in Doncaster recognises the focus and effort required to improve education, skills and learning for all and the need to improve on our previous best. There are many different opportunities to join up, innovate and think differently about learning and skills that can make a real impact on resident's aspirations, well-being and the growth of our local economy.

Our ambition

Doncaster's education and skills system will be geared towards skills for life, creativity and employment alongside academic achievement. This will start in the early years and be an inclusive 'all age offer'. Our ambition in 2017-18 will include using our new Opportunity Areas status to help local children get the best start in life, no matter what their background and supporting people to access opportunities, for example at the National College for High Speed Rail (NCHSR) opening in September 2017. We will also progress our proposals for an Institute of Technology and a University Technical College to provide additional technical routes into well paid, skilled jobs.

With this...

We will reset the bar for attainment and aspiration, so all of Doncaster's young people expect to work and pursue fulfilling jobs, careers and lives. We will have the skills for economic growth.

Without this...

Our young people and those of working age, will be at risk of underachieving, with consequences for them, their families, the local economy and for public services.

Objectives - what is important to us

All children are able to access high quality education
Learning and creativity is supported through a whole person, whole life focus
Residents have the skills, abilities and attributes that employers need

Programmes - where we need to focus

- We will support learning for anyone at any age
- We will introduce a Sir Professor Tim Brighouse Challenge to support school improvement across the borough
- We will ensure that people in Doncaster have the skills, training and careers advice to access opportunities created through inclusive economic growth

Key Services we deliver & commission already

- Special education needs and disabilities (SEND) Team
- Adult Community and Family Learning (ACFL)
- Education and Standards Team

The Partners who can help us

Partners Include: Residents; Schools; Multi Academy Trusts (MATs); Doncaster College; Partners in Learning (PIL); large training providers; Doncaster Chamber; Sheffield City Region; Voluntary, Community and Faith (VCF) Sector groups; Trade Unions.

Indicators - to tell us if we are making progress

- More people aged 19 get a Level 3 qualification
- More young people do well in their GCSEs
- More children are 'school ready' at age 5
- More people in Doncaster have a level 3 qualification
- More Children in Care do well in school
- The gap between different groups of young people and how well they do at school compared to the Doncaster and national averages narrows.
- The gap between different groups of young people and how 'ready' they are for school at age 5 compared to the Doncaster and national averages narrows.

Doncaster Working

Residents benefit from a thriving and resilient economy

Why

Doncaster has a £5billion economy which is growing year on year, as measured by overall economic output and businesses and we are in the top 10 in the UK for private sector jobs growth. Significant investments are being made in the local economy and Doncaster is forecast to create at least 12,000 additional jobs by 2024, almost 40% of which are expected to be at NVQ level 4 and above. We need to maximise the assets and opportunities we have, whilst improving the skills of residents, to support quality economic growth that benefits Doncaster residents.

Our ambition

Our economic growth will be even more inclusive. The local economy will continue to grow through inward investment, the growth of existing firms and excellent partnership working between the public and private sector. Doncaster residents will directly benefit by accessing the necessary skills, job opportunities increasing their incomes. Businesses will benefit from improved access to skills, markets, supply chains and the support to innovate and grow. Many of Doncaster's businesses already benefit from connections to customers, materials and services which extend in all directions across the UK and internationally. Our ambition in 2017-18 includes the further development of Doncaster's infrastructure, such as linking up the Great Yorkshire Way direct to the airport to unlock further economic development. We will continue to increase apprenticeships and we will deliver a work and health programme with our partners across the city region to support people back to the labour market. This is part of our drive to grow our economy and create new quality jobs by strengthening and extending our economic ties.

With this...

We will go faster in breaking the cycle of unemployment, low incomes and poverty that has held back generations and driven demand for public services. We will continue to develop a more productive and resilient economy.

Without this...

We will miss our economic opportunity, risk social polarisation and the loss of hope in our citizens and communities.

Objectives - what is important to us

Existing businesses and new start-ups are supported to grow and create more quality jobs

Residents are supported to access job opportunities and higher wages

Doncaster's social and economic assets are enhanced, supporting inclusive growth, increasing inward investment and attracting visitors

Programmes - where we need to focus Key Services we deliver & commission already

- Supporting local enterprise
- We will support people to connect to jobs and economic opportunities across the Borough
- We will attract external investment into the Borough

- Planning
- Skills & Enterprise
- Business Doncaster

Key Partners that can help us

Partners include: Residents; Doncaster Chamber; Job Centre Plus; Doncaster College; Local businesses; Sheffield City Region; Voluntary, Community and Faith (VCF) Sector groups; Trade Unions; local training providers.

Indicators – to tell us if we are making progress

- More people are in work
- Less people claim out of work benefits
- Wage rates increase
- The total number of businesses increase

- More people are working in highly skilled jobs
- We are more productive as an local economy
- The gap between different groups and the rate of people that claim out of work benefits compared to the Doncaster and national averages narrows.

Doncaster Caring

Residents live safe, healthy, active and independent lives

Why

Transformation to improve social care in Doncaster is a necessity - doing nothing is not an option. Even without the significant financial pressures, changes must be made from the view of delivering good services to improve residents' lives and support their independence. Working in partnership we will need a reshaped local social care market, alternative ways of delivery services and integrated health and social care services. We need to help those with complex lives appropriately, and at the earliest opportunity, to support better outcomes for them and achieve better efficiency across the Council and partners.

Our ambition

Doncaster's adults and children's health and social care services, and how we support our most at risk and vulnerable people will be focused on prevention, early intervention and enabling people to be safe, healthy and independent at home and in their communities. Our ambition for 2017-18 will include a move towards self-help and community led support which harnesses the strengths and caring ability of our residents, carers, and communities. We also want to build upon work to co-ordinate services for people with complex lives across the Council and our partners.

With this...

Our vulnerable, at risk, older and ill citizens will enjoy better lives, and be healthy and independent for longer.

Without this...

Our health and social care system will only be able to offer limited access and quality of care and support.

Objectives - what is important to us

Care and support will harness community strengths to help residents maximise their independence, health and well-being

Children and families access the right services and support at the earliest opportunity to improve their quality of life

Children have the best start in life to achieve their full potential

People in urgent need or crisis are healthy and safe

Programmes - where we need to focus

- We will modernise our Adult Social Care Service.
- We will ensure services for children are good and we will support families at the earliest opportunity.
- We will help to support the implementation of the primary care strategy.
- We will support vulnerable people to be safe, particularly when in urgent need or crisis.

Key Services we deliver & commission already

- Adult Social Care.
- Area Community Teams.
- Community Safety – Domestic Abuse Support.
- Children's social care services via the Children's trust.

Key Partners that can help us

Partners Include: Residents; Clinical Commissioning Group (CCG); Doncaster and Bassetlaw Hospital Trust; Healthcare providers; Doncaster Children's Trust, Voluntary; Community and Faith (VCF) Sector groups; Rotherham, Doncaster and South Humber Mental Health Trust (RDaSH); South Yorkshire Police; South Yorkshire Fire and Rescue; GPs; Pharmacists; Citizens Advice.

Indicators - to tell us if we are making progress

- Less people in residential care
- Fewer Delayed Transfers of Care from Hospital
- Fewer referrals to Children's Services that are repeat referrals within 12 months
- More residents are satisfied with their care.
- More people access care through a Direct Payment
- More young people supported through our early help services
- Less victims of domestic abuse who come back and need support more than once in a year.

Doncaster Living

Doncaster is a thriving, resilient and inclusive place to live, work and visit

Why

The Doncaster Working, Learning and Caring sections of this Corporate Plan show that we already have many of the characteristics required to make Doncaster a great place to live, learn, work and visit. We need to make the most of what we have and deliver further improvements, including providing all residents with access to the good quality housing, leisure, retail and cultural opportunities that support better health and well-being. When combined with our significant green space, heritage, space for economic development and excellent transport connections we already have a significant amount to be proud of. However, we are ambitious to do more to improve quality of life.

Our ambition

Doncaster will be a vibrant place of choice to live and work. Existing and prospective Doncaster residents will have access to a full range of housing options, including affordable housing. The social, cultural and retail offer will be at modern city standard. There will be better quality opportunities to take part in leisure activities and green spaces across the Borough will support healthy and fulfilling lifestyles. Improved transport links across Doncaster will enable access to opportunities for all residents and they will be safe in their communities and homes. Our ambition for 2017-18 will include the re-shaping of services across the partnership to improve our town centres and villages. We will also submit a bid to Sport England to be a pilot area for increased physical activity.

With this...

Doncaster will be a modern, attractive and thriving city which enables Doncaster residents to enjoy a better quality of life. There will be more visitors, increasing the money spent in the local economy.

Without this...

Other areas will reap the benefits of our growth and Doncaster will not fulfil its potential to be a modern thriving place.

Objectives - what is important to us

Doncaster's built and natural environment is enhanced and protected.

Working with our partners we will reduce crime and Anti-Social Behaviour

Support residents to lead more active, healthy lives

The number and quality of homes in Doncaster meet housing needs

Programmes - where we need to focus

- We will improve our town centres and the offer they provide to residents
- We will support people to make healthy choices and increase their physical activity levels
- We will help to co-ordinate a raft of activity to make sure housing in Doncaster meets people's needs

Key Services we deliver & commission already

- Town Centre Team
- Business Doncaster
- Environment Services – Enforcement/Regulation, Waste, Highways and Streetscene
- Public Health commissioned services
- Communities – Leisure & Culture/Community Safety
- Local Investment Team
- Planning

Key Partners that can help us

Partners Include: Residents; Clinical Commissioning Group (CCG); Doncaster and Bassetlaw Hospital Trust; Doncaster Children's Trust; Voluntary, Community and Faith Sector; St. Leger Homes; Doncaster Chamber; South Yorkshire Police; South Yorkshire Fire & Rescue; Doncaster Culture and Leisure Trust; GPs; CAST; Sport England.

Indicators - to tell us if we are making progress

- More homes are built and available to people, including more affordable homes.
- Increasing healthy life expectancy
- More people are physically active and less people do little or no physical exercise
- Air quality is good
- Vulnerable groups have access to housing that meets their needs
- More people are of healthy weight
- More people visit our town centres

Connected Council - ready for the future

The things we must do as an organisation to deliver improvements

Why

To ensure Doncaster and its residents thrive, the Council needs to be ready for the future demands placed upon it. Increasingly the Council needs to develop wider and more effective connections to communities and partners if we are to deliver our shared ambitions with less resources. We also need to manage the demand on services through a shift towards early intervention and prevention and support residents and communities to do more for themselves and each other. We also need to look ahead to the changing needs of residents and take advantage of new opportunities.

Our Ambition

The Foreword outlines the positive impact the Council is having on quality of life, working with its partners in Team Doncaster. The services we deliver directly has reduced but we have the potential to make an even greater impact, by continuing to modernise services and by being a more **connected Council** which, for example:

- Develops Doncaster's connections to opportunities locally, regionally, nationally and globally
- Supports residents to connect to social and economic opportunities
- Works with our residents to support their needs and aspirations at the earliest opportunity
- Works with our partners to join-up services and actions to improve quality of life

With this...

The Council will be able to effectively lead the collective effort to improve quality of life, now and in the future.

Without this...

The Council will not achieve its purpose - to ensure Doncaster and its people thrive.

Objectives - what is important to us

A modern, efficient and flexible workforce

Modern business and customer interactions

Operating within our resources and delivering value for money

A whole person, whole life focus on the needs and aspirations of residents

Building community resilience and self-reliance by maximising community assets and strengths

Working with our partners and residents to provide effective leadership and governance

Where we need to focus

- Workforce development
- Increasing the service available on-line
- Good governance in all that we do
- Maximising our resources
- Tackling inequalities and recognising diversity
- Integrated locality working – to where possible co-ordinate services and support closer to communities
- Increasing our capacity to innovate
- Effective joint commissioning of local services
- Increasing community capacity and resilience

Key Services we deliver & commission already

- HR & OD; Legal & Democratic Services; Strategy, Research, Performance & Programme Management; ICT development and support; Budgeting and finance support; Benefits, Council Tax and Business Rates; Strategic Communications; Customer Services.

The Partners who can help us

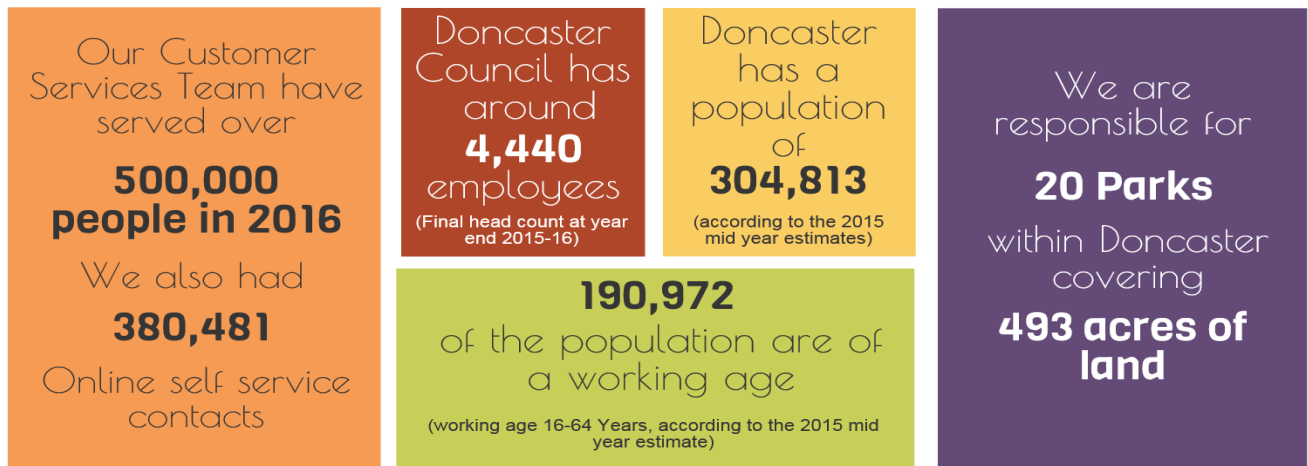
Partners Include: Residents; Team Doncaster; public, private and Voluntary, Community and Faith (VCF) sector organisations; and Central Government; Town and Parish Councils; Council Staff; Trade Unions.

Indicators – to tell us if we are making progress

- Where possible we will increase what we buy from local companies
- Improvements to staff's health and well-being – including reduced sickness levels
- More of our services will be available digitally and more people will access them
- Applications for council tax support and housing benefit are processed on time
- We will deliver against our savings plans in 2017-18
- All staff will have an annual, quality Performance Development Review (PDR)

Delivering High Quality Services

We must continue to deliver high quality services for a large and diverse borough by making the best use of the skills and resources available:



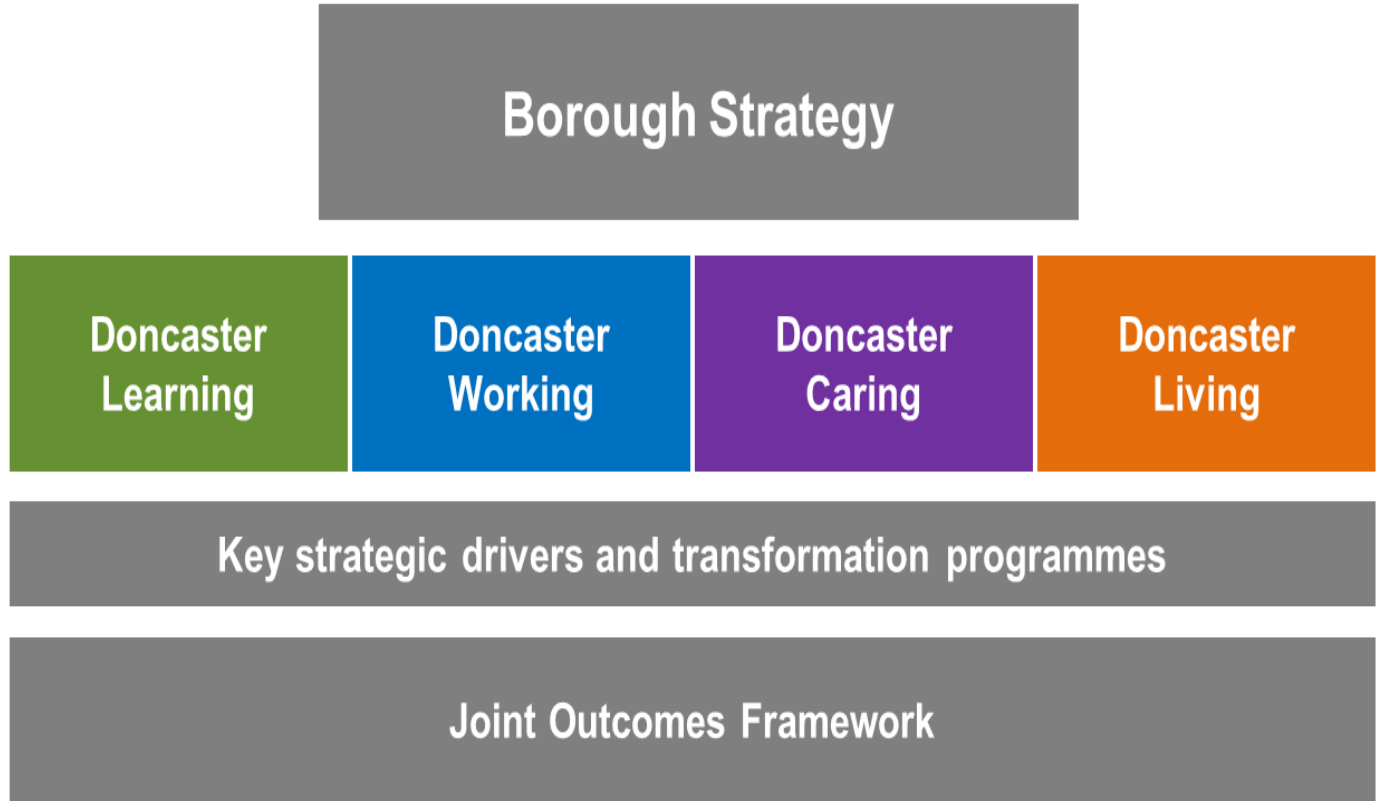
Doncaster



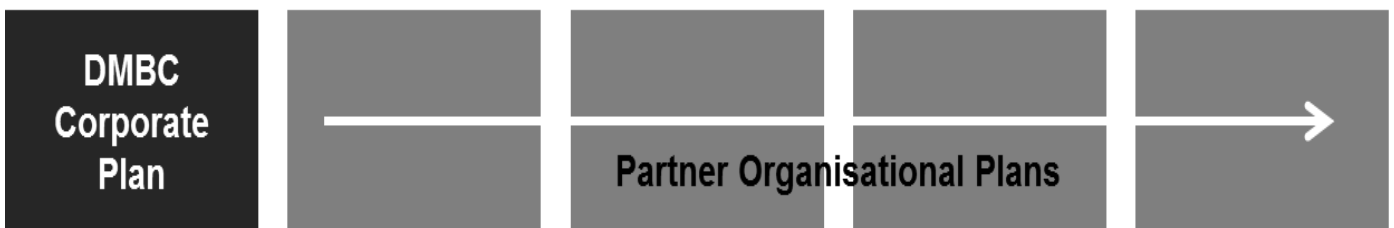
www.doncaster.gov.uk

Team Doncaster Context

The chart below shows how the Corporate Plan, along with other partner organisational plans, contributes to the overall Team Doncaster priorities in the Borough Strategy. This alignment is key to demonstrate how as a partnership we are working together to improve people's quality of life.



Includes Key Performance & Financial Indicators



Amendments to Outcomes & Objectives

16/17 Corporate Plan	Recommended Changes for 17/18
OUTCOME 1: All people in Doncaster benefit from a thriving & resilient economy	Becomes: 'Doncaster Working'
	KEEP outcome wording, except change 'All people' to 'residents' to be consistent with the other outcomes.
Objective 1: Residents have the skills, abilities and attributes that employers need	KEEP but MOVE to 'Doncaster Learning'
Objective 2: Enterprise and business are supported to grow, and inward investment continues to increase	SPLIT in two: <ul style="list-style-type: none"> Existing businesses and start-ups are supported to grow and create more quality jobs Doncaster's social and economic assets are enhanced, supporting inclusive growth, increasing inward investment & attracting visitors
Objective 3: Young people access good education and employment opportunities	DELETE - already have a similarly worded objective under previous 'Families Thrive' outcome
	ADD: <ul style="list-style-type: none"> Residents are supported to access job opportunities and higher wages
OUTCOME 2: People live safe, healthy, active and independent lives	Becomes: 'Doncaster Caring'
	KEEP outcome wording, but change 'people' to 'residents' to be consistent with the other outcomes.
Objective 4: People will have choice & control	DELETE – will be covered as part of amended Objective 6 – see below
Objective 5: People are healthy and safe, especially when in urgent need or crisis	AMEND slightly to emphasise those most in need: <ul style="list-style-type: none"> Residents in urgent need or crisis are healthy and safe
Objective 6: People can lead independent lives in strong and sustainable communities	AMEND to reflect Place Plan vision: <ul style="list-style-type: none"> Care and support will harness community strengths to help residents maximize their independence, health and well-being
	ADD: <ul style="list-style-type: none"> Children have the best start in life
	ADD: From previous Outcome 4 ('Families Thrive'): <ul style="list-style-type: none"> Children and families access the right support at the earliest opportunity
OUTCOME 3: People in Doncaster benefit from a high quality built & natural environment	Becomes: 'Doncaster Living'
	AMEND outcome to cover broader 'Living' remit: <ul style="list-style-type: none"> Doncaster is a modern, thriving and safe place to live, work and visit
Objective 7: The quality of Doncaster's built & natural environment is enhanced and protected	KEEP
Objective 8: The number and quality of homes in Doncaster meet housing needs	KEEP
	ADD <ul style="list-style-type: none"> Working with our partners we will reduce crime and anti-social behaviour
	ADD: <ul style="list-style-type: none"> Residents lead more active, healthy lives

OUTCOME 4: All families thrive	Becomes: 'Doncaster Learning'
	REPLACE with new outcome: <ul style="list-style-type: none"> Residents have the knowledge and skills for life, creativity and employment
Objective 9: All children in care and care leavers achieve their full potential	REPLACE with: <ul style="list-style-type: none"> Children have the best start in life MOVE to 'Doncaster Caring'
Objective 10: Our children and young people benefit from learning and development opportunities	AMEND to have a sharper focus on quality education: <ul style="list-style-type: none"> All children are able to access high quality education
Objective 11: Families get the right support and services at the earliest and most appropriate time	AMEND and MOVE to Doncaster Caring, <ul style="list-style-type: none"> Children and families access the right support at the earliest opportunity
	ADD: Objective from under previous Outcome 1 (Economy): <ul style="list-style-type: none"> Residents have the skills, abilities and attributes that employers need
	ADD: New Objective: <ul style="list-style-type: none"> Learning & creativity is supported through a whole person, whole life focus.
OUTCOME 5: Council services are modern and value for money	DELETE this outcome to keep the focus on the 4 main 'outward facing' outcomes.
	Place all objectives below under: Connected Council - ready for the future
Objective 12: We have a modern, efficient and flexible workforce	KEEP – but reword slightly: <ul style="list-style-type: none"> A modern, efficient and flexible workforce
Objective 13: We have modern business and customer interactions	KEEP - but reword slightly: <ul style="list-style-type: none"> Modern business & customer interactions
Objective 14: The Council operates within its resources	AMEND so that value for money spans all our work: <ul style="list-style-type: none"> Operating within our resources and delivering value for money
Objective 15: Working with partners we commission services that are value for money	DELETE – value for money integrated above
OUTCOME 6: Working with our partners we will provide strong leadership and governance	KEEP AS AN OBJECTIVE , but change 'strong' to 'effective' and add '...our partners <u>and residents</u> ...'
Objective 16: Team Doncaster is an efficient and effective partnership, recognised locally and beyond	DELETE as covered by the use of the previous outcome 6 above
Objective 17: Leadership, management and governance is efficient, effective and fit for purpose	DELETE as covered by the use of the previous outcome 6
	ADD: <ul style="list-style-type: none"> A whole person, whole life focus on the needs and aspirations of residents
	ADD: <ul style="list-style-type: none"> Building community resilience and self-reliance by maximising community assets and strengths

14th February 2017

To the Mayor and Members of the Cabinet

SCHOOL ADMISSION ARRANGEMENTS FOR 2018/19 ACADEMIC YEAR

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Nuala Fennelly, Children, Young People and Schools	All	Yes

EXECUTIVE SUMMARY

1. This report outlines the requirements for the adoption of schemes for Co-ordinating the Admission Arrangements for Primary and Secondary Schools and the approval of the Admission Arrangements for Community Schools in the 2018/19 School Year.

EXEMPT REPORT

2. This is not an exempt report.

RECOMMENDATIONS

3. The Mayor and Members of Cabinet is asked to consider the following admission arrangements for the 2018/19 school year:
 - Community School Admission Arrangements
 - Community School Nursery Admission Arrangements (Sections 18 to 20 below.)
 - Primary Co-ordinated Admission Arrangements
 - Secondary Co-ordinated Admission Arrangements (Sections 21 to 23 below.)
 - Notification of parents of the arrangements for admission including those to the proposed University Technology College (section 16 below.)

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER

4. The Co-ordinated Arrangements noted above are intended to provide an equal opportunity for all parents to apply for school places at the same time through a process co-ordinated by the Local Authority (LA).
5. The School and Nursery Admission Arrangements set out the process by which applications by parents for community schools are considered and ensure that they are administered consistently and in a fair and equitable manner.

BACKGROUND

6. The Local Authority (LA) has a duty under Section 86 of the School Standards and Framework Act 1998 to make arrangements for enabling the parents of children in its area to express a preference for a maintained school and to give reasons for that preference.

7. By 28 February each year the LA is required to determine the admission arrangements that will apply to schools for which it is the admission authority i.e. community schools. This has been brought forward from previous years by the DfE to allow more time for any necessary objections to be lodged with the School Adjudicator.
8. By 1 January in the relevant determination year the LA is required to formulate schemes for co-ordinating the admission arrangements for all maintained schools and academies in the Borough and to seek the agreement of other admission authorities to the co-ordinated admission arrangements. These are intended to make school admissions easier, more transparent and less stressful for parents. They require parents to rank preferences on a single common application form which they must submit to their home LA. Parents will then receive a single offer of a school place for their child from the LA on a designated day.
9. In drawing up its arrangements the LA has to have regard to relevant legislation, the School Admissions Code (the Code) and guidance from the DfE. These contain a number of mandatory requirements which all admission authorities are required to follow and those requirements have been taken into account in the proposed arrangements.
10. The Private, Voluntary or Independent sector (PVI)s make their own arrangements for places within the Borough for 3 and 4 year old early years places. However the LA has a duty to ensure that there are sufficient accessible and affordable places for children across a range of provision types and provides support and guidance as necessary.

Admission Arrangements 2018/19

11. The LA remains the admission authority for community schools which represents 56 of the 117 mainstream schools in Doncaster. The arrangements are determined in relation to the Code and relevant regulations published by the DfE. The only changes proposed relate to changes to admission numbers for schools as a result of building modifications.
12. Whilst the Local Authority is not responsible for setting the arrangements for academies, voluntary aided or free schools it undertakes an important role to ensure that they are as compliant with any changes required of them.

Co-ordinated Admission Arrangements 2018/19

13. The Co-ordinated Admission Arrangements for the normal year of entry remain unchanged; parents will continue to apply to their home local authority from which they will receive their decisions.
14. Applications at each phase of education; nursery, primary and secondary are all available digitally through the Council's website. For the initial round of year of entry school applications the Local Authority continues to receive a high percentage of online applications. This has increased annually and for admission in September 2016 the online rates were 86% representing 2490 parents for secondary and 89% representing 2884 parents for primary. The main driver for change was removing the issuing of paper applications by default and the ability of parents to receive their decisions by email on national offer day.

15. Co-ordination remains an important arrangement between schools and local authorities in terms of safeguarding and good working relations. A key component of this is the identification of potential applicants from data held by Health and schools through appropriate data sharing agreements which contribute significantly to the success of the process.

Publication of Information for Parents

16. The Local Authority is required to publish information for parents detailing the arrangements for admission to schools by 12 September each year. Regulations to be published shortly will require the inclusion of details for future proposals to develop a local University Technology College and a requirement to write to parents of prospective pupils to explain the appropriate admission arrangements if confirmed.
17. In future years, the admissions and co-ordination arrangements will be included as part of a wider school organisation strategy, integrating education settings place planning, admissions arrangements/co-ordination and capital developments into a single overarching strategy aligned to the wider place plans and recommendations identified in the One Doncaster report.

OPTIONS CONSIDERED

Admission Arrangements

18. The LA is required to include in its admission arrangements, information on the order in which places will be offered when a year group is oversubscribed. These are usually referred to as the admission criteria.
19. In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. This reflects the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.
20. The admission criteria for admission to community schools and community school nurseries reflect the requirement to give first priority to children in care. The next criterion gives priority to those who live within a particular catchment area. The remaining school admission criteria also recognise the importance of children attending the same school as siblings and a school which is linked to their present school in the pyramid structure. In circumstances where a place is only available in any of the criterion for one child from a multiple birth i.e. twins, the LA has undertaken to offer each child a place together.

Co-ordinated Admission Arrangements

21. The LA is required to determine arrangements which co-ordinate the admission process to all schools and academies for the year of entry. They must allow for parents to express up to three preferences and require them to apply to their own local authority. These must be considered equally and the eligibility for places will be determined using each schools admission criteria.

22. A pupil will be offered a single place which is the highest ranked school for which they are eligible. Where no place is available the child will be offered an alternative place.
23. Although the mandatory requirement to co-ordinate in year was removed from September 2013 it is proposed that the Local Authority reaffirms its commitment to continue to co-ordinate the admission arrangements during the school year and to seek the agreement of other admission authorities to continue to do so.

REASONS FOR RECOMMENDED OPTIONS

Community School and Nursery Admission Arrangements

24. The LA must ensure that its arrangements take into account the relevant regulations and comply with the mandatory provisions of the Code. They include guidelines in setting oversubscription criteria which ensure that the arrangements are fair to all children and their families, and promote social equity. They must also be consistent with the co-ordinated arrangements for the area.
25. The proposed arrangements are based upon those currently in place and have been subjected to the required consultation. The admission criteria and the retention of Catchment areas, which gives the majority of children in the Borough priority though not a guarantee to an individual school, have been reaffirmed annually. To date, this principle has also been adopted by those schools which have become academies and so determine their own arrangements.
26. The admission arrangements contain details of the admission number for each school. These are reviewed annually and where necessary are revised to take into account changes in the net capacity assessment and variations in the number of pupils expected.

Co-ordinated Admission Arrangements - Primary and Secondary

27. Minor changes have been made to the relevant dates currently in place. These dates are within statutory timescales and have been agreed with the majority of our neighbouring authorities.
28. The mandatory requirement to co-ordinate in-year applications was removed for admission from September 2013. However the Local Authority, in agreement with schools, has previously determined that this should continue and this position is reaffirmed in the proposed arrangements. Continuing to co-ordinate in-year admissions strengthens the Local Authority's safeguarding role by continuing to monitor the movement of pupils and manage the Children Missing Education database. To do otherwise would rely on schools notifying the Authority of applications it receives and their outcomes. It would also mean parents would have to contend with differing arrangements at each school.
29. The Local Authority experiences a large number of in-year applications, the majority of which are due to changes of address, both into and around the Borough.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

30. The main impact of the proposals set out in this report on the Council's key priorities are set out below:

	Outcome	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans.</i> • <i>Mayoral Priority: Protecting Doncaster's vital services.</i> 	<p>The proposal supports the priority outcomes in terms of:-</p> <p>Encouraging local schools to work together in a co-ordinated way; Supporting ease of access for all residents to school places; Prioritising places for local pupils and their siblings; Improve attendance and reduce risk for students out of school; Raising education standards and aspirations of young people; Improving services for Children, Young People and their families. Provide better value for money in simplifying the admission process; Raise the awareness of parents to future proposals for University Technology College provision in Doncaster.</p>
	<p>People live safe, healthy, active an independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding and Communities</i> • <i>Mayoral Priority: Bringing down the cost of living.</i> 	
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	<p>All families thrive</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
	<p>Council services are modern and value for money</p>	
	<p>Working with our partners we will provide strong leadership and governance.</p>	

RISKS AND ASSUMPTIONS

31. If the arrangements fail to comply with the regulations and the Code they may be subject to challenge from parents through objections to Schools Adjudicator or the Local Government Ombudsman. This may have a detrimental impact on other pupils in a school or a financial impact on the Local Authority or schools.
32. If schools do not wish to take part in the in-year co-ordination process the Authority will put in place appropriate processes and safeguards to monitor the movement of pupils.

LEGAL IMPLICATIONS

33. Section 88C of the School Standards and Framework Act 1998, as amended, requires, before the beginning of each school year, the admission authority for a maintained school in England to determine the admission arrangements which are to apply for that year. Before determining the admission arrangements that are to

apply for a year, the admission authority must carry out such consultation about the proposed arrangements as is prescribed in the Regulations below.

34. The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, as amended, state that every admission authority must determine their admission arrangements on or before 28 February in the determination year.
35. The Regulations also require a local authority to formulate, in relation to each academic year, a qualifying scheme in relation to each primary and secondary school in their area. The local authority must formulate a qualifying scheme by 1 January in the relevant determination year and must inform the Secretary of State on or before 28 February in the relevant determination year whether they have secured the adoption of a qualifying scheme or not.
36. The School Information (England) Regulations 2008 require that local authorities publish a composite prospectus for parents by 12 September each year which contains the admissions arrangements. An amendment has been published to the regulations which comes into force on 14 February 2017. This requires local authorities to include details of local University Technology Colleges in the prospectus and to write to parents of prospective pupils to confirm the appropriate admission arrangements to UTCs.

FINANCIAL IMPLICATIONS

37. This report refers to the schemes for admission arrangements to schools but has no effect on either the total number of pupils admitted or on the resources required to administer these admissions.
38. As such there are no financial implications rising directly from this report.

HUMAN RESOURCES IMPLICATIONS

39. There are no HR implications arising from this report.

TECHNOLOGY IMPLICATIONS

40. In line with Digital Council Parents are encouraged to make their applications on-line. However a paper form is available to download or can be provided on request if they do not have use of facilities on-line.

EQUALITY IMPLICATIONS

41. In taking this decision, the decision maker must be aware of their obligations under section 149 Equality Act 2010. This section contains the Public Sector Equality Duty (PSED). It obliges public authorities, when exercising their functions, to have 'due regard' to the need to:
 - a) Eliminate discrimination, harassment and victimization and other conduct which the Act prohibits;
 - b) Advance equality of opportunity; and
 - c) Foster good relations between people who share relevant protected characteristics and those who do not.A Due Regard Statement has been completed and is included at Appendix 1.

42. The relevant protected characteristics under the Equality Act are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, but only in respect of eliminating unlawful discrimination.
43. In addition to the requirements of the Equalities Act, the School Admissions Code published by the Department for Education make it clear that all admission authorities, including Doncaster Council must not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.
44. In accordance with the Code, the arrangements and admission criteria, must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. The Council must ensure that the arrangements do not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs.
45. Special provision has also been made within the In Year Fair Access protocol to prioritise applications for service personnel and crown servants in the line with the requirements of the Code and the Service Forces Covenant. The arrangements also include provision for applications from service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

CONSULTATION

46. The following stakeholders were consulted in accordance with the appropriate regulations and were informed that the draft arrangements had been placed on the Council's website:-
 - i) Community School Admission Arrangements (School and Nursery)

Community schools	Voluntary Aided Schools
Public and interested parties	Neighbouring local authorities
Free Schools	Academies
 - ii) Co-ordinated Admission Arrangements

Voluntary Aided Schools	Free Schools
Academies	Neighbouring local authorities
47. The deadline for consultation was 12 December 2016. No comments were received.
48. Following approval of the determined admission arrangements the Local Authority will publish a copy of those arrangements on its website. An appropriate person or parents may object to the arrangements by writing to the Schools Adjudicator by 15 May 2017.

BACKGROUND PAPERS

49. The following background papers are available:-
- Draft Community Schools Admission Policy 2018/19 - www.doncaster.gov.uk/services/schools/admission-arrangements
 - Draft Qualifying Co-ordinated Admissions Scheme for Primary Schools in Doncaster 2018/19 - www.doncaster.gov.uk/services/schools/admission-arrangements
 - Draft Qualifying Co-ordinated Admissions Scheme for Secondary Schools in Doncaster 2018/19 - www.doncaster.gov.uk/services/schools/admission-arrangements
 - Department for Education - School Admissions Code - www.gov.uk/government/publications/school-admissions-code--2
 - Department for Education - School Admissions Appeal Code - www.gov.uk/government/publications/school-admissions-appeals-code
 - The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 – www.legislation.gov.uk/uksi/2012/8/made
 - The Education (Relevant Areas For Consultation On Admission Arrangements) Regulations 1999 - www.legislation.gov.uk/uksi/1999/124/pdfs/uksi_19990124_en.pdf
 - The School Admissions (Admissions Appeals Arrangements) Regulations 2012 - www.legislation.gov.uk/uksi/2012/9/pdfs/uksi_20120009_en.pdf
 - The School Admissions (Infant Class Size) England Regulations 2012 - www.legislation.gov.uk/uksi/2012/10/pdfs/uksi_20120010_en.pdf
 - Equality, Diversity and Inclusion – Due Regard Statement (Appendix 1)
 - The School Information (England) Regulations 2008 - www.legislation.gov.uk/uksi/2008/3093/pdfs/uksi_20083093_en.pdf
 - Cabinet Report 10 December 2008 - Discretionary Transport Efficiency Savings

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EQUALITY, DIVERSITY AND INCLUSION

DONCASTER METROPLITAN BOROUGH COUNCIL

Due Regard Statement

School Admission Arrangements 2018/19 Academic Year

Due Regard Statement

A **Due Regard Statement** (DRS) is the tool for capturing the evidence to demonstrate that due regard has been shown when the council plans and delivers its functions. A Due Regard Statement must be completed for all programmes, projects and changes to service delivery.

- A DRS should be initiated at the beginning of the programme, project or change to inform project planning
- The DRS runs adjacent to the programme, project or change and is reviewed and completed at the relevant points
- Any reports produced needs to reference “Due Regard” in the main body of the report and the DRS should be attached as an appendix
- The DRS cannot be fully completed until the programme, project or change is delivered.

1	<p>Name of the 'policy' and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the 'policy' is to equality.</p>	<p>The document relates to the annual determination of the following statutory school admission arrangements for the 2018/19 school year:-</p> <ul style="list-style-type: none"> • Primary School Co-ordinated Admission Arrangements; • Secondary School Co-ordinated Admission Arrangements; • Community School Admission Arrangements; • Community School Nursery Admission Arrangements. <p>The above arrangements cover two areas; the Council's duty to co-ordinate the application processes for all pupils resident within the area i.e. the mechanism by which parents may apply for a school place and the Community School Admission arrangements for both school and school nurseries i.e. the mechanism by which priority for places is determined for admission to community schools.</p>
2	<p>Service area responsible for completing this statement.</p>	<p>Education Services: School Admissions, Attendance and Pupil Welfare</p>
3	<p>Summary of the information considered across the protected groups.</p> <p>Service users/residents</p> <p>Doncaster Workforce</p>	<p>In addition to the requirements of the Equalities Act, the School Admissions Code published by the Department for Education make it clear that all admission authorities, including Doncaster Council must not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.</p> <p>The Co-ordinated Admission Arrangements</p> <p>The co-ordinated admission arrangements allow a parent or carer to make an application for a school place. The status of the applicant is not a factor in the application process.</p> <p>The application process is available predominantly through the internet in line with the Council's Digital Strategy and the movement of online access to services. Parents make applications through the Capita ONE Online software which is used by a large number of councils. The</p>

software has an accessible version for parents to use.

Due regard is given to those residents who do not wish to access services online and continue to require more traditional access methods. These access channels will remain for customers wishing to contact the Council in this way. Direct assistance is available in person or over the telephone through the Customer Contact Centre or School Admission Officers.

Where necessary, paper applications are available through other channels i.e. by requesting one in person, by telephone or email through the Customer Contact Centre. Assistance is also available in person or over the telephone through the Customer Contact Centre or School Admission Officers. In addition, the majority of applicants will already have their child in a school or nursery. In these cases further assistance is available directly from the school which will be familiar with their individual communities and the support which they require.

Community School Admission Arrangements

The Community School Admission Arrangements contain the oversubscription criteria. The status of the applicant is not a factor in determining eligibility for a school place. The Code requires that the oversubscription criteria must be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.

The School Admission Code sets out permissible criteria as well as those which must not be used. The criteria set by the Local Authority i.e. Catchment areas, Siblings, Feeder School Link and distance are all permissible criteria within the Code and so are compliant with the Equalities Act.

In cases where an application is unsuccessful, parents are offered the right to an independent appeal and language support is provided as necessary for the family.

Age– These arrangements will have no negative impact on this protected group.

Disability – These arrangements will have no negative impact on this protected group. (Where a child has a Statement of Special Educational Need or an Education, Health and Care Plan, applications are considered under separate provisions.)

		<p>Race – These arrangements will have no negative impact on this protected group. Gender – These arrangements will have no negative impact on this protected group. Sexual Orientation – These arrangements will have no negative impact on this protected group. Religion and Belief – These arrangements will have no negative impact on this protected group. Whilst parents may apply for a school on the basis of their faith or religion, the relevant schools adhere to strict arrangements in compliance with the School Admissions Code. The Council does not determine admission to these schools. Maternity and Pregnancy - These arrangements will have no negative impact on this protected group. Gender Reassignment – These arrangements will have no negative impact on this protected group. Marriage & Civil partnership - These arrangements will have no negative impact on this protected group.</p> <p>Service Personnel and Crown Servants - Special provision has also been made within the In Year Fair Access protocol to prioritise applications in the line with the requirements of the Code and the Service Forces Covenant. The admission policies include provision for applications to be considered one term in advance of a change of address in accordance with the guidance from the DfE.</p>
4	<p>Summary of the consultation/engagement activities</p>	<p>The consultation undertaken is determined by regulation. This includes consultation with all schools and neighbouring local authorities. Governing Bodies, which include parent representatives, are consulted during the autumn term and the arrangements are placed on the Council's website. A feedback form is also provided within the various admission to school booklets which are also available on the website.</p>
5	<p>Real Consideration: Summary of what the evidence shows and how has it been used</p>	<p>Co-ordinated Admission Arrangements - Admission Process In accordance with the Council's Digital Strategy and the movement of online access for service provision, significant changes were to the mechanism for parents to apply for school places from 2015 and the application process is now available predominantly online. Applications through this method have risen significantly since being introduced fully in 2015 demonstrated by the following table:-</p>

		% of Parents Making On-line Applications						
		Year	2011	2012	2013	2014	2015	2016
		Secondary	13.4	13.7	20.9	33.7	84.7	86.0
		Primary	13.5	13.4	24.3	15.2	80.8	89.0
		<p>Additional support is made available where schools are identified as having significant numbers of paper applications.</p> <p>Admission Arrangements – Community School Admission Criteria A consistently high proportion of applicants have been offered a place at a preferred school. 96% of applicants for community primary schools in September 2016 were offered a place at one of their requested schools, higher than the national average. Those pupils not offered a school place at one of their preferred schools were allocated an local alternative school.</p>						
6	Decision Making	<p>This Due Regard Statement will be specifically referred to and deliberated within the agenda item at Cabinet meeting on 14 February 2017.</p> <p>The Mayor and Portfolio holder will be provided with the statement in advance of the Cabinet meeting.</p>						
7	Monitoring and Review	<p>The arrangements are determined on an annual basis in line with statutory requirements and guidance from the Department for Education. Progress at a more operational level is covered under the council's standard performance management framework; and is monitored on an on-going basis.</p>						
8	Sign off and approval for publication	<p>Neil McAllister – School Organisation Service Manager Learning and Opportunities: Children and Young People</p>						



Doncaster
Metropolitan Borough Council

Nursery Admission Policy For Community Schools In Doncaster

2018 - 2019

(V3)

www.doncaster.gov.uk

Doncaster Council
Nursery Admission Policy - Community Schools
2018/2019 School Year

- 1 The Local Authority (LA) is the Admission Authority for community schools. Only the LA is able to decide who is eligible for a place in these schools. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. This policy reflects the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.
- 3 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability places, successful applicants will be eligible for admission during the term following their third birthday. (See section 12.)
- 4 Pupils are entitled to 15 hours free provision per week for 38 weeks.

Admission Limit

- 5 The Admission Limit determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and;
 - is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and
 - takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.
- 6 Admission Limits are given in Appendix 1.

Closing and Announcement Dates

- 7 The closing date for receipt of applications for nursery in September 2018 is 2 October 2017. Decisions are posted to parents on 6 November 2017. Late applications are accepted and will be considered after those received by the closing date have been processed.
- 8 Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted on the following Friday

Admission to Nursery

- 9 A child who has attained the age of three years on, or before, the 31 August 2018 will normally be admitted part-time to a nursery class from the start of the following school year.
- 10 Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

- 11 Only in exceptional circumstances will a pupil be allowed to transfer between schools during a term i.e. where they change their address or there is a change in child care arrangements.

Early Admission

- 12 Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the school in criteria order as follows;
- a) Children born in the Autumn Term may be able to start in the Spring Term.
 - b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

Allocation of Places and Admission Criteria

- 13 This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education, Health and Care Plan naming the school, the criteria for allocating places is listed below in order of priority:

- a) Children who are Looked After Children and all previously Looked After Childrenⁱ
- b) Children who are ordinarily residentⁱⁱ in the catchment area of the preferred school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

- c) Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the requested school at the point of application (excluding nursery). Where the preferred school is an infant school, attendance at a linked junior school will be included.
- d) Doncaster children who live in the catchment area of a school without a nursery.
- e) Doncaster children who live in the catchment area of a school with a nursery.
- f) Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the preferred school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the school building. In the case of split site schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

Waiting Lists

- 14 In the event of a parent being refused admission, the child's name will be placed on a waiting list for the preferred nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first). If a place becomes available it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application. A change of address can affect a pupils position on the waiting list
- 15 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

Notes

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address.

It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Admission of Service Personnel and Crown Servants

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Provision is also made to allow for the admission of children of service personnel and crown servants into schools above the admission number where staffing ratios allow.

i Children who are Looked After Children and all previously Looked After Children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

ii Ordinarily Resident

Reference to where a pupil is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. If parents are moving address they will

only be considered as being ordinarily resident and, therefore, considered under this criterion, when they are living at their new address.

Further Information

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the school or the LA as follows:-

Address: Education Services: School Admissions, Attendance and Pupil Welfare, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU
Telephone: 01302 737274 or 01302 737205
email address: admissions@doncaster.gov.uk

APPENDIX 1

Nursery Admission Number			
Adwick Washington Infant	78	Mexborough Park Road Infant	78
Armthorpe Southfield Primary	52	New Pastures Primary	52
Armthorpe Tranmoor Primary	78	Norton Infant	52
Askern Moss Road Infant	52	Owston Park Primary	52
Balby Central Primary	60	Park Primary	52
Barnburgh Primary	26	Plover Primary	52
Bawtry Mayflower Primary	26	Rossington Toredale Infant	52
Bentley High Street Primary	78	Sandringham Primary	52
Bentley New Village Primary	52	Scawsby Rosedale Primary	39
Bessacarr Primary	52	Scawsby Saltersgate Infant	78
Carcroft Primary	52	Scawthorpe Castle Hills Primary	52
Edlington Victoria Primary	52	Scawthorpe Sunnyfields Primary	52
Hatfield Sheep Dip Lane Primary	52	Sprotbrough Orchard Infant	52
Hawthorn Primary	52	Stainforth Kirton Lane Primary	26
Hayfield Lane Primary	52	Stirling Primary	52
Hill Top Primary	52	Thorne Brooke Primary	52
Intake Primary	52	Thorne Green Top Primary	60
Kingfisher Primary	52	Thorne King Edward Primary	52
Kirkby Avenue Primary	52	Toll Bar Primary	52
Lakeside Primary	52	Town Field Primary	52
Littlemoor Infant	78	Warmsworth Primary	52
Longtoft Primary	52	West Road Primary	78
Mallard Primary	52	Windhill Primary	52
Mexborough Highwoods Primary (subject to formal consultation).	52	Woodlands Primary	52

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Doncaster
Metropolitan Borough Council

Admission Arrangements For Community Schools

2018 - 2019
(V2)

Doncaster Council

Admission Arrangements for Community Schools 2018/2019 School Year

- 1 The Local Authority (LA) is the Admission Authority for community schools. Only the LA is able to decide who is eligible for a place in these schools. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Published Admission Number

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the LA consults with the Governing Body of the school before the admission number is set. (See Appendix 1.)
- 4 Before making a final decision, the LA consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Formⁱ (AF) or Transfer Formⁱⁱ (TF) under a Co-ordinated Admission Schemeⁱⁱⁱ (CAS).

Expressing A Preference

- 6 Applications for admission should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 7 The closing date for receipt of preferences for the year of entry is 15 January 2018. Late applications for the year of entry are processed after those received by the closing date.

Announcement Date for Parental Preferences

- 8 For those applications received by the closing date noted in 7 above, emails and letters will be sent to parents on 16 April 2018.

Eligibility For A Place At A School - Oversubscription Criteria

A. Primary and Infant Schools

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) **Looked After Children and all previously Looked After Children^{iv}**

b) **Catchment Area**

Children who are ordinarily resident^v in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA at www.doncaster.gov.uk/admissions)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. For other admissions the applicable date is the date of application.

c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant school, attendance at a linked junior school will be included.

d) **Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence^v, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

Eligibility For A Place At A School - Oversubscription Criteria

B. Junior Schools

- 10 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care plan or Statement of Special Educational Need naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) **Looked After Children and all previously Looked After Children^{iv}**

b) **Link Schools**

Children attending a school which is a linked infant school and who have, on the closing date, attended a linked infant school continuously for more than one calendar year. (See Appendix 1.)

c) **Catchment Area**

Children who are ordinarily resident^v in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA at www.doncaster.gov.uk/admissions)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. For other admissions the applicable date is the date of application.

d) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, at the point of admission. Attendance at a linked infant school will be included.

e) **Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence^v, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

The Offer Of A Place At A School

- 11 Decisions will be sent to parents in accordance with the Authority's CAS. i.e. for those received by the closing date the national announcement date is 16 April 2018.

Waiting Lists

- 12 For the year of entry, pupils will be added to the waiting list(s) of community schools where they are refused a place and those schools were ranked higher on the AF than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e. 31 December 2018.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

In Year Transfers

- 14 Applications for in year transfers are considered in accordance with the LA's CAS.
- 15 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 16 A pupil will be deemed eligible for admission if there are sufficient places (see point 22, regarding repeat applications) unless specific circumstances apply^{vi}. However, a pupil will not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.
- 17 Where multiple applications are received for the same year group and there are insufficient places for all applicants, eligibility for admission will be considered in accordance with the admission criteria set out above.
- 18 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 19 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 20 Pupils are normally admitted to a school at the start of the next new term other than:-
 - a. where the Headteacher in consultation with the LA considers that the pupil should be admitted earlier in the circumstances of the case, or;
 - b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the pupil would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
 - c. the pupil is not on the roll of a school.
- 21 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 22 Repeat applications made for the same year group during the same academic year will not be considered unless there has been significant and material change to either the families or the schools circumstances, since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal or parents chose not to disclose information, this will not be considered as additional information or a change in circumstances.
- 23 In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

Allocation Of Places

- 24 If an application from a Doncaster resident is refused and the pupil does not currently have a place in a Doncaster school, a place will be offered at an alternative school in accordance with the LA's CAS.

Independent Appeals

- 25 If a place is not offered at a preferred school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 26 Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Explanatory Notes

i Application Form (AF)

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

ii Transfer Form (TF)

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

iii Co-ordination/Co-ordinated Schemes(CAS)

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

iv Children who are Looked After Children and all previously Looked After Children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

v **Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. An address will only be considered when they are living there. This includes updating the position on a waiting list.

vi **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

General Information

Delaying Entry to a Reception Class and Part-time Attendance

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

Parents can also request that their child attends part-time until the child reaches compulsory school age. The request will be considered by the headteacher in circumstances where it appears to be in the best interest of the child.

Deferring Entry of summer born children outside their normal age group

Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the Local Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).

Parents should set out their reasons for their request using the Deferred Entry Request Form and send it to the Local Authority during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date - 15 January. Further guidance and the form can be found on the Council Website at www.doncaster.gov.uk/services/schools/primary-admissions

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Admission of Service Personnel and Crown Servants

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

Further Information

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Primary School Booklet, available as follows:-

Telephone: 01302 735988

Address: Education Services: School Admissions, Attendance and Pupil Welfare,
Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: admissions@doncaster.gov.uk Web: www.doncaster.gov.uk/admissions

APPENDIX 1

Published Admission Numbers

School Name	Admission Number	School Name	Admission Number
Adwick Primary	60	Mexborough Highwoods Primary	30
Arksey Primary	20	New Pastures Primary	40
Armthorpe Southfield Primary	60	Norton Infant	60
Armthorpe Tranmoor Primary	60	Norton Junior	60
Askern Moss Road Infant	40	Owston Park Primary	60
Askern Spa Junior	90	Park Primary	60
Barnburgh Primary	30	Plover Primary	50
Bawtry Mayflower Primary	40	Rossington Toredale Infant	60
Bentley High Street Primary	50	Sandringham Primary	60
Bentley New Village Primary	60	Scawsby Rosedale Primary	30
Bessacarr Primary	60	Scawsby Saltersgate Infant	90
Carcroft Primary	60	Scawsby Saltersgate Junior	90
Copley Junior	56	Scawthorpe Castle Hills Primary	40
Edlington Victoria Primary	60	Scawthorpe Sunnyfields Primary	40
Hatchell Wood Primary	60	Sprotbrough Orchard Infant	56
Hatfield Sheep Dip Lane Primary	40	Stainforth Kirton Lane Primary	30
Hawthorn Primary	40	Stirling Primary	60
Hayfield Lane Primary	30	Thorne Brooke Primary	50
Hexthorpe Primary	90	Thorne Green Top Primary	60
Hill Top Primary	50	Thorne King Edward Primary	50
Intake Primary	60	Tickhill Estfeld Primary	30
Kirkby Avenue Primary	40	Toll Bar Primary	30
Lakeside Primary	50	Town Field Primary	60
Littlemoor Children's Centre and School	60	Wadworth Primary	30
Long Toft Primary	60	Warmsworth Primary	60
Mallard Primary	60	West Road Primary	50
Marshland Primary	30	Windhill Primary	40
		Woodlands Primary	60

**Linked Community Schools
(Infant/Junior)**

Norton Infant	Norton Junior
Littlemoor Children's Centre and School Askern Moss Road Infant	Askern Spa Junior
Sprotbrough Orchard Infant	Copley Junior
Scawsby Saltersgate Infant	Scawsby Saltersgate Junior
Rossington Toredale Infant* Grange Lane Infant Academy	Pheasant Bank Academy

* Community School linked to an Academy.

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Doncaster
Metropolitan Borough Council

Qualifying Co-ordinated Admissions Scheme For Primary Schools In Doncaster

2018 - 2019
(V2)

www.doncaster.gov.uk

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Qualifying Co-ordinated Admissions Scheme for Primary Schools in Doncaster

Introduction

- 1 This scheme is made under Section 89B of the School Standards and Framework Act 1998 and in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

Interpretation

- 2 In this scheme –

“the LA” means Doncaster Metropolitan Borough Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA are the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“admission authority” in relation to a community school means the LA, in relation to a VA school means the governing body of that school and in the case of an academy it will be the academy trust;

“school” means a community or voluntary aided school which is maintained by the LA or an academy (but not a special school);

“appropriate school” means a primary school providing primary education;

“the specified year” means the school year beginning at or about the beginning of **September 2018**;

“academy” are defined in Section 1A of the Academies Act 2010;

“VA schools” means such of the schools as are voluntary-aided schools;

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“in-year transfer” means an application for a place in a year group other than the first year of primary education or junior school, or any application for admission to the first year that is received on or after **31 August 2018**; and

“resident” for the purposes of the year of entry applications received by the closing date, resident means the area of the local authority where a person is ordinarily resident on **15 January 2018** i.e. they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. At all other times this relates to the address at the time of application.

The Scheme

- 3** Pursuant to Section 89B of the School Standards and Framework Act 1998, and in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils (other than for those pupils with a statement, or proposed statement, of Special Educational Needs) to primary schools in the LA area and to the primary schools of those other LAs who have agreed to co-ordinate their admission arrangements with Doncaster LA (“the scheme”).
- 4** The scheme referred to below shall be determined in accordance with the provisions set out in Schedule 1, and processed in accordance with the timetable set out in Schedule 2.
- 5** The scheme shall apply to every primary school in the LA area (except special schools) and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in Schedule 6.
- 6** For Year of Entry applications, the LA will co-ordinate with those LAs who have agreed to co-ordinate their admission arrangements in Schedule 5
- 7** For In-Year applications the LA will only co-ordinate applications made for Doncaster Schools.

SCHEDULE 1

PART I - THE SCHEME

- 1** Parents will be invited to make their applications online. A standard form known as the Common Application Form (CAF) will be available to parents on request.
- 2** The online application process or CAF must be used as a means of expressing up to three preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
 - a) to be admitted to a school within the LA area (including VA schools and academies);
 - b) to be admitted to a school located in another LA’s area (including VA schools and academies).

- 3 The online application process or CAF will –
 - a) invite the parent to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
 - b) invite parents to give their reasons for each preference.
 - c) specify the closing date and where it must be returned to.
- 4 The LA will make appropriate arrangements to ensure:
 - a) parents to apply on line for a school place;
 - b) that the CAF is available on request from the LA, from all primary and secondary schools in the LA area, online; and
 - c) that details of the co-ordinated admissions scheme are available online.
- 5 The LA, with the co-operation of Doncaster schools, will take all reasonable steps to ensure that every parent resident in the LA area who has a child due to commence in a reception class of an infant school, or year 3 of a Junior school, in the specified year receives information regarding the application process and access to details of the co-ordinated admissions scheme.
- 6 All preferences expressed on the online application form or CAF are valid applications and will be considered in accordance with the published admission arrangements for the respective school.

Equal Preferences

- 8 This scheme shall be classed as an 'Equal Preference Scheme'. All applications will be considered against published admission criteria, but without any reference to how the school applied for has been ranked by parents. If an individual child can be offered a place at more than one school, a place will be offered at the highest ranked school at which a place was available.

Supplementary Information Forms (SIF)

- 9 An admission authority can require parents who wish to nominate, or have nominated, their school on the online application process or CAF, to provide additional information on a supplementary information form (SIF) only where the additional information is required for them to apply their oversubscription criteria to the application. Where a SIF is required it must be returned to the school.
- 10 A SIF it will not be regarded as a valid application unless the parent has also completed an online application process or CAF and the school is nominated on it. Under the requirements of the scheme, parents will not be under any obligation to complete an individual SIF.

Testing

- 11 No Doncaster primary schools operate admission arrangements that include criteria for selection by ability or aptitude. Where a parent applies for a school in another LA which does have a selection test (whether a test of ability or aptitude) as part of the school's admission arrangements, that admission authority should

ensure that parents are informed of the outcome of entry tests before they make their applications for other schools.

Processing of Common Application Forms

- 12** The closing date for applications is **15 January 2018**. The default position is for parents to apply online. Any completed CAFs received by schools must be immediately forwarded to the LA.

Determining offers in response to the Common Application Form

- 13** The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to an online application form or CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the online application process or CAF where-
- (a) it is acting in its separate capacity as an admission authority, or
 - (b) where it has been asked to act on behalf of another admission authority, or
 - (c) an applicant is eligible for a place at more than one school, or
 - (d) an applicant is not eligible for a place at any school that the parent has nominated, in which case the LA will allocate a place in accordance with the provisions set out below.
- 14** **By 9 February 2018**, the LA will have provided other LAs with all relevant details of every preference expressed for a place in a primary school maintained by them by a parent resident in Doncaster, and will have received from other LAs all relevant details of every preference expressed for a place in a Doncaster primary school by a parent resident in their area.
- 15** **By 9 February 2018**, the LA will have provided the admission authority for each Doncaster primary school with all relevant details of every preference expressed by a parent for a place at their school.
- “All relevant details” will include any SIF required in support of the application by the admission authority and received by the above date.
- 16** **By 13 March 2018** the admission authority of each Doncaster primary school will have considered all preferences expressed for a place at the school in accordance with the published admission arrangements for the school, and have provided the LA with a list of children ranked according to the school’s oversubscription criteria (published as part of the admissions arrangements) and confirmed those children eligible to a place.
- 17** **By 29 March 2018** the LA will have exchanged potential offers with neighbouring authorities.
- 18** **By 29 March 2018** The LA will have matched each ranked list against the ranked lists of all other schools in Doncaster and:
- Where the child is eligible for a place at only one of the schools preferred on the online application form or CAF, that place will be allocated to the child.
 - Where the child is eligible for a place at more than one school listed on the online application form or CAF, a place will be allocated at the school ranked highest by the parents on the online application form or CAF and,

- Where a child has not been allocated a place at all of the schools preferred on his/her online application from or CAF, a place will be allocated at a school determined in accordance with the provisions of Schedule 4.
 - The LA will inform other LAs of the children of parents resident in their area who are eligible for a place in a Doncaster primary school and of those children not eligible together with the reasons for the unsuccessful preference.
- 19** **By 16 April 2018**, the LA will inform Doncaster primary schools of the pupils to be offered places at their schools.
- 20** **On 16 April 2018** parents will be sent a letter notifying them that they are being offered a place at the allocated school. This letter will give the following information:
- The name of the school at which a place is offered;
 - If a place is not offered at any preferred school listed on the online application from or CAF – the reasons for the refusal;
 - Information about the statutory right of appeal against any decisions made;
 - Contact details to lodge appeals as necessary.

The letter will not inform parents of places still available at other schools.

- 21** **30 April:** the deadline for parents to accept the place offered as required by the published admissions arrangements for the school.

PART II - LATE APPLICATIONS

- 22** The closing date for applications in the normal admissions round is **15 January 2018**. All applications received after **15 January 2018 and by 16 April 2018** will be sent offer/refusal letters no later than **30 April 2018**.

Applications received after **16 April 2018 and by 30 April 2018** inclusive will be sent offer/refusal letters no later than **31 May 2018**.

Applications received after **30 April 2018** and up to **31 August 2018** will be processed on an on going basis.

Applications received after **31 August 2018** will be dealt with as in-year transfers.

- 23** **By 6 July 2018** for the junior transfer group, the LA will offer a place to any Doncaster child it is aware of, for whom it has not received an application, in accordance with Schedule 4.

PART III – WAITING LISTS

- 24** Unless otherwise indicated in the individual admission arrangements, a waiting list will be held for any school for which a place has been refused until the end of the autumn term in the admission year.

PART IV – IN-YEAR TRANSFERS

- 25** Applications received from **1 September 2018** onwards for admission into any year group are classed as in-year transfers.
- 26** The LA will be co-ordinating all applications for in-year transfers within Doncaster.
- 27** Applications for admission to any secondary school in Doncaster must be made on the Doncaster In-Year Transfer Form.
- 28** Applications for Doncaster secondary schools from parents resident in other local authorities should be made on the Doncaster In-Year Transfer Form.
- 29** Where a place is not available at the requested school(s) Doncaster LA will allocate a place in accordance with the provisions of Schedule 4.
- 30** A single offer of a place will be made by the Doncaster LA in respect of applications for Doncaster Schools.

PART V – IN YEAR FAIR ACCESS PROTOCOL

- 31** All admission authorities within Doncaster are part of the In Year Fair Access Protocol. In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements.

PART VI – DONCASTER ARMED FORCES COMMUNITY COVENANT

- 32** To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.
- 33** Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants. Full details are identified in the Protocol.

PART VII – FALSE INFORMATION

- 33** Where an offer of a place made under the scheme is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim to the place at the school, the offer of the place may be withdrawn where this provision is included in the respective admission arrangements of the respective admission authority.
- 34** In determining whether to withdraw the offer of the place, account will be taken of whether the child has commenced at the school and, if so, the length of time the child has been attending.
- 35** Where a place, or an offer has been withdrawn the application will be reconsidered and an independent appeal offered where the child cannot be re-offered a place or re-admitted to the school.

SCHEDULE 2

CO-ORDINATED SCHEME TIMETABLE

- 15 January 2018** Closing date for the online application form or CAFs to be returned to the LA (or feeder schools for forwarding to the LA).
- 9 February 2018** By this date:
A transfer/receipt of applications from/to neighbouring LAs will be undertaken.
- 9 February 2018** Details of applications for places at Doncaster VA schools will be sent to the respective Governing Bodies.
- 13 March 2018** By this date:
Doncaster VA schools will have provided the LA with ranked lists of applicants according to the Governing Bodies admission arrangements.
- 16 March 2018** By this date:
The LA will match the ranked lists of all the schools to identify potential offer of places in accordance with paragraph 16 of Schedule 1.

By this date:
The LA will have exchanged potential offers with neighbouring LAs.
- 29 March 2018** The LA will inform other LAs of the outcome of all parental preferences for places in Doncaster primary schools from their residents together with reasons for any unsuccessful preferences.
- 16 April 2018** By this date:
In accordance with paragraph 16 of Schedule 1, the LA will allocate a place to any pupil not eligible to a place at all preferred schools on the online application form or CAF.
- 16 April 2018** Notifications sent to parents.
- 30 April 2018** Last date for offers to be accepted by parents.

SCHEDULE 3

IN-YEAR TRANSFERS CO-ORDINATED SCHEME TIMETABLE

1. Application Requested

Within 2 Working Days of Request

Application Form sent



2. Application Received - Determination of Eligibility

Option A – Community/Other Schools for whom the LA is determining Eligibility

Within 7 School Days

School Contacted to determine availability of places

Option B – Other Doncaster Schools

Within 2 School Days*

Preference Information sent to Admission Authority (AA)

Within 10 School Days of Receipt of Form*

Determination made by AA and LA notified

*Subject to agreement schools may be contacted by telephone for a determination.



3. Following Receipt by LA of Determination

Within 7 School Days of Determination

Decision Letter sent to Parents by LA



4. Following Offer

Within 10 Days of Letter

Place Accepted by Parents (if required)

SCHEDULE 4

ALLOCATION OF ALTERNATIVE PLACES DETERMINATION OF NEAREST APPROPRIATE SCHOOL

- 1** For the purposes of Schedule 1, outside of the normal admissions round for reception, the Local Authority will allocate places as follows where a pupil has not secured a place at a requested school or schools.
- 2** If there are vacancies, a place will be given first at a pupil's catchment area school.
- 3** If after allocating places in accordance with paragraph 2 above, there remain pupils to which no school has been allocated then, consideration will be given to allocating a place at the nearest Doncaster school with a vacancy to the pupil's home address. This will be determined by measuring the distance, by road, from the point of the front entrance of the pupil's home address - to the entrance nearest to the reception point of the school. Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
- 4** In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purposes of morning registration.
- 5** At each stage above, if there are insufficient places, the schools admission policy will determine which child(ren) should be allocated places.
- 6** In all instances, a parent will be offered the right to an independent appeal and be able to apply for an alternative school. There will be no compulsion for the parent to accept the allocated place.

SCHEDULE 5

LOCAL AUTHORITIES WHO HAVE AGREED TO CO-ORDINATE THEIR YEAR OF ENTRY ADMISSION ARRANGEMENTS WITH DONCASTER LA

Barnsley	North East Lincolnshire	Rotherham
East Riding of Yorkshire	North Yorkshire	Sheffield
Lincolnshire	Nottinghamshire	Wakefield
North Lincolnshire		

SCHEDULE 6

Community Schools: Admissions Authority – Doncaster LA

Askern Littlemoor Infant	Carcroft Primary	Sandringham Primary
Askern Moss Road Infant	Bessacarr Primary	Scawsby Rosedale Primary
Norton Infant	Edlington Victoria Primary	Scawthorpe Castle Hills Primary
Rossington Toredale Infant	Hatchell Wood Primary	Scawthorpe Sunnyfields Primary
Scawsby Saltersgate Infant	Hatfield Sheep Dip Lane Primary	Stainforth Kirton Lane Primary
Sprotbrough Orchard Infant	Hawthorn Primary	Stirling Primary
Askern Spa Junior	Hayfield Lane Primary	Thorne Brooke Primary
Copley Junior	Hill Top Primary	Thorne Green Top Primary
Norton Junior	Intake Primary	Thorne King Edward Primary
Adwick Primary School	Kirkby Avenue Primary	Marshland Primary
Scawsby Saltersgate Junior	Lakeside Primary	Tickhill Estfeld Primary
Arksey Primary	Long Toft Primary	Toll Bar Primary
Armthorpe Southfield Primary	Mallard Primary	Town Field Primary
Armthorpe Tranmoor Primary	Mexborough Highwoods Primary	Wadworth Primary
Barnburgh Primary	New Pastures Primary	Warmsworth Primary
Bawtry Mayflower Primary	Owston Park Primary	West Road Primary, Moorends
Bentley High Street Primary	Park Primary	Windhill Primary
Bentley New Village Primary	Plover Primary	Woodlands Primary

Voluntary Aided & Academies: Admission Authority Governing Body/Trustees

All Saints CofE Primary, Hooton Pagnell	Highfields Primary Academy	Rowena Academy
Auckley School	Hillside Academy	Shaw Wood Academy
Barnby Dun Primary	Holy Family RC Primary	St Alban's RC Primary
Balby Central Primary	Kingfisher Primary	
Branton St Wilfrid's CofE Primary	Kirk Sandal Infant	St Francis Xavier RC Primary
Canon Popham CofE Primary and Nursery	Kirk Sandal Junior	St Joseph & St Teresa's RC Primary
Carr Lodge Academy	Mexborough St John the Baptist CofE Primary	St Joseph's RC Primary
Castle Academy	Montagu Primary	St Mary's RC Primary
Conisbrough Ivanhoe Primary	Morley Place Academy	St Oswald's CofE Primary
Crookesbroom Primary Academy	Our Lady Of Mount Carmel RC Primary	St Peter's RC Primary
Denaby Main Primary Academy	Our Lady Of Perpetual Help RC Primary	Tickhill St Mary's CofE Primary

Dunsville Primary Academy	Our Lady Of Sorrows RC Primary	Travis St Lawrence CofE Primary
Edenthorpe Hall Academy	Pheasant Bank Academy	Willow Primary
Grange Lane Infant	Rossington St Michael's CofE Primary	Waverley Primary
Hatfield Woodhouse Primary	Richmond Hill Primary	Woodfield Primary
Hexthorpe Primary Academy		

Further Information

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Primary School Booklet, available as follows:-

Telephone: 01302 735988

Address: Education Services: School Admissions, Attendance and Pupil Welfare,
Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: admissions@doncaster.gov.uk Web: www.doncaster.gov.uk/admissions

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Doncaster
Metropolitan Borough Council

Qualifying Co-ordinated Admissions Scheme For Secondary Schools In Doncaster

2018 - 2019
(V1)

www.doncaster.gov.uk

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Qualifying Co-ordinated Admissions Scheme For Secondary Schools In Doncaster

Introduction

- 1 This scheme is made under Section 89B of the School Standards and Framework Act 1998 and in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

Interpretation

- 2 In this scheme –

“the LA” means Doncaster Metropolitan Borough Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA are the local authority;

“primary education” has the same meaning as in section 2(1) of the Education Act 1996;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“admission authority” in relation to an academy refers to the academy trust;

“school” refers to an academy (but not a special school);

“appropriate school” means a secondary school or academy providing secondary education;

“the specified year” means the school year beginning at or about the beginning of **September 2018**;

“academy” are defined in Section 1A of the Academies Act 2010;

“eligible for a place” means that a child has been placed on a school’s ranked list at such a point which falls within the school’s published admission number.

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“in-year transfer” means an application for a place in a year group other than the first year of secondary education, or any application for admission to the first year that is received on or after **31 August 2018**; and

“resident” for the purposes of the year of entry applications received by the closing date, resident means the area of the local authority where a person is ordinarily resident on **30 November 2017** i.e. they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. At all other times this relates to the address at the time of application.

The Scheme

- 3** Pursuant to Section 89B of the School Standards and Framework Act 1998, and in accordance The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils (other than for those pupils with a statement, or proposed statement, of Special Educational Needs) to secondary schools in the LA area and to the secondary schools of those other LAs who have agreed to co-ordinate their admission arrangements with Doncaster LA (“the scheme”).
- 4** The scheme referred to below shall be determined in accordance with the provisions set out in Schedule 1, and processed in accordance with the timetable set out in Schedule 3.
- 5** The scheme shall apply to every secondary school in the LA area (except special schools) and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in Schedule 6.
- 6** For Year of Entry applications, the LA will co-ordinate with those LAs who have agreed to co-ordinate their admission arrangements in Schedule 5
- 7** For In-Year applications the LA will only co-ordinate applications made for Doncaster Schools.

SCHEDULE 1

PART I - THE SCHEME

- 1 Parents will be invited to make their applications online. A standard form known as the Common Application Form (CAF) will be available to parents on request.
- 2 The online application process or CAF must be used as a means of expressing up to three preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
 - a) to be admitted to an academy within the LA area;
 - b) to be admitted to a school located in another LA's area (including community, VA, foundation schools and academies).
- 3 The online application process or CAF will –
 - a) invite the parent to express up to three preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference.
 - b) invite parents to give their reasons for each preference.
 - c) specify the closing date.
- 4 The LA will make appropriate arrangements to ensure:
 - a) parents to apply on line for a school place;
 - b) that the CAF is available on request from the LA, from all primary and secondary schools in the LA area, online; and
 - c) that details of the co-ordinated admissions scheme are available online.
- 5 The LA, with the co-operation of Doncaster schools, will take all reasonable steps to ensure that every parent resident in the LA area who will have a child in their last year of primary education in the school year prior to the specified year, receives information regarding the application process and access to details of the co-ordinated admissions scheme.
- 6 All preferences expressed through the online application form or CAF are valid applications and will be considered in accordance with the published admission arrangements for the respective school.

Equal Preferences

- 8 This scheme shall be classed as an 'Equal Preference Scheme'. All applications will be considered against published admission criteria, but without any reference to how the school applied for has been ranked by parents. If an individual child can be offered a place at more than one school, a place will be offered at the highest ranked school at which a place was available.

Supplementary Information Forms (SIF)

- 9 An admission authority can require parents who wish to nominate, or have nominated, their school through the online application process or CAF, to provide additional information on a supplementary information form (SIF) only where the additional information is required for them to apply their oversubscription criteria to the application. Where a SIF is required it must be returned to the school.
- 10 A SIF it will not be regarded as a valid application unless the parent has also completed the online application process or CAF and the school is nominated on it. Under the requirements of the scheme, parents will not be under any obligation to complete an individual SIF.

Testing

- 11 No Doncaster secondary schools operate admission arrangements that include criteria for selection by ability or aptitude. Where a parent applies for a school in another LA which does have a selection test (whether a test of ability or aptitude) as part of the school's admission arrangements, that admission authority should ensure that parents are informed of the outcome of entry tests before they make their applications for other schools.

Processing of Common Application Forms

- 12 The closing date for applications is **31 October 2017**. The default position is for parents to apply online. Any CAFs received by schools must be immediately forwarded to the LA.

Determining offers in response to the Common Application Form

- 13 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to an online application or CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed through the online application process or CAF where-
 - (a) it is acting in its separate capacity as an admission authority, or
 - (b) where it has been asked to act on behalf of another admission authority, or
 - (c) an applicant is eligible for a place at more than one school, or
 - (d) an applicant is not eligible for a place at any school that the parent has nominated, in which case the LA will allocate a place in accordance with the provisions set out below.
- 14 **By 4 December 2017**, the LA will have provided other LAs with all relevant details of every preference expressed for a place in a secondary school maintained by them by a parent resident in Doncaster, and will have received from other LAs all relevant details of every preference expressed for a place in a Doncaster secondary school by a parent resident in their area.

The LA will also have provided the relevant admission authority for each Doncaster secondary school with all relevant details of every preference expressed by a parent for a place at their school.

"All relevant details" will include any SIF required in support of the application by the admission authority and received by the above date.

15 **By 15 December 2017** the admission authority of each Doncaster secondary school will have considered all preferences expressed for a place at the school in accordance with the published admission arrangements for the school, and have provided the LA with a list of children ranked according to the school's oversubscription criteria (published as part of the admissions arrangements) and confirmed those children eligible to a place.

16 **By 15 January 2018** The LA will have matched each ranked list against the ranked lists of all other schools in Doncaster and:

- Where the child is eligible for a place at only one of the schools preferred on the online application form or CAF, that place will be allocated to the child.
- Where the child is eligible for a place at more than one school listed on the online application form or CAF, a place will be allocated at the school ranked highest by the parents on the online application form or CAF and,

The LA will inform other LAs of the children of parents resident in their area who are eligible for a place in a Doncaster secondary school and of those children not eligible together with the reasons for the unsuccessful preference.

17 **By 26 January 2018** the LA will, as a consequence of information received from other LAs regarding children of parents resident in Doncaster eligible to a place in a secondary school maintained by those LAs, have again carried out the actions identified above and, **by 9 February 2018**, have informed other LAs of the consequences of doing so.

18 **By 16 February 2018**, following any consequential amendments arising from the actions carried out in accordance with the above, the LA will make no further changes to the ranked list of each Doncaster secondary school and will offer to the parent the place at the school allocated to their child at that date.

Where a child has not been allocated a place at all of the schools preferred on his/her online application form or CAF, a place will be allocated at a school determined in accordance with the provisions of Schedule 2.

The LA will also have informed Doncaster secondary schools of the pupils to be offered places at their schools.

19 **On 1 March 2018** parents will be sent a letter notifying that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered;
- If a place is not offered at any preferred school listed on the online application form or CAF – the reasons for the refusal;
- Information about the statutory right of appeal against any decisions made;
- Contact details to lodge appeals as necessary.

The letter will not inform parents of places still available at other schools.

20 **15 March 2018:** the deadline for parents to accept the place offered as required by the published admissions arrangements for the school.

PART II - LATE APPLICATIONS

- 21** The closing date for applications in the normal admissions round is **31 October 2017**. Where paper CAFs are received after this and by no later than **30 November 2017**, these will be included in the offers of secondary school places made on national offer day.

All other applications received between **1 December 2017 and 28 February 2018** inclusive will be sent offer/refusal letters by the LA no later than **29 March 2018**.

Applications received between **1 March 2018 and 29 March 2018** inclusive will be sent offer/refusal letters no later than **27 April 2018**.

Applications received after **29 March 2018** and up to **31 August 2018** will be processed by the LA on an ongoing basis.

Applications received after **31 August 2018** will be dealt with as in-year transfers.

- 22** **By 6 July 2018** the LA will offer a place to any Doncaster child it is aware of, for whom it has not received an application, in accordance with Schedule 2.

PART III – WAITING LISTS

- 23** Unless otherwise indicated in the individual admission arrangements, a waiting list will be held for any school for which a place has been refused until the end of the autumn term in the admission year.

PART IV – IN-YEAR TRANSFERS

- 24** Applications received from **1 September 2018** onwards for admission into any year group are classed as in-year transfers.
- 25** The LA will be co-ordinating all applications for in-year transfers within Doncaster.
- 26** Applications for admission to any secondary school in Doncaster must be made on the Doncaster In-Year Transfer Form.
- 27** Applications for Doncaster secondary schools from parents resident in other local authorities should be made on the Doncaster In-Year Transfer Form.
- 28** Where a place is not available at the requested school(s) Doncaster LA will allocate a place in accordance with the provisions of Schedule 2.
- 29** A single offer of a place will be made by the Doncaster LA in respect of applications for Doncaster Schools.

PART V – IN YEAR FAIR ACCESS PROTOCOL

- 30** All admission authorities within Doncaster are part of the In Year Fair Access Protocol. In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements.

PART VI – DONCASTER ARMED FORCES COMMUNITY COVENANT

- 31** To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.
- 32** Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

PART VII – FALSE INFORMATION

- 33** Where an offer of a place made under the scheme is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim to the place at the school, the offer of the place may be withdrawn where this provision is included in the respective admission arrangements of the respective admission authority.
- 34** In determining whether to withdraw the offer of the place, account will be taken of whether the child has commenced at the school and, if so, the length of time the child has been attending.
- 35** Where a place or an offer has been withdrawn the application will be reconsidered and an independent appeal offered where the child cannot be re-offered a place or re-admitted to the school.

SCHEDULE 2

ALLOCATION OF ALTERNATIVE PLACES

DETERMINATION OF NEAREST APPROPRIATE SCHOOL

- 1** For the purposes of Schedule 1 the Local Authority will allocate places as follows where a pupil has not secured a place at a requested school or schools.
- 2** If there are vacancies, a place will be given first at a pupil's catchment area school.
- 3** If after allocating places in accordance with paragraph 2 above, there remain pupils to which no school has been allocated then, consideration will be given to allocating a place at the nearest Doncaster school with a vacancy to the pupil's home address. This will be determined by measuring the distance, by road, from the point of the front entrance of the pupil's home address - to the entrance nearest to the reception point of the school. Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.
- 4** In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purposes of morning registration.
- 5** At each stage above, if there are insufficient places, the schools admission policy will determine which child(ren) should be allocated places.
- 6** In all instances, a parent will be offered the right to an independent appeal and be able to apply for an alternative school. There will be no compulsion for the parent to accept the allocated place.

SCHEDULE 3

CO-ORDINATED SCHEME TIMETABLE

- 31 October 2017:** Closing date for online applications or CAFs to be returned to the LA or via the child's current Doncaster school.
- 4 December 2017:** By this date:
A final transfer/receipt of applications from/to neighbouring LAs will be undertaken.
- Copies of applications for places at Doncaster VA schools and Academies will be sent to the respective schools.
- 15 December 2017:** By this date:
Doncaster VA schools and Academies will have provided the LA with ranked lists of applicants according to their admission arrangements.
- 15 January 2018:** By this date:
The LA will match the ranked lists of all the schools to identify potential offer of places in accordance with Schedule 1.
The LA will inform other LAs of the outcome of all parental preferences for places in Doncaster secondary schools from their residents together with reasons for any unsuccessful preferences.
- 26 January 2018:** By this date:
Having received from neighbouring LAs potential offers of places at schools in their area (together with reasons for any unsuccessful preferences) the LA will again match the ranked lists of all the schools to identify potential offer of places in accordance with Schedule 1.
- 9 February 2018:** By this date:
The LA will notify neighbouring LAs of those potential offers they intend to notify to parents and of those they will not be notifying (with reasons).
- 6-16 February 2018::** The LA will notify neighbouring LAs of any consequential potential offers that can now be offered to applicants resident in their areas.
- 16 February 2018:** By this date:
The LA will, for the final time, match the ranked lists of all the schools to identify the final offer of places in accordance with Schedule 1.
- In accordance with paragraph 16 of Schedule 1, the LA will allocate a place to any pupil not eligible to a place at all preferred schools through the online application process or on the CAF.
- 1 March 2018:** Notifications sent to parents.
- 15 March 2018:** Last date for offers to be accepted by parents as required by the published admission arrangements for the school.

SCHEDULE 4

IN-YEAR TRANSFERS CO-ORDINATED SCHEME TIMETABLE

1. Application Requested

Within 2 Working Days of Request
Application Form sent



2. Application Received - Determination of Eligibility

Option A – Schools for whom the LA is determining Eligibility

Within 7 School Days
School Contacted to determine availability of places

Option B – Other Doncaster Schools

Within 2 School Days*
Preference Information sent to Admission Authority (AA)

Within 10 School Days of Receipt of Form*
Determination made by AA and LA notified

*Subject to agreement schools may be contacted by telephone for a determination.



3. Following Receipt by LA of Determination

Within 7 School Days of Determination
Decision Letter sent to Parents by LA



4. Following Offer

Within 10 Days of Letter
Place Accepted by Parents (if required)

SCHEDULE 5

ADMISSION AUTHORITIES OF DONCASTER SECONDARY SCHOOLS COVERED BY THE SCHEME

Academies and Free Schools

Admissions Authority: The Governing Body/Trustees

Armthorpe Academy	Hayfield School
Ash Hill Academy	Hungerhill School
Balby Carr Community Academy	Mexborough Academy
Campsmount Technology College	Outwood Academy, Adwick
Danum Academy	Ridgewood School
De Warenne Academy	Rossington All Saints Academy
Don Valley Academy & Performing Arts College	Sir Thomas Wharton Community College
Hall Cross Academy	The McAuley Catholic High School
XP School	Trinity Academy
XP East School (To Open 01/09/17)	

SCHEDULE 6

LOCAL AUTHORITIES WHO HAVE AGREED TO CO-ORDINATE THEIR ADMISSION ARRANGEMENTS WITH DONCASTER LA

Barnsley	North East Lincolnshire	Rotherham
East Riding of Yorkshire	North Yorkshire	Sheffield
Lincolnshire	Nottinghamshire	Wakefield
North Lincolnshire		

Further Information

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Secondary School Booklet, available as follows:-

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