

To all Members of the

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

AGENDA

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

VENUE: Council Chamber - Civic Office
DATE: Thursday, 11th February, 2016
TIME: 1.00 pm

Members of the public are welcome to attend

Items for Discussion:

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. Declarations of Interest, if any.
4. Minutes from the Meetings of the Overview and Scrutiny Management Committee held on 16th September and 10th December, 2015 .
(Pages 1 - 16)

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

5. Public Statements.

[A period not exceeding 20 minutes for statements from up to 5 members of the public on matters within the Committee's remit, proposing action(s) which may be considered or contribute towards the future development of the Committee's work programme.]

Jo Miller
Chief Executive

If you require any information on how to get to the meeting by Public Transport, please contact
(01709) 515151 – Calls at the local rate

Issued on: Wednesday, 3 February 2016

Senior Governance Officer
for this meeting:

Christine Rothwell
Tel. 01302 735682

6. 2016/17 Budget Proposals - OSMC Consultation (report to follow)
7. Review and refresh of the Call-In process (*Pages 17 - 42*)

**MEMBERSHIP OF THE OVERVIEW AND SCRUTINY MANAGEMENT
COMMITTEE**

Chair – Councillor John Mounsey
Vice-Chair – Councillor Charlie Hogarth

Councillors John Cooke, Rachel Hodson, Richard A Jones, Jane Kidd, Tony Revill
and Craig Sahman

Invitees:

Paul O'Brien (GMB)

Education Co-optees*

John Hoare
Damien Thorpe

*Education Co-optees are invited to attend the meeting and vote on any Education functions which are the responsibility of the Authority's Executive. They may also participate in but not vote on other issues relating to Children and Young People.

Public Document Pack Agenda Item 4

DONCASTER METROPOLITAN BOROUGH COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

WEDNESDAY, 16TH SEPTEMBER, 2015

A MEETING of the OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE was held at the COUNCIL CHAMBER - CIVIC OFFICE, DONCASTER on WEDNESDAY, 16TH SEPTEMBER, 2015 at 10.00 AM.

PRESENT:

Chair - Councillor John Mounsey

Councillors Rachel Hodson, Richard A Jones, Jane Cox, Neil Gethin and Cynthia Ransome.

Invitee: - Paul O'Brien.

APOLOGIES:

Apologies for absence were received from Councillors John Cooke, Tony Revill and Craig Sahman.

		<u>ACTION</u>
13	<u>DECLARATIONS OF INTEREST, IF ANY.</u>	
	Councillor R.Allan Jones declared an interest in Agenda Item 6 by virtue of being a Board Member of St Leger Homes of Doncaster.	
14	<u>PUBLIC STATEMENTS.</u>	
	There were no public statements made at the meeting.	
15	<u>FINANCE & PERFORMANCE IMPROVEMENT REPORT 2015/16 - QUARTER 1.</u>	
	<p>The Chair welcomed Mayor Ros Jones and Deputy Mayor Glyn Jones along with Officers to the meeting and invited Steve Mawson, Assistant Director, Finance to introduce the item and provide the Committee with any additional information that was of relevance.</p> <p>Members were provided with an overview of the current situation with regard to the Council's finances, and it was reported that currently the Council were in a reasonably good financial position going into Quarter 2. The Committee noted that the current projected overspend at the end of Quarter 1 was potentially £0.9m for 2015/16 which placed the Council in a favourable financial position with a stronger hold on its difficulties. However, there was still a long way to go in terms of</p>	

delivering further transformation and long term sustainable savings. Additionally, it was noted that the Council was expecting to have to find further savings in 2016/17 with the possibility of up to 40% of the Council's budget being reduced over the next 4 years which would prove challenging for the Council and all its services.

The Chair informed the Committee that a representative from each Directorate had been invited to the meeting and they would address each area in respect of budget and performance independently.

FINANCE AND CORPORATE SERVICES

Members raised a number of questions that they asked for reassurance and clarity on including the following:-

There was a shortfall in Regeneration and Environment of £2.5M, and Members queried where this was going to come from? Members were informed that without doubt it was going to be a challenging future, and Officers would be able to provide more information on this once they had a clearer picture of the 16/17 forecast. There were a number of options that they were looking at but there was no easy answer.

The Chair had a number of issues that he wished to raise, and queried the Doncaster 2017 programme, which was a programme that was to deliver the Council's £109m savings over the next 3 years. Within the report, it talked of being 'not on track', and the Chair queried how this was going to be addressed. The Mayor, Ros Jones, responded, and stated that the Council were expecting further cuts from Government to be imposed following the forthcoming spending review in November, but it was important that Council worked to deliver the best services they could although it could mean further reductions to services in the coming years. Further to this, The Assistant Director of Finance commented that there would be a lot that the Council wouldn't be able to deliver long-term, and it would prove to be a huge challenge.

Following on from this, the Chair raised a question regarding the delivery of Digital Council Savings – it was labelled as a key risk and Councillor Mounsey queried what this risk was? The Committee was informed that this was a subjective analysis and there had been a marked change in this last year. A lot of services were now available on-line and it was important to encourage people to move towards this new digital approach and change people's mind-sets.

The issue of poor PDR Management was raised by the Committee, as with only 78% of PDRs carried out, it demonstrated that managers were not managing their staff effectively. This was seen as a grave concern as PDRs should be seen as an opportunity to identify skills, development needs, and future issues that may arise. Officers acknowledged this issue, and stated that there was a lot of work to do on this. Members, however did request that it be placed on record that

they were not happy with only 45% of PDRs being completed within Children's services, and felt that this needed to be followed up.

Agency staff was raised as an ongoing issue of concern, as in times of austerity, there were still a huge amount of temporary and agency staff employed by the Council. This, it was reported, was an on-going problem and continuous pressures on the workforce meant that this wasn't an easy problem to address. However, the Council was above the national benchmark, but further ways to address this would be looked at.

Members noted within the report that a number of internal audits had not been done on time. Out of 24, only 9 had been done on time, with others either late or not carried out. Additionally, with regard to the Health and Well-Being Audit recommendations, 0 out of 5 had been completed. Members were informed that this was a huge piece of work and were working hard to improve these. A number of actions had been put into place and it was hoped improvements had now been made.

ADULTS, HEALTH AND WELL-BEING

The Committee moved on to the Adults, Health and Well-Being Directorate and address their concerns to Pat Higgs, Assistant Director, Adult Social Care.

Members queried what was being done around the issue of drug and health checks in Doncaster. It was reported that the NHS Health Checks were offered to eligible people in Doncaster aged 40-74. The service had been recommissioned and the new provider had had a slow start but the uptake was improving. The new model delivered NHS Health checks through GPs. With regard to substance misuse, the Committee was informed that the whole of the substance misuse treatment service was currently being recommissioned, although there had been improvements in the number of people being successfully treated, it had been hard to sustain those improvements.

Members queried what impact the work done by the service was having and was any of the work being done duplicated by the Children's Trust. The Director of Public Health, Rupert Suckling, commented that there was an extensive programme in place working with parents and children (MPACT) and this was showing good outcomes. As far as duplication of work went, it was reported that the makeup of services provided was now changing and they were working together with the Trust to provide better outcomes for all.

Infant Deaths was highlighted as an issue due to its amber warning on the indicators. Members asked what was being done to further prevent this in the future? The Director of Public Health reported that a lot of work had been undertaken with midwives to tackle this problem and

particularly target those who smoked and/or were classified as obese, as these were the two biggest contributors to infant death.

Childhood obesity was raised as an area of concern as this was a continuing problem. Members noted that there was now more focus placed on the school nursing service, and they were working together with the Early Years' Service to work on this issue.

One particular point that Members commented on, was direct payments, as this was an area showing to be under performing. A query was raised asking what timescales were officers looking at to address this? Officers reported that an Action Plan was being developed and improvements were being delivered to look to narrow the gap.

Finally the issue of long-term care for the over 65s was raised. Members queried why so many people in this age bracket were being permanently admitted to long term care? The Committee noted that there was an action plan in place to tackle this, and work was progressing on the 'help to live at home' model. This piece of work was ongoing.

LEARNING, OPPORTUNITIES: CHILDREN AND YOUNG PEOPLE

With regard to the Learning and Opportunities, Children and Young People Directorate, the Committee requested an update on the work that was going to be done in terms of attainment. Members were informed by the Assistant Director, that there were a number of aspects to this that would be looked at, with focus placed on increasing and improving the employability of young people, and would be tackling underachievement in order to ensure that achievement at post 16 education was improved. There had been an increase in levels of success at both A-Level and GCSE in Doncaster, but there was still a lot of work to be done. Early Years had also improved by 12%, but the figures for Key Stage 2 however were more discouraging as this had seen a decline and urgent work was required in order to address the issue.

Queries were raised with regard to absenteeism as this was a continuing area of concern. It was noted that work was ongoing in terms of this issue, and whilst Primary School Levels were stable, at secondary level it was far more challenging. Looked after Children (LAC) were often challenging and work was done with the Children's Trust and foster carers to look at patterns and behavioural barriers to try and address this.

A Member queried if it was realistic to ask that all schools reach the good/outstanding classification by 2017? Officers informed the Committee that all children deserve a good or better school, and the

	<p>construction of the new school improvement strategy would hopefully look to bring about change.</p> <p>The Chair queried as to what Doncaster was doing in order to try ensure there were more skilled workers into the area and how they would develop the workforce to guarantee that there was a high standard of employable individuals coming forward.</p> <p>Members were informed that work was being done with schools in order to attract people to learn certain skills and motivate young people. The quality of sixth forms needed improving, and it was important that education performed better. Communication was key to ensure that everyone knew what options were open to them and it was imperative that parents were alerted to the opportunities available to them.</p> <p><u>REGENERATION AND ENVIRONMENT</u></p> <p>The Chair welcomed Peter Dale, Director of Regeneration and Development to the meeting and thanked him for attending in order to answer Members questions. Councillor Mounsey opened the discussion by querying what the Council was doing in terms of the number of retail units that were currently empty in the town centre as they were failing to meet their target. Peter Dale commented that footfall within the town was erratic and was an issue that needed to be addressed. A forum had been created to see what could be done with a number of activities, markets, fairs and events planned to try and attract people into the town centre.</p> <p>Recycling was felt to be an area of concern within the Regeneration and Environment Directorate, as this had fallen and was detailed as a red flag on the performance indicators. Members were informed that this was largely seasonal, as green waste was included in the recycling figure and therefore would impact on the figure through the winter months. However, it was added that this would change once the Waste Recycling Plant at Manvers was fully operational.</p> <p>The Chair and Committee thanked all Officers for their input and knowledge and felt that the report was a well produced document, and their queries had been answered by the relevant Officer.</p>	
16	<p><u>ST LEGER HOMES OF DONCASTER QUARTERLY MONITORING REPORT 2015/16 - QUARTER 1.</u></p>	
	<p>The Committee welcomed the Chief Executive, Susan Jordan and the Chairman of the Board, Alan Tolhurst to the meeting, thanking them for their attendance to present the report which provided information on St Leger Homes of Doncaster's performance for Quarter 1. The report aimed to highlight areas in which SLHD were performing well and raise any areas of concern.</p>	

Members welcomed the report and were pleased to see that SLHD was continuing to do well, and that there was a year on year increase with regard to tenant satisfaction, with this currently standing at 90.9% satisfaction.

Out of the ten key performance indicators, it was noted that five were currently on target, two were within the 'acceptable' tolerance levels, and three were below target, these being as follows

- Void Rent Loss
- Days Lost to Sickness per Full Time Equivalent
- Percentage of invoices paid within 30 days

Work was being done on all of these indicators in order that these were addressed and improvements made.

It was noted that there would be further challenges to face in the future with the 1% reduction in social housing rents which would result in a large loss of income and would have a long-term effect on the ability to maintain and improve council housing stock. However, SLHD would look to work closely with the Council in order to provide the best service they could in the coming years.

Members were pleased with the report and commented that they were extremely happy with the service provided by St Leger Homes.

RESOLVED that the Committee:-

- 1) Note the Quarter One performance information for St Leger Homes of Doncaster; and
- 2) Note the actions to deal with performance issues.

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DONCASTER METROPOLITAN BOROUGH COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THURSDAY, 10TH DECEMBER, 2015

A MEETING of the OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE was held at the COUNCIL CHAMBER - CIVIC OFFICE, DONCASTER on THURSDAY, 10TH DECEMBER, 2015 at 11.00 AM

PRESENT:

Chair - Councillor John Mounsey
Vice Chair – Councillor Charlie Hogarth

Councillors Rachel Hodson, Richard A Jones, Jane Kidd and Tony Revill

Invitee: - Paul O'Brien

ALSO IN ATTENDANCE:

Mayor Ros Jones
Councillor Jane Cox – Vice Chair of Communities and Environment Overview and Scrutiny Panel
Deputy Mayor Glynn Jones – Portfolio holder for Adult Social Care and Equalities
Simon Wiles - Director of Finance and Corporate Services
Howard Monk - Head of Service, Strategy and Performance
Patrick Birch - Assistant Director of Improvement
Rupert Suckling - Director of Public Health
Riana Nelson - Assistant Director Children's Commissioning
Scott Cardwell – Assistant Director of Development
Julie Crook - Director of Corporate Services, St Leger Homes of Doncaster

APOLOGIES:

Apologies for absence were received from Councillors John Cooke and Craig Sahman

		<u>ACTION</u>
33	<u>DECLARATIONS OF INTEREST, IF ANY.</u>	
	Councillor Jane Kidd declared an interest in Agenda Item 6 by virtue of being an employee of SYCIL. Councillor R.Allan Jones declared an interest in Agenda Item 7 by virtue of being a Board Member of St Leger Homes of Doncaster.	
34	<u>MINUTES FROM THE MEETINGS OF THE OVERVIEW AND</u>	

	<u>SCRUTINY MANAGEMENT COMMITTEE HELD ON 8TH AND 16TH OCTOBER, 2015</u>	
	The minutes were approved as a true record, subject to the inclusion of Councillor Jane Cox as part of the attendance recorded at both the 8 th and 16 th October, 2015 meetings.	
35	<u>PUBLIC STATEMENTS.</u>	
	There were no public statements made.	
36	<u>FINANCE AND PERFORMANCE IMPROVEMENT REPORT 2015/16 QUARTER 2</u>	
	<p>The Chair welcomed Mayor Ros Jones and Deputy Mayor Glyn Jones along with Officers to the meeting and invited Patrick Birch, Assistant Director of Improvement and Rupert Suckling, Director of Public Health to discuss issues around Adult, Health and Wellbeing.</p> <p><u>ADULTS, HEALTH AND WELL-BEING</u></p> <p>In respect of Transforming Adult Social Care Services, concern was raised that it wasn't progressing quickly enough. It was noted that Doncaster historically had a high reliance on residential places compared to other local authorities. Members were informed that a strategy to reduce this by one or more a week had not been successful and that the demand for places had risen by 5 per week. Members were informed that information gathered for the Quarter 3 performance report should provide more clarity and more accurate data.</p> <p>In respect of preventative measures, Members were informed that there were a number of areas being looked at, which included;</p> <ul style="list-style-type: none"> • Customer contact and response. • Community capacity and resources – what were the issues and what could the wider community achieve? • Changes in culture – currently there was a tendency for residential care to be referred to in the first instance rather than being used as a last point of call. Members were informed that Doncaster Council officers were working collectively with health colleagues to look at this area. • Commissioning the right services rather than re-contract them. <p>Members expressed strong concern about the problems within Adult Social Care and the decisions that would need to be taken. In terms of residential care placements paid for by Doncaster Council, Members were informed that there were now an additional 400 placements which at £500 per week per person resulted in around £25,000 per annum additional cost to the Council. Members were informed that action was now being undertaken to address the £2m overspend in order to bring</p>	

<p>this budget back in line although other solutions may take longer.</p> <p>The Mayor added that monthly projections were being reviewed, that steps were being undertaken to ensure that figures and projections were robust and that timelines were in place. It was recognised that there was a significant undertaking to reduce the number of placements to bring Doncaster’s residential care levels back in line with the other areas. The Committee requested that OSMC Quarter 3 report to include outline of alternatives proposals.</p> <p>Members were told that there was an ambition expressed by many individuals to return back home. It was commented that there was a tendency to treat commissioning like contracts without considering the desired outcomes. It was noted that Directors had been asked to take a lead role in commissioning to ensure a collective view was being taken. Finally, it was recognised that there had been some disconnection with the voluntary communities which needed to be changed.</p> <p>The Deputy Mayor added that Adults and Social Care needed improving upon both structurally and financially, that an Adults Improvement Board had been set up and an Assistant Director of Improvement now in place to drive through the necessary changes. It was noted that an Interim Director of Adults, Health and Wellbeing would work in conjunction with the Assistant Director of Improvement</p> <p>The Chair of the Health and Adult Social Care made reference to proposals to centralise some health services and sought clarification on how this would be addressed in view of referrals when collaborating with health colleagues. It was explained that Doncaster Council would ensure its involvement with the relevant Clinical Commissioning Groups as well as through the overview and scrutiny process.</p> <p>In terms of timelines, Members were informed that there would be clarity on the latest position by the end of December 2015, an improvement plan in place and updates that could be shared early 2016.</p> <p>There was a brief discussion around advocacy services and Members were informed of the step-up step-down approach in place through the Better Care Fund. It was recognised that it was challenging and the right resources need to be delivered appropriately. The Committee discussed other services such as us of aids and adaptations and it was commented that it was important to invest resources in the right place and invest to save.</p> <p>Reference was also made to other areas of challenge under the budget of Health, Adults and Wellbeing directorate such as personalisation where direct payments were reported as underperforming.</p>	<p>Assistant Director of Improvement</p>
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FINANCE AND CORPORATE SERVICES

Members raised a number of questions and sought reassurance and clarity on the following:-

Data Protection: - In respect of the reported 11 data breaches it was noted that 7 breaches were reported in the council (which were most minor breaches), plus 4 in the Children's Trust. Members were informed that the target set was quite tight and that the definition Doncaster Council used for data breaches was different to that used by other local authorities. It was added that this definition was currently under review and that the number of data breaches reported should reduce once it had been reclassified. It was explained that investigations had been undertaken and all staff undertaken mandatory training.

Strategic Risks: - In relation to the strategic risk of "current austerity measures result in increased poverty in Doncaster, causing deprivation for citizens and restricting the borough's ability to improve and grow". Members expressed concern for the score of 20 that had been given to this strategic risk and it was explained that Doncaster tended to have high scores in poverty for certain wards. Concerns were shared over national benefits and welfare cuts and it was recognised that employment and level of earnings were a key factor in influencing public health. It was noted that an Anti-Poverty Seminar had been held and that there was Anti-Poverty Group in place driving this agenda forward.

Reference was made to two red measures including "Housing Benefit - Average number of days to process a new claim" and "Council Tax Support Application - Average number of days to process new claims". Members were informed that pressures on housing benefit tended to depreciate Council Tax support. It was explained that new processes had recently been introduced to improve the delays being experienced in Council Tax registration which would also strengthen the interaction between Benefits and Council Tax staff to further improve performance.

Internal Audit Recommendation: - Members were told that the outstanding internal audit recommendations were minor although it was recognised that progress could be better. It was also noted that the target dates in place could be more realistic.

Fees and Charges: - A Member queried whether the income target of £0.210m for 2015/16 from car park charging for Mexborough car park was realistic. Members were informed that due to the closure of Tesco the car park now had a limited income and next year the budget would need to have a revised income and a better charging basis.

Capital Programme: - In respect of FARRRS, Members were assured

that any complexities around the cost and programme of the project were back in control. It was acknowledged that the wider economic benefits brought to Doncaster as a result of FARRRS were already taking place.

Sickness: - It was reported that the Council's overall sickness had improved and was not far above the national average of 7.8 days per year. It was noted that the direction of travel had gone downwards although there might be seasonal fluctuations.

PDRs: - In terms of PDR's, it was noted that the PDR rate for all staff of 95% was good although some directorates had not hit targets which included Adult, Health and Well-being and also Children and Young People. Members were reminded that overall this indicator had presented a green traffic light and there had been a significant effort to reach this stage. It was explained that reported results were dependent upon the quality of information placed on the system. It was asked whether PDRs could be cross referenced with staff survey results.

Outcome 5: Council services are modern and value for money: - Members gave recognition to the positive work that had been undertaken to achieve 60% of spend being with Doncaster companies and suppliers. It was acknowledged that this was a good boost to the local economy and Members expressed their hope that this would continue.

LEARNING, OPPORTUNITIES: CHILDREN AND YOUNG PEOPLE

With regard to the Learning and Opportunities, Children and Young People Directorate, the Committee welcomed Riana Nelson, Assistant Director Children's Commissioning to the meeting.

Educational Attainment: - Members requested an update on what steps would be undertaken to address issues regarding attainment. Members raised concern over the poor levels of achievement of 5 or more A-C grades at GCSE equivalent including English and Maths. Members were informed of the work being undertaken to raise aspirations of young people to make them job ready for the future. It was added that further to information becoming recently available, the challenge process would begin at the end of December.

In relation to the actions being taken to improve the position for both GCSEs and quality of schools, Members were informed that discussions were currently underway about becoming an Education Commission. Members were informed that active steps were being undertaken by Directors and Assistant Directors to make improvements. It was suggested that Officers should take account of best practice from the four top schools in Doncaster. It was commented that head teachers shared a common goal of raising

attainment. Some of the steps other than that were being undertaken included teacher training and working with partners to engage academies.

It was also acknowledged that more could be achieved to improve education for children in care.

Skills Agenda: - Reference was made to work being undertaken regarding skills which sits under the Regeneration and Environment Directorate. Members learnt that progress has included having a continuing dialogue with businesses to work towards creating a strong pipeline with learners and meetings with secondary schools head teachers. It was recognised that learners needed to understand what jobs were available and that it was a good opportunity to use regeneration projects in the pipeline to influence attainment and aspiration levels. Clarification was later sought on what academies were doing to support this agenda.

Children's Trust: - Members were informed that the Children's Trust was well on its way with the improvement plan following the recent Ofsted Inspection.

Absence Rates: - Clarification was provided regarding persistent absenteeism rates within secondary schools. It was clarified that there was 7% of pupils that had 15% or above absenteeism and that the Attendance team was actively involved with schools.

In terms of Children and Young People's Centrally Managed Revenue Variance, Members enquired as to what actions were being taken to deliver savings to improve the current position. It was explained that this included working to achieve targets set through the Digital Council programme and completion of the Policy Performance Partnerships Review 2 (PPPR2).

REGENERATION AND ENVIRONMENT

The Chair welcomed Scott Cardwell, Assistant Director of Regeneration and Development to the meeting and thanked him for attending in order to answer Members questions.

Town Centre: - Councillor Mounsey opened the discussion by querying what the Council was doing in relation to influence private owners and address the issue of vacancies within unoccupied units. Members were informed that there was little difference between Doncaster and the rest of the country in this area. Members were informed that the Council was being proactive targeting the retail offer, for example, through the Urban Centre Bid with 8 bids in place. It was added that with the Sheffield City Region behind Doncaster there were big plans for job growth as Doncaster was being seen as a place to invest.

	<p>It was added that footfall would be improved by developing infrastructure through regeneration projects which would make the town centre more attractive to new retailers. It was outlined that developments such as the proposed improvements to Doncaster Station Forecourt would create stronger routes through town and also encourage additional footfall.</p> <p>It was commented that housing within the town centre could be possible subject to whether companies would be willing to sell properties for that purpose.</p> <p>Clarification was sought as to what was privately owned within the retail and retail service units occupied within the core area, where 86% of the units owned by DMBC were occupied. The Committee asked for further information to be provided by the Assets team.</p> <p><u>Job Creation</u>: - It was reported that 338 jobs had been created through 'Business Doncaster' which was slightly behind the quarter 2 target, Members were informed that the target should be achieved by the next quarter. Members requested a breakdown to be provided of the 338 including ones that were apprenticeships.</p> <p>Regarding <u>PI08 - Total Doncaster Business Stock</u>, a Member queried about the significant anomaly reported regarding a 550 increase in 'Other business support service activities' (+323%). The Committee asked for feedback on this PI issue to be reported back to Members.</p> <p>In relation to <u>Environmental issues</u>, Members asked for a breakdown and clarification of what 0.2% value was in relation to PI 35. (R&E) Improved street and environmental cleanliness: Litter. For PI 37a&b. (R&E) Principal roads classified/non-classified roads where maintenance should be considered, Members sought clarification on whether this should be 'red' as with both of them the value was 2% against a target of 4%. The Committee requested for responses to be provided on the above environmental issues.</p> <p>The Chair and Committee thanked all Officers for their input and knowledge.</p>	<p>Assistant Director of Development</p> <p>Assistant Director of Development</p> <p>Assistant Director of Development</p> <p>Assistant Director of Environment</p>
	<p><u>RESOLVED</u> that the discussion be noted.</p>	
37	<p><u>SLHD PERFORMANCE AND DELIVERY UPDATE 2015/16 QUARTER 2</u></p>	
	<p>The Committee welcomed Julie Crook, Director of Corporate Services to the meeting, thanking her for her attendance to present the report which provided information on St Leger Homes of Doncaster's performance for Quarter 2. The report aimed to highlight areas in which SLHD were performing well and raise any areas of concern.</p>	

	<p>Out of the ten key performance indicators, it was noted that five were currently on target, two were within the ‘acceptable’ tolerance levels, and three were below target, these being as follows</p> <ul style="list-style-type: none"> • Void Rent Loss • Days Lost to Sickness per Full Time Equivalent • Percentage of invoices paid within 30 days <p>It was reported that work was being done on all of these indicators in order that these were addressed and improvements made. The following was raised during the Committee’s discussion: -</p> <p><u>Void Rent Loss:</u> - It was noted that void rent loss had slightly improved throughout the quarter (1.51% in June to 1.45% at the end of September, against a year-end target of 0.92%). Members were informed that of the three of the four areas that had improved performance, the north area had shown deterioration throughout the quarter. It was reported that the deterioration was due to a review of the voids process which had been undertaken in the north area where different methods had been trialled and in some cases had created slight delays as staff became more familiar with the new ways of working.</p> <p><u>Days Lost to Sickness per Full Time Equivalent:</u> – Members were told that the projected year end outcome was 9.19 days per FTE based, an outcome that was close to the target for the whole year at 8 days per FTE. It was reported that the increase in sickness during September was due to long term sickness cases.</p> <p><u>Percentage of invoices paid within 30 days:</u> – It was reported that performance at quarter 2 was 83.66% against a target of 95%. It was explained that a new system for P2P (procure to pay) had been introduced across Housing and Corporate Services and there had been significant staff turnover within the Accounts Payable team. It was added that the team was now fully staffed up and were going through additional training and working with different jobs.</p>	
	<p><u>RESOLVED</u> that the Committee note the progress of SLHD performance outcomes and the contribution SLHD makes to supporting DMBC strategic priorities.</p>	
38	<p><u>OVERVIEW AND SCRUTINY WORK PLAN 2015/16 UPDATE AND PROGRESS - DECEMBER 2015</u></p>	
	<p>The Senior Governance Officer presented the current Overview and Scrutiny work plan highlighting areas of work undertaken by the Scrutiny Panels since the last meeting.</p>	
	<p><u>RESOLVED</u> that:</p>	

	<ul style="list-style-type: none">i. the 2015/2016 Overview and Scrutiny workplan, be noted.ii. the correspondence made following its meetings held on the 15th and 8th October, be noted.	
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To the Chair and Members of the Overview & Scrutiny Management Committee

OVERVIEW AND SCRUTINY RESPONSE TO THE MAYOR'S BUDGET PROPOSALS 2016/17

Relevant Cabinet Member(s)	Wards Affected	Key Decision
The Mayor	All	None

EXECUTIVE SUMMARY

1. The purpose of this report is to assist the OSMC in agreeing its response to the Mayor's draft budget proposals for 2016/17 and enable the Mayor to take account of these when presenting the proposals to Council on 1st March, 2016. In agreeing its response OSMC will consider the views and comments expressed at the budget session held on 27th January, 2016.

EXEMPT REPORT

2. The report is not exempt.

RECOMMENDATIONS

3. That the OSMC agrees its response to the Mayor's 2016/17 draft budget proposals.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER

4. Consideration of the budget proposals enables elected Members to hold the Executive to account in relation to the impact on the quality of services that can be delivered, and through consideration provides openness and transparency. Elected Members are able to outline the concerns of the citizens and communities they represent throughout the consultation process.

BACKGROUND

5. Prior to receiving the Mayor's budget proposals the Committee agreed that its focus would be reviewing the evidence base for the proposals and their alignment with Borough priorities. This will assist in helping to focus on the outcomes and impact that the budget seeks to achieve, how services will be delivered in the future and whether the Council is achieving value for money.

The three key areas for consideration are:

1. Do the proposals conflict with the Borough Strategy priorities in any way?
 2. Is money being put into the areas that were originally proposed?
 3. What Consultation has been undertaken and are proposals deliverable?
6. Beneath each of these broad themes there are a number of important issues that Members may wish to tease out such as how the proposed changes to services and savings will be delivered in practice, where are the key risks and challenges and where will the capacity to deliver community services be developed for those services where the Council needs to cease or reduce its provision.
7. The Committee regularly reviews the implementation of the budget proposals through the quarterly monitoring reports and has met to initially discuss the proposals at a session held on 27th January 2016.

Guidance For Overview and Scrutiny Members

8. Detailed below is some guidance that may assist Members in undertaking their Overview and Scrutiny of the budget setting process.

a. Adding Value To The Budget Setting Process

9. The Centre for Public Scrutiny highlights “four key roles and areas where scrutiny can add value to the Council’s management of its finances”.
- i. **Scrutiny can challenge whether the processes are effective and accessible** - is there a level of integration between corporate and service planning and performance and financial management?
 - ii. **Overview and Scrutiny can test out and make explicit whether the Council is directing its resources effectively to meet its priorities and demonstrate whether it is achieving value for money.** The Committee may want to satisfy itself that any proposals are aligned to corporate priorities such as the Borough Strategy, Corporate Plan and look to deliver value for money services in line with the Medium Term Financial strategy.
 - iii. **Scrutiny can challenge how resources are allocated, monitor how they are used, and examine their impact.** Overview and Scrutiny may wish to challenge the assumptions behind the budget strategy and the key strategic considerations that have gone in to building up the budget e.g. what issues (such as consultation) informed decisions around the budget? How will they be delivered?
 - iv. **Overview and Scrutiny provides an additional and transparent challenge to the Executive’s management of the Council’s finances.** Overview and scrutiny is a key mechanism for enabling Councillors to represent the views of their constituents and other organisations to the executive and local authority and hence to ensure that these views are taken into account in policy development and expressed through the budget. Councillors are then able to feed back to the public where choices can/have been made and the reasons for doing this.

b. Avoiding Common Pitfalls

10. To respond effectively to the Mayor's proposals and avoid some common pitfalls OSMC may wish to take account of the following issues that have been identified through best practice Scrutiny research:
 - i. **Understanding the purpose of Overview and Scrutiny.** Scrutiny's role is not the same as the oppositions – it is not a political process or a means of putting forward an alternative budget. Instead OSMC may wish to explore the extent to which the proposals; align with the key priorities of the Borough, are based on sound reasoning, take account of the views of the public and will deliver effective value for money services particularly during a time of reduced resources.
 - ii. **Remain Strategic** – Overview and Scrutiny should focus on the strategic budget assumptions and impact they will have on services. Detailed line by line analysis will obscure the scrutiny process and make it difficult to see the full picture and focus on the wider outcomes. Overview and Scrutiny may wish to make recommendations for changes (but not alternative proposals) or for the inclusion of additional considerations within the budget. This should not however, be borne from a line by line analysis of each budget heading but based more around delivering priorities for the Council.
 - iii. **Link to Stated Priorities** – Overview and Scrutiny should not use the Budget Setting Process as a means of developing alternative priorities – it should ensure there is an alignment with those priorities already agreed in the Borough Strategy and Corporate Plan.

Next Steps

11. Once the Committee has agreed its response to the Mayor this can be presented to the Executive providing an opportunity for Cabinet's consideration of Overview and Scrutiny's feedback prior the proposals being presented to Full Council.
12. OSMC is asked to agree its overall response to the Mayor's budget proposals taking account of information received and considered at the OSMC meeting on 27th January, 2016. The Committee may also wish to consider whether it would wish to add any further comments in response to the Mayor's draft proposals in so far as they relate to the three questions identified at paragraph 3 above.

OPTIONS CONSIDERED

13. No other options have been considered.

REASONS FOR RECOMMENDED OPTION

14. The Budget and Policy Framework stipulates Overview and Scrutiny's role in considering and responding to the Mayor's budget proposals.

15. IMPACT ON THE COUNCIL'S KEY OUTCOMES

	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>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>	<p>The Council's budget will ultimately support and impact on all of the priority outcomes. Overview and Scrutiny's consideration will help support the robustness of proposals and help support good governance.</p>

RISKS & ASSUMPTIONS

16. There is a risk that responding to the Mayor's draft budget proposals may be driven by party politics or result in the development of alternative budget proposals both of which are incompatible with the role of Overview and Scrutiny. The development of three specific questions based around reviewing how the Mayor's proposals take account of national policy context, are evidence based and link to wider priorities will seek to ensure the process remains focused and appropriate.

LEGAL IMPLICATIONS

17. The role of Overview and Scrutiny in the Council's budget setting process is detailed within the Council's Budget and Policy Framework Procedure Rules. The Executive will draw up proposals in relation to the budget, and the plans and strategies listed in Part 4.

(b) The proposals will include:

(i) A timetable for development and adoption of the proposal.

(ii) Details of any consultation, research or other investigation already undertaken or proposed to be undertaken by the Executive.

(c) The proposal will be given to the relevant Overview and Scrutiny Panel or Management Committee which will be given at least 4 weeks to respond to the proposals from the date the proposal is notified.

(d) Not less than 4 weeks after the initial proposal, the Executive will report the proposal to the Full Council showing how any response from the Overview and Scrutiny Committee and the outcome of consultation, research or investigations were taken into account.

FINANCIAL IMPLICATIONS

18. There are no specific financial implications associated with this report. The financial implications are contained within the draft budget proposals attached at Appendix A.

EQUALITY IMPLICATIONS

19. There are no specific equality implications included within this report. The Committee however, may wish to consider the extent to which consideration has been given to equalities in developing the budget proposals. In particular Members should seek assurances as to what account has been given to the impact on protected groups who may be affected by service reduction or transformation.

TECHNOLOGY IMPLICATIONS

20. There are no specific technology implications within this report. The Committee may wish to give consideration to any specific technology implications included within the budget proposals.

CONSULTATION

21.The Mayor's budget proposals were forwarded to the OSMC on 27th January, 2016 for initial consultation.

BACKGROUND PAPERS

22.The Centre for Public Scrutiny/Local Government Information Unit/ the Chartered Institute of Finance and Accountancy Guidance, "On the Money"

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**To the Chair and Members of
CABINET**

REVENUE BUDGET 2016/17

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

EXECUTIVE SUMMARY

1. 2016/17 is the final year of the 2014/15 to 2016/17 £109m savings target; the main cause of this funding gap is the Government austerity measures which represent cuts to Doncaster Council of £58m. In March 2015 the Council set a challenging budget and approved a balanced budget including £31.3m of budget savings for 2016/17. This has been reviewed and budget gap updated to £30.9m; an explanation of the budget gap is provided at Appendix A.
2. 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 without taking money from reserves. Delivery of the budget continues to depend on achieving the challenging reductions in spending and continuing to deliver high quality key services.
3. The proposals include the previously announced increase in Council Tax of 1.95%, as set out in the current three year budget plan. In addition, the Council Tax proposals also include a further increase through the new 2% Social Care “levy” announced by the Chancellor George Osborne in the Autumn Statement. The money raised will have to be spent exclusively on Adult Social Care and the government stated that it is “part of the major reform we’re undertaking to integrate health and social care by the end of this decade”. The overall increase will mean an additional £45.23 for Band D council tax per annum, £0.87 per week (£30.16 for Band A per annum, £0.58 per week). Introducing the Chancellor’s 2% social care “levy” equates to £1.77m in additional income in Doncaster. However, it should be noted that this will not cover the cost of the additional expenditure pressures created by the Government’s introduction of the National Living Wage, which is estimated to be circa £3.0m per year. This has a significant impact on social care contracts and some of the additional spending pressures created by an increase in older people accessing social care services. Without increasing Council tax through the government’s proposal for a 2% social care “levy”, we will not be able to fund the additional costs and provide the services required.
4. To ensure we are setting an achievable budget we have comprehensively reviewed the 2016/17 savings targets and where necessary have identified alternative proposals in order to ensure the budget is sustainable. The savings detailed in Appendix B and budget pressures proposed are shown at Appendix C.

5. Despite the considerable funding reductions we are committed to being a council that promotes growth and prosperity for 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.
6. The Medium-Term Financial Plan for the period 2016/17 to 2020/21 is detailed at Appendix I. This shows the estimated budget gap for the period 2016/17 to 2020/21; taking into account the impact of the 2016/17 Finance Settlement announcement (note that some significant grants have still to be announced and the final settlement is expected on 8th February, 2016) and pressures identified including price inflation, pay inflation and an estimate for future budget pressures. The overall budget gap for 2017/18 to 2020/21 is estimated at £63m.
7. The balance on the uncommitted General Fund reserve is estimated at £14.4m at year-end.

RECOMMENDATIONS

8. Cabinet is asked to recommend to Council to approve the 2016/17 Revenue Budget as set out in this report. This includes: -
 - a. the revenue budget proposals for 2016/17 and 2017/18 detailed at Appendix B (savings £40.169m) and Appendix C (pressures £9.264m);
 - b. Council Tax to be increased by 3.95% to £1,190.32 for a Band D property (£793.55 for a Band A) for 2016/17. This includes:
 - i. 2% Chancellor's Social Care "levy" equates to an increase of £22.90 for Band D per annum, £0.44 per week (£15.27 for Band A per annum, £0.29 per week)
 - ii. 1.95% council tax increase equates to an increase of £22.33 for Band D per annum, £0.43 per week (£14.89 for Band A per annum, £0.29 per week);
 - c. the 2016/17 Grants to 3rd Sector Organisations outlined in paragraph 23 and Appendix E;
 - d. the summary fees and charges analysis shown in Appendix F together with the detailed fees and charges proposed for 2016/17 at Appendix G;
 - e. the Medium Term Financial Plan including all proposals in this report is as set out in Appendix I;
 - f. a gross revenue expenditure budget of £488.8m and a net revenue expenditure budget of £217.1m, as detailed in Appendix I.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER

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

EXEMPT REPORT

10. Not applicable.

BACKGROUND

Summary Revenue Budget Position for 2016/17 to 2020/21

11. On the 3rd March, 2015 Council approved savings of £31.3m for 2016/17 to meet the budget gap. Following the Government's Finance Settlement announcement for 2016/17 the overall savings required have reduced slightly to £30.9m, further details on the budget gap are provided in Appendix A. The government funding for Doncaster is estimated to reduce by 59% for the period 2011/12 – 2019/20.

Financial Strategy

12. The financial strategy is driven by the priorities in our 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. Our financial strategy is driven by the priorities in our corporate plan and is based around the following key strategic budget themes:

- a. A Commissioning Council – We are committed to delivering services in-house if they deliver best value. 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.
- 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. 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.
- 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.
- 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. 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.

- f. A Council Fit for the Future (Digital Council) – 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 also 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.
 - g. A Preventative Council – By concentrating more on early intervention, we can take action to avoid additional future costs as problems develop.
 - 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.
13. 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

14. Savings have been produced in line with our Financial Strategy to deliver a balanced budget, which are detailed at Appendix B. These include additional income from Council Tax £5.34m (includes £1.77m for the Chancellor’s 2% Social Care “levy”), National Non-Domestic Rates (NDR) £2.17m and New Homes Bonus £1.2m. (It is worth noting that the Council has suffered a net loss of £20.7m over the first 6 years of the New Homes Bonus because the loss to the Council’s baseline funding is considerably more than the New Homes Bonus grant received). Updating the accounting for the Minimum Revenue Provision (MRP) charges to the annuity basis releases and removing the excess Borough Investment Fund (BIF) budgets releases £4.3m.
15. The budget pressures proposed are detailed at Appendix C, which include putting an additional £4.6m into Adults, Health & Wellbeing to respond to the pressures identified this year including residential placements, care at home and Supported Living. The Council is also facing increased costs, currently estimated at £2.9m for 2016/17, due to the introduction of the Government’s National Living Wage for those aged 25 and over of £7.20 from 1st April 2016.
16. A summary of the budget position for 2016/17 is detailed below:

	£'m
Budget Gap	-30.905
Budget Savings – Appendix B	-40.169
Budget Pressures – Appendix C	9.264
Total Proposals to meet Budget Gap	-30.905

17. For 2016/17 the Council is expecting to receive the following one-off grants in 2016/17, which will improve the monitoring position:
- a. £0.161m in 2016/17 for the New Homes Bonus (Adjustment) Grant due to the full sum top sliced from the Finance Settlement by Government not being required for

the payment of New Homes Bonus due to housing growth nationally being below expectations;

- b. £0.060m in 2016/17 for Extended Rights to Free Travel. This is an estimate based on trends from previous years and is still to be confirmed.

Fees & Charges

18. The fees and charges for 2014/15 to 2016/17 were approved by Council on 20th February, 2014. There are a few minor exceptions where the fees original set will not be implemented, which reduces the budget saving as follows:

- a. Gypsy and Traveller charges – the increase is limited to RPI by legislation therefore it has not been possible to implement the change approved in 2014/15, £11k impact on 2016/17 budgeted income. As a result of the budget announcement regarding social housing rents being reduced by 1% for four years, it is recommended there will be a freeze on current pitch rents for 2016/17.
- b. Library charges – 2015/16 income targets of £27k are not currently being achieved due to lack of activity; therefore prices are being frozen to prevent any further decline, £5k impact on budgeted income.
- c. Bereavement charges – there has been a downturn in use of bronze urns and environmental containers, therefore it is proposed to freeze the charges for these items to prevent any further decline, £5.5k impact on budgeted income.

19. A summary of each category of fees and charges is shown at Appendix F. 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 2016/17 are set out in Appendix G for approval due to the recent legal challenge.

Post Reductions

20. 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 circa 100 posts; which is mainly for the Digital Council and Early Help savings. This updates the overall post reductions for the period 2014/15 to 2016/17 to about 500 posts excluding TUPE. 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.

21. In February 2014 it was initially estimated that 1,200 post reductions would be required to meet the overall budget gap of £109m. The updated estimate is much lower due to the way the Council has managed the budget gap.

Grants

22. The Council still receives some specific grant funds; of which some are ring fenced and can only be used for the specific purpose set out in the grant conditions. Others are non-ringfenced and can be redirected to other areas of service provision as required. Further details of the specific grants are provided in Appendix I, including the Public Health Grant which is expected to reduce by £2.3m (paragraphs 6 to 9).

Grants to 3rd sector organisations and Section 76 (of the NHS Act 2006) agreements

23. The 2016/17 grants proposed to third sector organisations (£0.373m) and Section 76 agreements with the Health Authority (£1.634m) are detailed in Appendix E.

Monitoring & Challenge

24. The Council's budget in any one financial year is allocated to individual 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.

25. Budget holders are able to review the latest financial monitoring information, including projections, directly from the new financial system in an easy to use format.

26. 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.

27. Implementation plans have been produced for all major programmes, which are monitored and challenged on delivery and progress by the Implementation Boards (Residents Implementation Board, Corporate Improvement Board, Service Improvement Board and Operational Efficiency Board). The performance of the programmes and delivery of savings is then reported in the quarterly challenge with Directors, then with Cabinet and O.S.M.C.

Revised Medium-Term Financial Plan 2016/17 to 2020/21

28. The revised Medium-Term Financial Plan (MTFP) and key assumptions for 2016/17 to 2020/21 are provided in Appendix I. The Government's Settlement figures announced indicate funding reductions of 10.8% in 2016/17 followed by further decreases of 8.9% in 2017/18, 5.5% in 2018/19 and 5.7% in 2019/20 and these are incorporated in the MTFP. At this stage the MTFP for 2017/18 onwards does not take account of any devolution proposals announced for the Sheffield City Region on 2nd October, 2015. The overall budget gap for 2017/18 to 2020/21 is estimated at £63m and the figures are summarised in the table below:

Summary position

	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	Total to 2020/21 £m
Estimated Reduction in Government Grants	13.1	1.3	2.0	5.2	21.6
Pay Inflation, Increments & Pension Contributions / National Insurance	5.1	2.5	2.3	3.3	13.2
Price Inflation including Landfill Tax	5.2	4.8	4.7	4.5	19.2
Service and Other Budget Pressures	2.4	2.1	2.1	2.1	8.7
Total Funding Gap	25.8	10.7	11.1	15.1	62.7

* The Government changes represent £32.1m (51.2%)

29. Delivering the savings across this 4 year period will be a significant challenge, in particular delivering the £25.8m savings in 2017/18.

Robustness of the Budget

30. Under the Local Government Act 2003, the Chief Financial Officer is required to give assurance on the robustness of estimates in the forthcoming budget.

31. 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 2016/17. The key objective of the Medium Term Financial Plan (MTFP) is to provide the Council with a robust financial plan to ensure financial sustainability. The unprecedented set of cuts and pressures require managers to deliver savings of around £109m over the 3 years 2014/15 to 2016/17.

32. 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 2016/17 as long as the risks (Appendices J&K) can be managed;
- b. a concerted attempt has been made to ensure that those service areas that are overspending in 2015/16 are provided with adequate funding or reviewed accordingly to ensure that areas of overspend are managed within the budget target for 2016/17 e.g. Adults, Health & Wellbeing £4.6m pressure;
- 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; and

- d. the development of financial skills amongst Council managers is critical to the success of delivering the spending targets set in this budget.

33. The cost reduction target is £30.9m for the final remaining year of the 3 year plan and is certainly difficult. Nevertheless the Council can achieve the setting of a balanced budget for 2016/17.

34. Taking this into account, the Chief Financial Officer believes the 2016/17 estimates used for the Mayor's budget proposals can be delivered.

Adequacy of Reserves

35. The uncommitted general fund reserves are expected to be £14.4m although these will be reviewed by the end of the year. The budget proposed is on a sustainable basis with on-going expenditure covered by on-going income and reserves only being used for one-off issues.

36. A summary of earmarked reserves is shown at Appendix H; these include the following sums:

- a. Service Transformation Fund of £8.9m which is being used to help DMBC achieve the savings targets in a timely and well managed way, and fund any shortfall on the programmes. The estimated balance as at 31st March, 2016 is £4.8m and only £0.7m remains unallocated; this includes funding for the Adults transformation £2.2m and Early Help late delivery of savings £0.9m in 2016/17 and 2017/18. It also funds the Mayor's Move On, Move Up initiative, which is part of a wider strategy to support raising attainment across Doncaster for students aged 11 and 16 in conjunction with existing school provision. We will offer additional study support resources and help families to encourage everyone taking exams to make the most of their revision time.
- b. Reserve for future severance costs £5.3m, which funds all costs associated with staff reductions e.g. redundancy, early retirement and restructuring costs. This is likely to be needed over the next 4 years. It is estimated that the balance at the end of March, 2016 will reduce to circa £2m.
- c. Reserve for Tour of Yorkshire £0.2m – Doncaster has been chosen to host 50 miles of stage 2 of the 2016 Tour de Yorkshire cycle race culminating in the stage finish on Bennetthorpe in Doncaster town centre. The 2015 race attracted one and a half million spectators cheering on riders and a global audience of over six million global television viewers and so it is clear that the 2016 race will provide a major boost to the local economy and showcase what Doncaster has to offer. The reserve is to fund the £0.1m hosting fee and £0.1m budget is needed to pay for project management and promotion of the event.

37. 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

38. This risk assessment of the Council's level of reserves is provided in Appendix J, which estimates the value of the risks at £14.4m leaving no headroom over the current level of un-committed general fund reserves at £14.4m. The un-committed reserves are not excessive for a Council of our size which spends around £500m a year, and £14.4m would only run the Council for 11 days. In addition, £1.0m of the general fund reserves has been identified for Continuing Health Care costs the Council may incur in the future, pressures in relation to the Children's Trust over two years amounting to £2.0m and £1.0m to deal with a major emergency following the Government's November 2015 announcement that the Bellwin Scheme will cover a shorter timescale. Therefore, ongoing careful management of the uncommitted General Fund reserve position in 2016/17 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 unused 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.

39. 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

40. The Localism Act 2011 has removed the powers available to cap local authority budgets introduced by the Local Government Act 1999. In its place, from 2012/13, 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 2.0% for 2016/17 but in addition for local authorities with adult social care responsibilities such as Doncaster they are permitted to increase Council Tax by a further 2.0% to help pay for adult social care the costs of which were increased significantly by the Government's July 2015 Budget announcement relating to the National Living Wage. Assuming that Council approves a 3.95% Council Tax increase for 2016/17 this will deliver less than 9% of the total savings that will be required in this year. Furthermore, the additional council tax income of £1.77m arising from the additional Chancellor's Social Care "levy" will only cover approximately 61% of the additional social care costs in 2016/17 of £2.9m arising from the Government's July 2015 Budget announcement of a National Living Wage of £7.20 from 1st April 2016 and it is reasonable to expect that this will continue for the period 2017/18 to 2020/21. Not only does it not cover the costs of the National Living Wage the Chancellor's 2% Social Care "levy" 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

41. A list of options for the 2016/17 savings have been produced and considered over the preceding months. Savings for 2017/18 onwards will begin to be formulated early summer 2016.

42. 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

43. 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 priorities
	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

44. The additional 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 following key risks are highlighted:

- Increasing expenditure in Adult social care remains the biggest risk to the Council; 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. The demographics and impact on increasing pressures on services, remains a risk, as does the impact on commissioned services as a result of national proposals, in particular the work on the 'Fair Price of Care.
- Possible non-delivery or delayed delivery of key projects/savings.
- 2017/18 Finance Settlement and future years – although indicative figures have been provided there remains uncertainty regarding funding for this period including the potential impact from the April 2017 Business Rates Revaluation.
- Business Rates appeals are kept under continuous review but it is possible that their impact will be to reduce the Business Rates growth that is projected in 2017/18 and future years.

- 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. Since the middle of the 19th century there has on average been a recession every 8 years which means there is a very real possibility of a recession during the period 2016/17 – 2019/20. 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 is no similar protection in place for Council Tax income. The Council's Medium Term Financial Plan needs to be flexible in order to manage this eventuality including the possibility that the Government may seek to impose further cuts to local government funding in response to a deterioration in the national public finances caused by a recession.

45. The level of reserves and risk assessment is detailed in paragraphs 35 to 39 and Appendix J.

LEGAL IMPLICATIONS

46. 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.
47. 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.
48. The Chancellor's November Spending Review allows Local Authorities to increase Council tax by a maximum of 2%, such increase to be used for social care costs (such an increase will not give rise to a Council tax referendum). Monies raised by the levy must be used exclusively for adult social care costs
49. 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.
50. The Council will need to be satisfied that the budget set will ensure the Authority is able to discharge its statutory duties.
51. 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. Further reports on the budgetary process will set out the applicable legal principles in this regard in more detail.

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCES IMPLICATIONS

53. The implications of some of the proposals contained within the 2016/17 Budget are that a number of post reductions will be required to deliver the required efficiencies. Timely and meaningful consultation must take place with affected staff and trade union representatives with appropriate formal notifications. While every effort is made to manage post reductions through vacancies and volunteers and to redeploy at risk employees into alternative employment there is an increasing likelihood of the need to make compulsory redundancies. 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.

TECHNOLOGY IMPLICATIONS

54. Technology is an essential enabler to many of the budget proposals outlined in the report and robust and effective ICT governance arrangements will continue to be needed to ensure the delivery of the key priorities. 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. Minor changes to the document outputs from the Revenues and Benefits system will also be needed in relation to the 2% Social Care Levy included in council tax bills for 16/17.

55. The £1m Digital Council saving in 2016/17 will have an impact on internal self-service, the Council will become cashless and paperless and mobile working will be implemented for internal services.

EQUALITY IMPLICATIONS

56. 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 Strategy. 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 25th January. Further details on the consultation are provided below in paragraphs 57 to 63.
- c. **Prioritisation and Planning** – Our key strategic budget themes specifically prioritise the needs of the most disadvantaged in our communities.

57. Each saving proposal has been reviewed with regard to our Public Sector Equality Duty (PSED) obligations; this is provided at Appendix L.

CONSULTATION

58. The proposals have been considered by Directors and Cabinet at several meetings between August 2015 and February 2016.

59. Overview and Scrutiny Management Committee have been consulted on the Mayor's budget proposals at meetings held between November 2015 and February 2016. The following meetings took place:

- a. OSMC Informal Budget Meetings – 9th December, 2015 and 27th January, 2016;
- b. Overview and Scrutiny Management Committee on the 11th February, 2016, will formally consider the budget proposals. The Chair will provide a verbal response at the Cabinet meeting on 16th February, 2016 and the Mayor will respond at the Council meeting on 1 March, 2016.

60. A copy of the Mayor's draft budget proposals has been made available to all members on 25th January, 2016, officers and the public via the Council website. Members have been consulted at meetings in January; Labour Group and representatives from other parties.

61. The Council will complete the consultation with business rate payers on 1st February, 2016.

62. Meeting with the Unions on the budget proposals have been arranged fortnightly from 12th January to 24th February, 2016.

63. Specific consultations will also take place on individual budget proposals where required to meet our Public Sector Equality Duty (PSED) obligations.

64. 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

65. Council Report – Revenue Budget & Council Tax 2015/16, 3rd March, 2015.

Cabinet Report – Medium Term Financial Plan Update 2016/17, 20th October 2015

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Explanation of Budget Gap 2016/17

	2016/17 £'m
Baseline Funding Reduction – Revenue Support Grant & Top Up <ul style="list-style-type: none"> • Settlement funding reduction of 10.8%. 	-14.5
Specific Grant Reduction, includes (based on estimates unless stated): <ul style="list-style-type: none"> • Reduction to housing benefit & localisation of council tax support admin subsidy grant (on-going) estimated at £0.3m. • Reduction to Education Services Grant estimated at £0.2m 	-0.5
Additional Specific Grant Income – Troubled Families £0.5m, Ambition SCR £0.4m, Independent Living Fund £0.2m & Skills Funding Agency (Skills Made Easy) £0.1m	+1.2
Staffing Budget Pressure <ul style="list-style-type: none"> • Pay Inflation – £1.04m (1%) • Increments £1.62m • National Insurance Change brought forward to 2016/17 £1.64m • Employers Pension – increase in pension fund deficit contribution of £0.29m. 	-4.6
Prices Changes (Inflation) Adults Social Care Contracts - National Living Wage £2.9m, Adults Social Care Contracts – Auto Enrolment & Supported Living £0.7m, Childcare Placements £0.1m, Waste Contracts £0.3m Gas -£0.1m. Minimum Revenue Provision £0.2m, School Transport (incl. Zero Fare Passes) £0.1m and Other Contracts £0.2m.	-4.4
Service Budget Pressures £4.6m A,H&W, £0.5m Children’s Trust, £0.6m L&O:CYP and £1.1m other.	-6.8
Levying Bodies e.g. Sheffield City Region Combined Transport Authority, Internal Drainage Boards and Environment Agency.	-0.1
Expenditure Funded by Additional Specific Grant Income – Troubled Families £0.5m, Ambition SCR £0.4m, Independent Living Fund £0.2m & Skills Funding Agency (Skills Made Easy) £0.1m	-1.2
Total Gap (year 3 of the £109m gap March 2014)	-30.9

Budget Gap – balanced budget approved March 2015	-31.3
Provisional Settlement announcement 17 th December 2015	+0.4
Updated Budget Gap – March 2016	-30.9

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2014/15 MJ14	AH&W	Access and Care Management	The saving was originally £0.310m (approved in 2014/15). This has been updated to £0.667m, which will be delivered by: - Individual client reviews of Direct Payments and Domiciliary Care £0.447m - Expansion of the self-assessment tool £0.040m - Modernise and update the day care offer £0.010m - Assessment team reconfiguration (all aged disability) £0.040m - Review Safeguarding Adults Personal Assets Team (SAPAT) £0.050m - Reduce training and workforce costs £0.050m	-0.637	0.000	-0.637	0.00	0.00	0.00
Saving	2014/15 MJ07 & 2015/16 NS14 & 2016/17 Update	AH&W	Adult Social Care Commissioning	Previously £1m approved in 2014/15 and a further £1m approved in 2015/16. This has been reviewed in 2016/17; overall £1.6m saving which will deliver £0.616m previous year's saving and £1.128m for 2016/17. The saving will be delivered by reviewing and renegotiating key contracts to realise efficiencies and savings whilst continuing to focus on our priorities (saving based on approx. 10% reduction across the budget).	-0.984	0.000	-0.984	0.00	0.00	0.00
Saving	2016/17 NS64	AH&W	Non-Residential Services	Recover income from non-residential services. Proactive management actions to appropriately charge and recover income from non-residential services. A review of people in supported living has highlighted some people who have never paid, following financial assessment this will increase income to authority.	-0.100	0.000	-0.100	0.00	0.00	0.00
Saving	2016/17 NS65	AH&W	Back Office	Reduce back office costs. All back office costs will be reviewed with a view to delivering £100k savings	-0.100	0.000	-0.100	TBA	0.00	0.00
Saving	2013/14 A&C E27 2015/16 NP04	AH&W	Client Fees	Full-year effect of saving (approved 2013/14) - Removal of the Day Care and Home Care subsidy. The subsidy has been removed from the 1st December for new clients and from the 1st April for existing clients (approved Cabinet 20th October 2015); it is expected that the full saving of £0.403m will be delivered in 2016/17 (£0.244m from 2014/15 and 2015/16).	-0.159	0.000	-0.159	0.00	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2016/17 NS66	AH&W	Independent Residential Placements	Reducing the total cost of admissions to long term residential care. The major focus will continue to be reducing the net number of people in care (the rate of admissions into the beds and the changing numbers of those already in care). This work will also underpin key elements of the wider projects, within the transformation programme, to 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. A net figure of two less people in residential care per week for the remainder of 15/16 and 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 this change would be worth £1.6m (gross reduction £2.24m).	-0.800	-0.800	-1.600	0.00	0.00	0.00
Saving	2016/17 NS67	AH&W	Supported Living	Review of supported living contracts. Develop a more personalised service offer for people with a LD seeking respite care for themselves or their carers. Well used alternative respite opportunities need to be promoted and developed, including the shared lives scheme. Further savings around a more rigorous approach to Supported Living placements and review processes to drive operational efficiencies.	-0.300	0.000	-0.300	0.00	0.00	0.00
Saving	2016/17 NS12	AH&W	Budget Book - All Services	Savings include: • Equipment and adaptations budget (£0.135m); • Management of change budget which is used to meet unachieved savings (£0.231m), and • Budget not needed for Care Act implementation (£0.1m)	-0.471	0.000	-0.471	0.00	0.00	0.00
Saving	2014/15 MJ13 2016/17 Adjustment	AH&W	Day Centres - subsidy	Full-year effect of saving proposal (approved 2014/15) - The changes to the day centres were implemented in 2015/16. There is a shortfall on the transport saving of £0.267m based on the approved charge of £3 per journey which means the service remains partly subsidised.	-0.302	0.000	-0.302	0.00	0.00	0.00
Saving	2014/15 MJ19	AH&W	Leisure	The council are looking to ensure future access to leisure facilities, to improve health and wellbeing outcomes for our communities within the reduced funds available. The annual grant reductions will be £0.5m; funded from the Public Health grant. There is a further £0.091m in 2016/17; which is shown below (MJ12). To reduce levels of CRC, DCLT will require the installation of energy saving combined heat and power units (CHP) at Adwick, Dearne Valley and the Dome. DCLT are confident should the CHP units be installed this will cover the additional running costs at Askern, Edlington and Rossington of £0.038m in 2016/17.	-0.673	0.000	-0.673	0.00	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2014/15 MJ12	AH&W	Public Health Utilisation	The council has a duty for providing public health and is therefore reviewing funding and outcomes of public health activities to reduce duplication across the council and improve services to the public. The review provides the opportunity to fund other council spend on public health from public health funding which is referred to as the 'Wider Determinants Fund'. The project will involve phased reductions in services through commissioning and procurement to meet the savings target identified.	-0.091	0.000	-0.091	0.00	0.00	0.00
Saving	2016/17 NS56	AH&W	Public Health - Funeral Costs	Local Authorities have a responsibility under the Public Health Act 1984 to meet the funeral / cremation of any person who has died or been found dead in their area . These costs have been charged to the General Fund budget in previous years with the proposal to charge these costs to the Public Health budget for 2016/17.	-0.050	0.000	-0.050	0.00	0.00	0.00
Saving	2016/17 NS57	AH&W	Value for Money (VFM) - Public Health	Public Health - Retention of prescribing costs for 0-5, previously retained for service improvement activity.	-0.059	0.000	-0.059	0.00	0.00	0.00
Saving	2014/15 MJ02	AH&W	Residential Care Homes	Full year effect of saving (approved 2014/15) - The residential homes transferred on 1st September, 2015.	-0.236	0.000	-0.236	0.00	0.00	0.00
Saving	2014/15 MJ15	Children's Services Trust	Social Care Staffing	Proposals are to reduce social care staffing costs by recruiting to permanent posts and reducing agency costs, reviewing structures, caseloads, staff ratios and span and layers delivers £1.2m. Children placed in care costs will be reduced through actions to reduce admissions to care, quicker discharges and placements which are appropriate and cost effective including reduction in Out of Authority (OOA) residential care and independent fostering, increase use of in-house fostering and supported accommodation for 16+ and commission the independent sector to provide the supervised contact service. (* Post reductions not known)	-0.716	0.000	-0.716	*	0.00	*
Saving	2016/17 NS62	Children's Services Trust	Value for Money (VFM) - Children's Services Trust	Children's Services Trust - this target will bring expenditure more in line with the median for statistical neighbours. (* Post reductions not known)	-0.224	0.000	-0.224	*	0.00	*

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2016/17 NS51	Council- Wide	BIF/MRP	<p>Changing the Minimum Review Position (MRP) accounting treatment and operation of Borough Investment Fund (BIF). The Minimum Revenue Provision (MRP) charge is the means by which capital expenditure which has been funded by borrowing and credit arrangement is paid for by council tax payers. The Council is required by statute to charge Minimum Revenue Provision (MRP) to the General Fund Revenue Account each year for the repayment of this debt. The Borough Investment Fund (BIF) was set up in 2002/03 by the Council and aimed to provide funds to finance major schemes. The costs associated with the system included a charge for interest on borrowing and a provision for MRP. The operation of the BIF hasn't changed over the years whilst it has expanded to include many different schemes. Amendments to the 2008 regulations have meant that detailed rules around MRP have now been replaced with a simple duty for an Authority each year to make an amount of MRP which it considers to be "prudent provision", requiring local Authorities to 'have regard to' when setting a prudent MRP provision. As a result of these changes it was decided that it was an appropriate time to review the MRP policy and the Borough Investment Fund. The budget will be released by:</p> <ul style="list-style-type: none"> • The MRP provision will be re-profiled on the annuity basis and where appropriate back dated to identify the amount of over provided MRP and an amended profile for the annual MRP provision, releasing £3.732 • The 2015/16 BIF reserve and related MRP/Interest budget release of £0.587m <p>Further details on the change to the MRP policy are detailed in the Treasury Management Strategy report.</p>	-4.319	0.000	-4.319	0.00	0.00	0.00
Saving	2014/15 AD08	Council- Wide	Budget Pressures	Budget Pressures have been reduced from the original estimate of £5m for 2016/17. The budget pressures for 2014/15 of £0.215m are shown for information.	-4.785	0.000	-4.785	0.00	0.00	0.00
Saving	2014/15 MJ10 & 2015/16 NS11 & 2016/17 NP29	Council- Wide	National Non- Domestic Rates (NNDR)	The increase in NNDR income compared to the 15/16 budget is based on: £1.67m future growth; £0.551m reduction in share of accumulated deficit; £0.387m for multiplier; £0.61m increased income from renewable energy schemes; less -£0.033m appeals adjustment (this takes into account the increased appeals for ATMs and GP surgeries) and £-0.082m 15/16 growth less than assumed. There is £0.383m loss of grant income from long-term empty property and retail relief government grants that cease from 2016/17, it is assumed that this will be received in NNDR income in 2016/17. (NNDR1 government return will be completed by 29th January)	-2.171	0.000	-2.171	0.00	0.00	0.00
Saving	2014/15 AD12	Council- Wide	Capital Programme	Reduction to the initial assumptions for revenue contributions required for the capital programme.	-0.075	0.000	-0.075	0.00	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2014/15 MJ21 & 2016/17 NS42	Council- Wide	Combined Authority Transport Levy and South Yorkshire Passenger Transport Executive budget 2016/17	The levy principally goes towards resourcing a grant paid by the CA to South Yorkshire Passenger Transport Executive (SYPTTE). SYPTTE provides the operational public transport, including statutory services, discretionary support for public transport routes and capital borrowings, on behalf of the CA and the funding Local Authorities. The levy also resources the CA's own transport related administration costs and its inherited debt charges. This saving represents a 10% reduction in the levy and includes: i. Concessionary Travel Savings £0.39m ii. Release of capital grant to reduce interest costs £0.42m iii. Review of child fares and reduction in subsidised bus services £0.31m iv. Streamlining administration including digitisation and increasing income £0.36m	-1.479	0.000	-1.479	0.00	0.00	0.00
Saving	2014/15 MJ09 & 2015/16 NS34 & 2016/17 NS52	Council- Wide	Council Tax	A council tax increase of 1.95% is proposed which is below the referendum cap. This equates to £1.726m for 2016/17. Additional growth has also been included for 2016/17 - estimated at 913 band D equivalent properties equating to £1.008m for 2016/17. There is also additional income projected due to a reduction in the payments for the local council tax scheme (LCTS) of 14,373 compared to 14,844, which equates to £0.520m for 2016/17. An additional £0.318m will also be released from the Collection Fund accumulated surplus.	-3.572	0.000	-3.572	0.00	0.00	0.00
Saving	2016/17 NS55	Council- Wide	Council Tax - 2% Chancellor's Social Care "Levy"	In the November 2015 Spending Review, Chancellor George Osborne announced that for the period of the Spending Review local authorities responsible for adult social care "will be able to levy a new social care precept of up to 2% on council tax" to be used entirely for adult social care. This could contribute almost £2 billion more into the care system nationally and is "part of the major reform [the government is] undertaking to integrate health and social care by the end of this decade". This has been offered in recognition of demographic changes which are leading to growing demand for adult social care and increased pressure on council budgets caused by the introduction of the National Living Wage from April 2016.	-1.769	0.000	-1.769	0.00	0.00	0.00
Saving	2014/15 MJ11	Council- Wide	Digital Council	Internal self-service will be implemented, improved and enhanced across the authority reducing the resource requirement. The authority will become as cashless and paperless as possible reducing resources and paper costs. Mobile working will also be implemented for internal services. This continues the Digital Council programme.	-1.000	0.000	-1.000	40.00	0.00	40.00
Saving	2016/17 NS45	Council- Wide	Employers National Insurance	Reduction of £0.756m from the initial estimate of £2.4m additional cost from the employers contracted out rebate ending from 01.04.16. This is due to a reduced number of employees directly employed by the Council (£0.578m) and because some of the cost is funded from income receipts such as fees and charges and grant income (£0.178m).	-0.756	0.000	-0.756	0.00	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2014/15 MJ04A	Council- Wide	Enterprise Resource Planning (ERP)	The implementation of the Finance & Procurement (ERP) system will allow budget holders to manage their budgets better by having live access to financial information, enabling them to make better informed decisions. All financial and procurement information will be held in one system which will reduce the risk of error and duplication and ensure staff buy items from negotiated contracts so that they get best value for money. The project will standardise business processes and increase automation of many financial transactions, in particular raising orders and paying invoices. The new processes implemented will reduce the amount of time spent on processing and reduce staffing costs whilst improving services.	-0.740	0.000	-0.740	6.00	0.00	6.00
Saving	2014/15 MJ08	Council- Wide	Fees and Charges	Following benchmarking many fees and charges are below their local comparators, the council needs to continue to look to raise additional income from Fees and Charges. The fees and charges detail is included at Appendix G.	-0.404	0.000	-0.404	0.00	0.00	0.00
Saving	2014/15 MN03	Council- Wide	Income Management	Ensure the Council is taking advantage of all opportunities to manage income, including consistent debt collection, write offs and taking payment in advance of services provided.	-0.100	0.000	-0.100	0.00	0.00	0.00
Saving	2014/15 AD11 & 2015/16 NS17 & 2016/17 NS47	Council- Wide	Inflation	The saving included here represents the reduction in inflation compared to the estimate included in the Medium-term financial plan. When the original estimate for 2016/17 inflation was produced in 2013 it was assumed that CPI/RPI inflation average would be a little over 2%. The November 2015 average inflation is 0.6% and estimates reduced accordingly although some increase is expected at the beginning of 2016 as the impact of the global oil price cut at the end of 2014 falls out of the figures. The majority of the inflation has been released to fund the national living wage additional cost.	-3.618	-3.190	-6.808	0.00	0.00	0.00
Saving	2014/15 AD14	Council- Wide	Senior Management	Reduction in Senior Management costs. In line with the reduction in the size of the Council and other changes such as the Children's Trust, proposals have been implemented to reduce the number of senior management posts.	-0.300	0.000	-0.300	2.00	0.00	2.00
Saving	2014/15 MJ06 & MJ05	Council- Wide	Modern and Productive Workforce	The current proposals on terms and conditions come to an end in April 2014. Proposals have been developed and Union negotiations completed, resulting in a collective agreement to commence changes to terms and conditions from 1 April 2016. Overall savings £4.5m, of which £1m will now be delivered in 2017/18.	-1.000	-1.000	-2.000	0.00	0.00	0.00
Saving	2014/15 AD15 &	Council- Wide	New Homes Bonus	New Homes Bonus additional grant income based on property details submitted to Government (October 2015 CTB1 Return)	-1.190	0.000	-1.190	0.00	0.00	0.00
Saving	2015/16 NS19	Council- Wide	Parish Council Grant	Full-year effect of 2015/16 saving, this equates to 10% reduction in 2016/17.	-0.031	0.000	-0.031	0.00	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2014/15 MN06 & 2015/16 NS10 & 2016/17 NS43	Council- Wide	Pensions Budget	Savings are being made on pensions due to the deficit contribution required not being as large as originally forecast. The reduced amount was achieved as a result of all South Yorkshire Councils challenging the original assumptions made by the Actuary. This also includes £0.140m paid to former employees, £0.450m from slower conversion of schools to Academies than anticipated and interest charges on £28m prepayment to SYPA being lower than budgeted	-2.066	0.000	-2.066	0.00	0.00	0.00
Saving	2015/16 NS03	Council- Wide	PPR2	Full-year effect of the 2015/16 Policy, Performance and Research 2 Review Project; the new operating model was introduced in 2015/16 and full savings will be delivered in 2016/17. The team is now known as the Strategy and Performance Unit and will be delivered through three centres of excellence – Policy and Partnerships, Research & Intelligence and Performance and Data. Business Partners are in place as part of the model to ensure that the needs of the leadership of the Council are met.	-0.350	0.000	-0.350	0.00	0.00	0.00
Saving	2015/16 NS01 & 2016/17 NP24	Council- Wide	Remove Subsidies	Further review of services that are subsidised/not fully self-financing. Not all services that are charged for by the council either fully recover their costs or have a clear member decision that they will be subsidised. For example some pest control services. The remaining services need to be reviewed and further options for removing subsidies identified. This saving has been moved to 2017/18 and links to the Commercialisation agenda.	0.000	-0.200	-0.200	0.00	0.00	0.00
Saving	2014/15 MN05 & 2015/16 NS18	Council- Wide	Treasury Management	A review of potential savings in Treasury Management has been undertaken and, because of the continuing low interest rates and our current borrowing strategy, it is expected that a saving of £0.26m can be achieved in 2016/17. This is in addition to the £1.75m that was achieved in 2015/16. However, it should be noted that a sustainable strategy cannot rely on short-term borrowing and as interest rates rise long-term borrowing needs to be considered. Some long term borrowing has already been arranged to take advantage of the historically low rates. The saving is based on the best estimates of future interest rates but it should be noted that if interest rates rise considerably then this saving will be at risk. Each 1% rise in interest rates could mean £0.87m of additional cost in interest payments.	-0.250	0.000	-0.250	0.00	0.00	0.00
Saving	2014/15 MJ03	Council- Wide	Value for Money (VFM)	The council has undertaken a comprehensive review of all services to determine what areas provide value for money. The initial target was £2m; of which £0.63m is detailed for specific proposals in 2016/17 and £1.37m will be delivered in 2017/18 onwards.	0.000	-1.340	-1.340	0.00	TBA	0.00
Saving	2015/16 NS15	F&CS	Finance & Corporate Services	Savings from reducing Finance & Corporate Services in line with the reduction in the services that they support.	-0.300	0.000	-0.300	1.00	0.00	1.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2014/15 ASRF18 & 2015/16 NS07	F&CS	Democratic services/Elections	Full-year effect of saving (approved 2014/15 and 2015/16) from reduction in the number of members as a result of the boundary review. Review of elections costs, boundaries and commissioners.	-0.195	0.000	-0.195	0.00	0.00	0.00
Saving	2014/15 MJ04B	F&CS	Financial Management	Linked to the implementation of the new financial system, savings will be delivered by reducing staff in Financial Management and ensuring managers are more responsible for their financial position.	-0.260	0.000	-0.260	9.00	0.00	9.00
Saving	2016/17 NS61	F&CS	Value for Money (VFM) - HR Services	Shared Services Agreement for Transactional HR Services - Review the charging mechanism for the shared service contract arrangements, including appropriate charges to other external organisations i.e. schools, academies, SLHD and DCST to recover the full cost, and review the overall package of services.	-0.116	0.000	-0.116	0.00	0.00	0.00
Saving	2014/15 MJ16 2014/15 AD18 & 2015/16 NP01	LO-CYP	Early Help	The Early Help Strategy (DMBC 0-19 offer) provides a framework for the partnership to sharpen the focus on early help, coordinate services better for families and ensures the right level of service is provided at the right time to the right families. This is a 3 year plan to transform Early Help services aimed at ensuring communities are better supported and equipped to 'help themselves' and vulnerable families will be helped earlier, minimising the need for more intensive and expensive services. Further details are available in the Cabinet report 17th November 2015.	-1.100	0.000	-1.100	33.00	0.00	33.00
Saving	2014/15 MN01	LO-CYP	Schools and Academies support	We supply a significant amount of support to schools and academies that they pay us for. There is a need ensure we are giving them value for money and quality services. In turn, this support is disjointed and the way we approach and support schools could be improved significantly reducing their costs and our costs at the same time. Any loss in such business could see a significant reduction in income. By marketing our services it is envisaged savings would be delivered.	-0.025	0.000	-0.025	0.00	0.00	0.00
Saving	2016/17 NS58	LO-CYP	Value for Money (VFM) - Special Education Needs	Special Education Needs - Review and redesign the operating model and introduce Independent Travel Training Scheme.	-0.100	0.000	-0.100	TBA	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2014/15 MJ01 & 2016/17 NP19	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 council is also implementing a 'corporate landlord' approach which will ensure better management of the retained buildings into the future. We now have a clearer picture of the potential savings from our asset portfolio, as a result the saving has been reduced overall by £0.552m and now spreads into 2017/18. This includes the budget released from re-profiling the Minimum Revenue Position (MRP) budget to the annuity method, which will also take into consideration when the asset became operational, factoring in appropriate delays in charging MRP of £0.665m.	-1.047	-1.651	-2.698	8.00	TBA	8.00
Saving	2014/15 MN02 & 2016/17 NP26	R&E	Commercialisation and Marketing	Many local authorities are increasingly looking to trade their best services more widely in order to maximise opportunities for income generation. Examples include catering, building control and construction services. The savings will be targeted for 2017/18.	0.000	-0.100	-0.100	0.00	0.00	0.00
Saving	2014/15 R&E NE36	R&E	Energy Team	Full year effect of savings (2013/14 approved) - Referral fees from Energy Companies due to Government schemes coming to an end. This has been partially offset by additional scheme income from private business in 2016/17 which is over and above the loss of grant income.	-0.025	0.000	-0.025	0.00	0.00	0.00
Saving	2014/15 MJ18 & 2015/16 NS22	R&E	Highways, Parking and Street Scene	To provide an efficient service for Highways, street lighting, grounds maintenance and street cleaning to residents and businesses of the Borough. This will be achieved by modernising and transforming the service through new ways of working (e.g. better routing and scheduling of work) and new plant as well as improved street lighting.	-0.360	0.000	-0.360	9.00	0.00	9.00
Saving	2014/15 ASRR117 & 2016/17 NP27	R&E	Investment & Major Projects (Inward Investment & Major Growth)	Original intention was to provide £100k saving by leveraging new external funding to replace core budget for posts. However, the conditions necessary to achieve this have not materialised (e.g. available grants and eligible match funding) and the requirement has been reduced, with the remaining sum of £25k to be achieved through generating additional event sponsorship.	-0.025	0.000	-0.025	0.00	0.00	0.00
Saving	2015/16 NS16	R&E	Planning & Building Control	Increase Planning Application fee income target as a result of increased applications over the last couple of years	-0.100	0.000	-0.100	0.00	0.00	0.00
Saving	2015/16 NS33	R&E	Safer Roads Partnership	Improved efficiency enabling reduced local authority contributions without impacting on the Partnership's role to contribute to casualty reduction and increasing public confidence in speed management and road safety.	-0.010	0.000	-0.010	0.00	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Saving	2015/16 NS09	R&E	Streetlamp Initiative	The Street light replacement programme enables the Council to save money and significantly reduce its carbon footprint. Installation of the LED lamps on residential roads commenced September 2015. The Council has invested £10m in street lighting over the next few years financed from a combination of the government's energy scheme and prudential borrowing. The project will protect the Council against future rises in energy costs, enable far better control of all street lights from a central location, provide the public with much better lighting conditions and completely modernise the service. The annual savings from the Streetlamp Initiative are £0.75m with £0.3m allocated in 2015/16 and a further £0.45m per annum from 2016/17.	-0.450	0.000	-0.450	0.00	0.00	0.00
Saving	2013/14 R&E NP18	R&E	Trading Services	Full-year effect following transport review - costs cease in 2015/16.	-0.048	0.000	-0.048	N/A	0.00	0.00
Saving	2016/17 NS59	R&E	Value for Money (VFM) - Waste and Recycling	Waste & Recycling - Cease the green waste service in the winter months.	-0.131	0.000	-0.131	0.00	0.00	0.00
Saving	2016/17 NS60	R&E	Value for Money (VFM) - Parking	Parking - Introduce bus lane enforcement using CCTV cameras.	0.000	-0.030	-0.030	0.00	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Pressure	2016/17 NP18	AH&W	2015/16 Pressures	Impact of 2015/16 on-going pressures on the 2016/17 budget, including: i. £2.50m overspend on independent residential placements - this is based on reducing the number of clients to 1519 as at 1st April 2016 at an average gross cost of £483 per week. ii. £0.94m overspend on care at home and personalisation - this will fund the shortfall in CHC income of £0.57m and £0.37m growth (which equates to an additional 42 clients based on average personal budget of £8,800). iii. £0.63m overspend on supported living contracts including new facility at Woodlands budget shortfall £0.27m, increase in care hours at existing schemes £0.16m and CHC funding reduction 0.2m.	4.070	0.000	4.070	N/A	N/A	0.00
Pressure	2016/17 NP08	AH&W	Continuing Health Care	The Council is funding a greater share of the care costs previously funded from Continuing Healthcare (CHC). We are currently discussing this pressure with CCG; this was initially estimated at £0.292m for 2016/17, has been reduced to £0.145m and will continue to be reviewed. The impact of 2015/16 CHC income pressures is detailed above (ref NP18). The 2015/16 £1.7m budget pressure currently held centrally will also be allocated to A,H&W in 2016/17.	0.145	0.000	0.145	N/A	N/A	0.00
Pressure	2014/15 BP03	AH&W	Supported Living	The growth in service will be provided through the recently awarded contracts with Living Ambitions (formerly Care Uk) at Church Farm and Laburnam Cottage. The estimate is based on growth of 10 clients per year.	0.175	0.000	0.175	N/A	0.00	0.00
Pressure	2015/16 NP06	AH&W	Supported Living	The growth in service will be provided through the recently awarded contracts with Lifeway's at St Augustines Drive, plus another placement at Sylvestria Court (provider to be confirmed, Lifeways, Mencap or St Anne's). The estimate is based on growth of clients 5 per year.	0.175	0.000	0.175	N/A	0.00	0.00
Pressure	2014/15 BP08	Children's Services Trust	Children & Families - recruitment & retention	Full-year effect of the recruitment & retention policy (i) Annual increments following PDRs and increases of grade 8/level 2 social worker, if staff continue to progress through to the top of grade 9 this would take 10 years.	0.070	0.000	0.070	N/A	0.00	0.00
Pressure	2014/15 BP09	Children's Services Trust	Children & Families - recruitment & retention	Full-year effect of the recruitment & retention policy (ii) Golden handcuffs. Social workers in CMARAS , TFS and CIC will be paid, if meet conditions, £2k once after 12 months estimated at an additional 9 staff per year (5%).	0.018	0.000	0.018	N/A	0.00	0.00

Proposal	Ref	Directorate	Service/Saving Proposal	Proposal Narrative	2016/17 £'m	2017/18 £'m	2016/17 & 2017/18 £'m	2016/17 FTE	2017/18 FTE	2016/17 & 2017/18 FTE
Pressure	2016/17 NP21	Children's Services Trust	Placements	Pressures agreed - additional care ladder/placement funding based on a detailed review of the numbers of children in care, average costs and projections compared to existing budgets. Overall the Council has funded placements totalling £21.1m and based on the Trust's projections of children at the beginning and end of 2016/17 would require £21.2m, mainly for additional SGO cases that were not in the system at point of transfer. In addition the Trust have approximately 2 additional high cost OOA residential placements (roughly double the average £0.163m) that were not reflected in the budget transferred, which equates to £0.320m. Therefore total additional funding agreed is £0.420m.	0.420	0.000	0.420	N/A	N/A	0.00
Pressure	2015/16 NS25	Council- Wide	Capital Receipts	Using capital receipts the Council generates from non-housing land sales to fund some of the revenue costs arising from, or incidental to generating the receipts (maximum 4%). Based on the capital receipts expected for 2016/17 this reduces the revenue budget of £0.240m for 2015/16.	0.070	0.000	0.070	0.00	0.00	0.00
Pressure	2016/17 NP16	Council- Wide	Doncaster Council Living Wage	Doncaster Council is committed to pay its employees the living wage, which is estimated to increase to £8.25 in 2016/17 and £8.65 in 2017/18 (collective agreement was reached on 5th March 2014).	0.195	0.285	0.480	N/A	N/A	0.00
Pressure	2016/17 NP17	Council- Wide	Government National Living Wage	The government summer Budget of 8th July 2015 introduced 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. This will have a significant impact on the costs of Adult Social Care contracts. The cost increases for 2016/17 have been subject to fundamental review and are expected to increase costs by around £2.91m from those that were anticipated when the Council set its budget in March 2015.	2.910	3.190	6.100	N/A	N/A	0.00
Pressure	2016/17 NP28	Council- Wide	Procurement	Remove centrally held savings target for savings that have been achieved but cannot be removed from the budget. Procurement savings of circa £7.8m have been delivered from 2011/12 to 2015/16.	0.342	0.000	0.342	N/A	N/A	0.00
Pressure	2016/17 NP22	LO-CYP	Dedicated Schools Grant (DSG)	DSG income adjustment - following the reduction in the cost of Looked After Children (LAC) - Out of Authority (OOA) placements which are 50% funded from DSG.	0.600	0.000	0.600	N/A	N/A	0.00
Pressure	2016/17 NP23	R&E	Car Boot	Revised proposal on car boot fees and charges that couldn't be implemented due to contract in place.	0.024	0.000	0.024	N/A	N/A	0.00
Pressure	2016/17 NP25	R&E	Mexborough Car Park	To reduce the Mexborough car park income budget target to reflect the updated assumptions on potential usage.	0.050	0.000	0.050	0.00	0.00	0.00

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

		2015/16 Band D Council Tax £			2015/16 Band D Council Tax £			2015/16 Band D Council Tax £
1	Windsor & Maidenhead	906.95	33	Poole	1,209.60	65	Southampton	1,313.55
2	Bracknell Forest	1,093.95	34	St Helens	1,213.35	66	South Tyneside	1,316.71
3	Trafford	1,105.23	35	East Riding	1,215.68	67	Sefton	1,317.60
4	Thurrock	1,124.64	36	Cheshire East	1,216.34	68	Plymouth	1,320.58
5	Dudley	1,125.35	37	Wiltshire	1,222.43	69	Salford	1,326.31
6	Peterborough	1,128.03	38	Tameside	1,232.65	70	North Tyneside	1,328.04
7	Doncaster	1,145.09	39	Luton	1,243.38	71	Rochdale	1,330.36
8	Swindon	1,146.09	40	Bournemouth	1,243.71	72	Durham	1,334.43
9	Telford & Wrekin	1,147.49	41	South Gloucestershire	1,245.20	73	Stockton-on-Tees	1,337.60
10	Bradford	1,152.11	42	Knowsley	1,246.08	74	Brighton & Hove	1,339.02
11	Birmingham	1,158.43	43	Wokingham	1,246.21	75	Isle of Wight	1,341.64
12	Southend-on-Sea	1,159.56	44	Barnsley	1,246.63	76	Reading	1,365.00
13	Milton Keynes	1,160.23	45	Calderdale	1,251.43	77	Wolverhampton	1,369.64
14	Wakefield	1,161.43	46	Torbay	1,261.17	78	Coventry	1,375.12
15	Kingston-upon-Hull	1,162.02	47	Darlington	1,263.34	79	Redcar & Cleveland	1,376.19
16	Shropshire	1,164.72	48	West Berkshire	1,263.44	80	Middlesbrough	1,380.12
17	North Somerset	1,164.84	49	Blackburn with Darwen	1,266.85	81	Newcastle City	1,380.82
18	York	1,165.54	50	Kirklees	1,267.15	82	Liverpool	1,384.53
19	Leeds	1,168.80	51	Herefordshire	1,275.10	83	Oldham	1,392.95
20	Portsmouth	1,171.53	52	Cheshire West & Chester	1,275.23	84	Stockport	1,397.05
21	Manchester	1,172.27	53	Bolton	1,276.56	85	Hartlepool	1,418.70
22	Slough	1,173.27	54	Rotherham	1,277.73	86	Bristol	1,419.01
23	Solihull	1,173.72	55	Wirral	1,278.26	87	Northumberland	1,427.63
24	Sandwell	1,175.73	56	North Lincolnshire	1,284.03	88	Rutland	1,430.51
25	Stoke-on-Trent	1,183.46	57	Cornwall	1,293.92	89	Walsall	1,438.32
26	Sunderland	1,185.96	58	North East Lincolnshire	1,296.53	90	Nottingham	1,459.67
27	Medway	1,187.46	59	Bedford	1,301.50	91	Gateshead	1,471.34
28	Derby	1,189.03	60	Leicester	1,301.95			
29	Wigan	1,192.14	61	Bury	1,304.84			
30	Bath & NE Somerset	1,201.85	62	Blackpool	1,306.00			
31	Halton	1,204.01	63	Sheffield	1,308.28			
32	Warrington	1,205.50	64	Central Bedfordshire	1,308.33			

Grants to 3rd Sector Organisations

Directorate	Grant Recipient	Service Provided/Update	2015/16 Existing Budget	2016/17 Saving	2016/17 Proposed Budget	Reason for Change
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	0	136,150	The Mayor's budget proposals for 2015/16 onwards contain a £32k CAB grant reduction. The £32k reduction to the DMBC budget was implemented in full in 2015/16, but the CAB's will receive the following phased payments over the next 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
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	0	18,000	No Change proposed - Funded from Dedicated School Grant
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	0	43,500	No Change proposed.
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	0	20,010	No Change proposed.

Directorate	Grant Recipient	Service Provided/Update	2015/16 Existing Budget	2016/17 Saving	2016/17 Proposed Budget	Reason for Change
A,H&WB	Doncaster Alcohol Services (DAS)	DAS – is a service that provides treatment services (Tier 1-4) to clients who have a substance misuse issue primarily alcohol. Treatment (including detox) is for chronic drinkers at Tier 4 including earlier intervention support at Tier 1.	58,630	58,630	0	This grant is not required from 2016/17 as one unified pot has been awarded from the Public Health tender. Saving contributes to Public Health Saving Target.
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	0	27,520	
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	0	65,000	Funded from BCF
A,H&WB	Conisborough Community Association LTD	Fund to run the community centre services within Conisborough	7,500	7,500	0	Grant to cease in 2016/17. Specific grant applications can be made to the Doncaster Voluntary and Community Support Fund.
A,H&WB (Public Health)	Age UK Doncaster	Active in Later Life The initiative provides opportunities for older people to become more physically active, supports local residents to become volunteers who will support older people to be more physically active, and targets older people who are at risk of becoming or who are socially isolated. The Active in Later Life programme supports the current pathway of services across the borough that aim to prevent falls and allow those who do fall to maintain their independence. They also act as a referral and sign-posting organisation to more specialist Falls services.	49,220	49,220	0	Service out to tender and now a contract for 16/17 so no longer a grant to a 3rd sector organisation, njc 15.12.15. Saving contributes to Public Health Saving Target.
A,H&WB (Public Health)	Remedi	Mentoring of offenders	30,000	30,000	0	This £30k will form part of a contract now awarded to Rdash for the substance misuse re tender, although the amount is the same it is expected RDaSH will pass the funds to Remedi therefore no longer a Grant to a 3rd sector. Saving contributes to Public Health Saving Target.
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. The 2015/16 budget funding from Better Care Fund (BCF).	125,000	62,500	62,500	BCF funding agreed for part year 16/17 until agreement ceases in September 2016.

Directorate	Grant Recipient	Service Provided/Update	2015/16 Existing Budget	2016/17 Saving	2016/17 Proposed Budget	Reason for Change
A,H&WB (Public Health)	Doncaster West Development Trust	Education training employment / stroke aftercare	115,560	115,560	0	This £115K will form part of a contract now awarded to RDaSH for the substance misuse re tender, although the amount is the same it is expected RDaSH will pass the funds to DWDT therefore no longer a Grant to a 3rd sector. Saving contributes to Public Health Saving Target.
Total Grants to 3rd Sector (excluding Doncaster CCG)			712,090	323,410	372,680	

Section 76 Agreements with Doncaster CCG

LO-CYP	Children's and Adolescent Mental Health service	Children's and adolescent mental health service (CAMHS). LOCYP's contribution to the joint arrangements for a service for all children, from birth to their nineteenth birthday, who have mental health problems and disorders, have access to timely, integrated, high quality, multi-disciplinary mental health services to ensure effective assessment, treatment and support for themselves and their families. The funding specifically contributes towards mental health workers and treatments. This is fully funded by Public Health Grant from 15/16 onwards.	508,340	0	508,340	No Change proposed.
LO-CYP	Speech & Language support in education	A review of the Speech and Language provision at Woodfield Primary concluded the provision did not provide value for money, good practice or what customers wanted. The unit closed July 2014, releasing funding of £100k within the Dedicated Schools Grant to identify alternative Speech and Language provision. This joint commissioning arrangement with Health will cost up to £90k (saving £10k Dedicated School Grant), and will provide improved expertise and support where it is needed. Other alternatives were considered but they do not provide value for money or best practice.	90,000	0	90,000	No Change proposed.
A,H&WB Page 53	Integrated social care and health	Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH) carry out social care (integrated) assessments, safeguarding investigations and personalisation in Mental Health for service users and carers therefore all outcomes and service requirements applicable to 'service users' are equally applicable to 'carers'. Funded by DMBC General Fund.	804,120	0	804,120	No Change proposed.

Directorate	Grant Recipient	Service Provided/Update	2015/16 Existing Budget	2016/17 Saving	2016/17 Proposed Budget	Reason for Change
A,H&WB	Mental Health Carers Support	Doncaster CCG fund two workers for the above service Doncaster Council under a section 76 fund a third worker. Doncaster CCG has a contract with Rethink for the service. The main focus of the service is to support carers of people with mental illness by way of a range of services. Funded by DMBC General Fund.	29,700	720	28,980	Saving to contribute towards Commissioning Saving Target
A,H&WB	Young Onset Dementia Service.	Doncaster Council under a section 76 fund one and a half workers to provide breaks for carers of people with early onset dementia. Doncaster CCG has a contract with RDASH to provide a Young Onset Dementia Service. Funded by DMBC General Fund.	39,500	710	38,790	Saving to contribute towards Commissioning Saving Target
A,H&WB	Stepping Out	Sue Ryder Care – Provides an holistic approach to community based activities service which is flexible, focused on an individual's goals beyond daily care and promote participation in a full range of life roles. This service will promote social inclusion by using existing community facilities. Funded by DMBC General Fund.	12,000	0	12,000	Service Review to be Undertaken. Grant value is subject to change.
A,H&WB	SSAFA (Soldiers', Sailors' and Airmans' Families Association)	To deliver a pilot programme for 12 months in approximately 12 care homes (150 care staff) across Doncaster to demonstrate that by sharing best practice and raising care workers understanding of health needs and available pathways the quality of care provided to residents can be improved	53,000	53,000	0	Delay in commencement of 14/15 pilot results in expenditure spanning two financial years. Funded from SMIP / BCF
A,H&WB	Syringe Drivers in nursing homes	The project aims to provide syringe driver (McKinley T34) training to all Doncaster locality nursing homes (24 in total). It will be commissioned from RDASH who will purchase an additional supply of syringe drivers to facilitate this. They will also operate a booking in and booking out system to ensure the syringe drivers are tracked and returned when they are no longer required.	38,333	38,333	0	One off pilot for 12 months from the 1st February 2015 Funded from SMIP / BCF
A,H&WB	Enhancement of Dementia Support Services	Enhancement of the current service offer, expanding the Dementia Café element from four cafés per month to 8 cafés per month and increasing the number of "singing for the brain" groups to two per month. The dementia support service capacity fro new referrals will increase on average by 20 per month. Based on the dementia cafe service specification the maximum number to benefit is 20 people per cafe with one dementia support worker plus three volunteers.	77,000	77,000	0	One off pilot for 15 Months from the 1st January 2015 Funded from SMIP / BCF £96,250 in total

Directorate	Grant Recipient	Service Provided/Update	2015/16 Existing Budget	2016/17 Saving	2016/17 Proposed Budget	Reason for Change
Section 76 Agreements with NHS England						
A,H&WB (Public Health)	Clinical waste management services	The Council currently commissions a number of needle exchanges from pharmacies across the Borough. Each of those needle exchanges requires clinical waste disposal, the responsibility for this has moved to NHS England South Yorkshire and Bassetlaw from Doncaster PCT. Funded by Public Health.	9,000	0	9,000	This £9k will form part of a contract now awarded to Rdash for the substance misuse re tender, although the amount is the same it is expected Rdash will pass the funds to clinical waste management services. therefore no longer a Grant to a 3rd sector.
A,H&WB	Prisons Service Care Assessments	The Care Act places responsibility on local authorities to provide domestic care within prison establishments, bail accommodations and other custodial settings. The domiciliary care element will be provided through this agreement.	252,000	109,360	142,640	Nottingham Health Care Trust are the existing provider and they will continue to provide the service. The contract will be reviewed annually in November. The grant allocation for 2016/17 for the prisons service is not yet known and therefore any savings can not yet be confirmed. Any saving will contribute towards the wider commissioning and Access to care saving.
Total Section 76 Grants			1,912,993	279,123	1,633,870	
Grand Total Grants to 3rd Sector Organisations			2,625,083	602,533	2,006,550	

Fees & Charges Summary 2016/17

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget Increase
				%	£
Adults, Health & Wellbeing	Museums	There is limited scope to increase. Income is not achieved at Chequer Road. The room hire has been restructured to include a half day and full day rate and some small charges have been rounded down slightly to try to encourage use.	Doncaster Museum - Hire of gallery - no increase Cusworth Hall admission - remains free	0.0%	0
Adults, Health & Wellbeing	Allotments	Direct Managed Sites - rents increase annually with RPI after new tenancy agreements issued. An exception is being made and no increase is being applied in 16/17. 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 2016/17 will not increase.	Direct managed sites £9.94 per 100m ² per annum (£7.46 for senior citizens). No increase.	0.0%	1,050
Adults, Health & Wellbeing	Libraries	Fees held at 2015/16 levels in most cases as activity would decrease if fees increased therefore reducing income generated. Research fees have been increased. Income targets currently not being met - Q2 projection £27k under-achieved.	Various, e.g. A4 B&W photocopy 10p to international media print run £173.08	1.7%	2,010
Regeneration & Environment	Bereavement - Burial	Increase in charges in 2015/16 brought fees to a similar level as neighbouring Authorities. Assumed no impact on demand. New charge introduced for 2016/17, Accompanied Grave/Plot Selection, £30 for outside cemeteries and £15 for Rosehill Cemetery.	Minimal individual increase in burial charges for 2016/17. Adult commital increase by £25, currently £1215 increasing to £1240.	2.7%	19,450

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget increase
				%	£
Regeneration & Environment	Bereavement - Cremation	Decorated container tubes are increased from £25 to £30. Plastic containers also increase from £25 to £30, and a new charge is to be introduced for 2016/17 for the holding of cremated remains not collected. Charge will be £30 if not collected after six weeks and £5 per week thereafter. Estimated activity is approx 80-100 per year.	Minimal individual increases in cremation costs for 2016/17. Adult commital increasing by £5. Currently £660 rising to the £665 main target fee agreed in 2014/15. New charge added for holding of cremated remains.	7.3%	18,650
Regeneration & Environment	Bereavement - Memorial Items	Metal vases for cemetery/crem plots increased by 50%. Other charges increased generally by between 2 and 11%.	Memorials generally increased by 3% 2016/17 after 3% increase in 2015/16.	3.1%	5,610
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 demand. Further review being undertaken as part of NS16	Main schedule remains the same Street namings increased by an average 5%. Solicitor's enquiries & Duplicate/Replacement Certificates from £72 to £74	2.8%	2,780
Regeneration & Environment	Car Parking - Permits	Staff car parking permits proposed not to increase due to expected reduction in demand.	Public Permits 6 day £372. Staff Permits 5 day £360.	0.0%	0
Regeneration & Environment	Car Parking	Residents Permit Scheme - charges cover cost of administering scheme. Fee increase in 2016/17 applies <u>only</u> to the Elmfield scheme, and brings it in line with the other schemes. This represents delayed implementation of the Elmfield fee, for which the budget uplift has already been recognised in prior years. Changes in implementation of the original 2014/15 proposal were agreed in 2015/16.	Residents Permit (all schemes) £25 per property per annum. Scratchcards initial issue £25 for 50 per annum then £5 per scratch card thereafter.	66.7%	0
Regeneration & Environment	Car Parking - Off Street Charges	Includes Colonnades, Markets, Chappell Drive and other Council owned car parks.	Charges range from 50p to £7.50 depending on car park and length of stay.	0.0%	0
Regeneration & Environment	Car Parking - On Street Charges	No change proposed.	Majority at £2.00 per hour	0.0%	0

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget increase
				%	£
Adults, Health & Wellbeing	Cusworth Hall Car Park	No change proposed.	£1.00 for 1 hour £1.50 for 2 hours £2.20 for 3 hours £6.00 for all day £10 per coach	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 2016/17.	Various depending on application type (see detail) e.g. Householder applications for alterations/extensions to a single dwelling remain at £172. Full applications for New dwellings (for more than 50) remain at £19,049.	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.	Alarm disconnection charges increase in range from £200 - £480 to £210 - £500	4.2%	260
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.	10 to 15 leaflet £350	0.0%	0
Regeneration & Environment	FLAG - Litter fixed penalty notices	Maximum fee £80 set nationally.	Already at £80 maximum	0.0%	0
Regeneration & Environment	Safety & Food Education	Food hygiene courses. Some increases on certain courses, but no uplift where other course providers are either cheaper or the same price and would impact on demand.	Various. For example - Level 3 Award in Food Safety £277.	2.8%	5,560
Regeneration & Environment	Food Control	No change proposed.	Drinking water sampling visit £90 per hour	0.0%	0
Regeneration & Environment	Gypsy & Traveller Rents / Static Caravan Sites	As a result of the budget announcement regarding social housing rents being reduced by 1% for four years, it is recommended there will be a freeze on current pitch rents for 2016/17	White Towers £69.15 Single plot, £76.53 Double plots. New plots at White Towers and Lands End Single £81.28, Doubles £91.44	0.0%	0

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget increase
				%	£
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. The initial main fee of £500 is pro rata over the remaining period weighted for initial set up.	Council Scheme fee 2016/17 is £415.	-17.0%	0
Regeneration & Environment	Landlord Licences (HMO)	Houses in multiple occupation. Renewal fee estimates based on five year rolling renewal policy. Main fee increased from £775 to £800 for 2016/17 but most licences were renewed in 2014/15 leading to an uplift in budget in that year that decreases over the life of the renewal period. This was confirmed in 2014/15 budget setting.	Renewal Licence Basic Fee £800 (five Year Licence). Programme originally introduced 2009/10.	2.9%	-8,740
Regeneration & Environment	Taxi Licencing	Not allowed to generate a surplus, limited to cost recovery.	Private Hire/Hackney Vehicle Licence £230	0.0%	0
Regeneration & Environment	Miscellaneous Licences	The Council must not be seen to generate a surplus income from its licensing activities nor must it been seen to be using fees to support the enforcement activity against unlicensed individuals/businesses. The budget increase in 2016/17 is due to the three year renewal of scrap metal dealer/collector licences rather than a percentage increase in the fee value.	Sex establishments remain at £2,840 Tattooist charges remain at £200.	0.0%	18,720
Regeneration & Environment	Markets	Tenancy agreements proposed to increase by RPI as provided for within each lease. In the main, stall charges also proposed to increase by RPI (Sep 2013 3.2%); promotional sites and other charges by CPI (Jun 2013 2.9%CPI). All charges outside tenancy agreements have then been rounded up to nearest 50p. Car Boot Pitch licences will remain the same at £2.50 per car (this excludes Car Boot Sales at the Keepmoat Stadium, the value of which has been negotiated separately as part of the lease agreement with Doncaster Rovers).	For example a 12ft stall at Doncaster Market on a Saturday increases from £21 to £22	3.6%	62,340

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget increase
				%	£
Regeneration & Environment	Mansion House	Provision of facilities for Weddings and room hire	Weddings £1,000 Room hire £25 per hour	0.0%	0
Regeneration & Environment	Mary Woollett Centre	No change proposed.	Full day room hire £165 and hall hire £255	0.0%	0
Regeneration & Environment	Parks & Playing Fields	Football pitches based on other authorities in area plus CPI. Bowling Greens increase by CPI in 2015/16. Football pitches for under 12s for free including mini pitches.	Football pitches for under 12's provided free of charge in accordance with previous change in 2014/15. Bowling green fees £1,030 for season per green.	3.0%	2,050
Regeneration & Environment	Pest Control	Applicable benefits limited to Housing Benefit and/or Local Taxation Support Scheme. No charge proposed for rats. £10 increase for bed bugs as each job requires two operatives. £2 increase for Mice and Insects (£1 for Benefits and LTSS claimants). Proposed percentage increase of 7.4% reflects general average enlarged by increases in respect of out of hours services (11-25%) as charge needs to reflect the work involved (minimal impact on budget as no call outs usually occur).	Domestic charges for all pests (excluding rats, moles, squirrels) £52 full charge, £41 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).	7.4%	570

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget increase
				%	£
Regeneration & Environment	Waste & Recycling	Charges for trade waste, commercial recycling, commercial clinical and domestic bulky collections, additional bins and replacement bins on second request. Reduced rate Bulky collections for those on applicable benefits. No charge for collection of non reusable fridge freezers and asbestos. Prices compared with other LA's, no impact on demand expected.	Quarterly collection of a standard wheeled bin increases from £50 to £55 Bulky collections for residents on benefits increases from £10 to £12 and the full charge remains constant at £25. Non reusable fridge freezers and Asbestos collection remain FREE for all residents Additional Bins for those meeting criteria £30 Replacement bins (lost/damaged) 1st bin FREE, subsequent requests £21.	9.1%	267,710
Regeneration & Environment	Strategy & Programmes	Local Records Centre - collation and provision of biological records data for private and public sector use.	Charge for first hour of a basic search £150	0.0%	0
Regeneration & Environment	Schools Catering	Primary & Secondary meal fees for pupils and adults.	No increases. Existing charges:- £2.00 Primary £2.10 Secondary £3.60 Adult £2.60 Adult duty. New charge £1.70 Nursery (previously included in Primary).	0.0%	0
Regeneration & Environment	MOT fees	No increase proposed as 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.	Car/light van fee £38, re-test fee £10 Light minibuses £50, re-test £20 Light Commercial £50, re-test £20.	0.0%	0

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget Increase
				%	£
Regeneration & Environment	Facilities Management Catering	General increase to cover inflation on supplies and staffing increases.	Standard Coffee/Tea £1.40/£1.20 Speciality coffee £1.85 Meal Deal £3.2 Buffet £6.45 Standard Sandwich £2.00 Standard Wedding Package (per head) £92.00	2.0%	5,160
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	0.0%	0
Finance & Corporate Services	Registrars	Registration fees for birth death and marriages, Civil Naming/Renewal of Vows (separate charges introduced for Registry Office and approved premises), Citizenship. Non statutory fees increased by 2.2%. Statutory fees will be confirmed by government at a later date.	Hire registrar Saturday £426 plus £4 certificate. Statutory charges to be confirmed.	2.2%	560
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 £5 in 2016/17. Due to low take up there will be no budget increase.	£60.00 per parent per child (national charge). £25.00 per application.	12.5%	0
					403,740

Not included in the fees and charges additional income as already included in budget proposals

Adults, Health & Wellbeing	Supported Living	Sleep in Charge. Majority of service users will already be paying maximum client contribution so additional income will be minimal.	£35.00 per night (excludes VAT as non-VATable)	2.9%	0
Adults, Health & Wellbeing	Residential Services	Charge for assessment for Out of Area Placements (per hour), generally charged to other Local Authorities.	Charge £25.63	1.7%	0

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget increase
				%	£
Adults, Health & Wellbeing	Self Support/Group Homes Rents	Rentals for clients occupying properties. Fees are funded from Supporting People and Housing Benefits.	Learning Difficulty Homes £180 per home, £90 each for 2 residents, Mental Health £210 per hour i.e. £105 each for 2 residents	0.0%	0
Adults, Health & Wellbeing	HEART service	Universal fee for home monitoring service - telecare/pendant alarm. No increase proposed. 2/3 of users receive a free service due to age and benefits received. Paying customers generate a small surplus. No increase proposed.	Charge £3.84	0.0%	0
Adults, Health & Wellbeing	Day Care Charges	Based on existing provision. The charge is not Vatable for persons with an assessed need but any person without an assessed need will have to pay VAT.	£29.15 per day for clients with assessed need. £34.98 per day for the universal day care.	1.9%	51,000
Adults, Health & Wellbeing	Home Care Charges	The rate of £13.20 is the 2015/16 rate following the removal of subsidy, with the rate for 2016/17 still to be agreed.	2015/16 rate - £11.28 per hour, £13.20 per hour for new users' contributions from 09/11/15.	0.0%	403,000
Adults, Health & Wellbeing	Residential Care Services	This is a net expense to the Council therefore any increase is a corresponding pressure to the Council. The increase in client fee income will reduce this pressure and is already included in approved budget proposal. The fees for 2016/17 are still to be finalised.	2015/16 rates - Residential £424.12 per week, EMI residential £431.48 per week, Nursing £434.67 per week, Nursing EMI £486.41 per week	0.7%	186,940
Adults, Health & Wellbeing	Community & Day Centre Room hire	The charge introduced in 2013/14 (£10 per hour) has been reviewed and will be applied to Day Centres.	Less than 25 people Community Group £5.00 per hour, Voluntary Sector £10 per hour, Profit making £20.00 per hour, More than 25 people Community Group £10 per hour, Voluntary Sector £20.00 per hour, profit making £25.00 per hour	0.0%	0
Adults, Health & Wellbeing	Day Care Transport	Universal flat rate transport charge of £3 per journey for those using Council vehicles to attend the centre.	£3 per journey	200.0%	264,000

Directorate	Service	Comment on Proposed Fees and Charges for 2016/17	Main Fee (including VAT)	2016/17 Proposed Average Increase	2016/17 Proposed Budget increase
				%	£
Finance & Corporate Services	Blue Badge Scheme	Disablement parking badges. Charges are set by government. The 2015/16 charge is not expected to change for 2016/17.	£10 per application	0.0%	0
Regeneration & Environment	Car Parking - Mexborough Multi Storey	No increases proposed, charging still to be introduced (one months notice required) and demand is to be established.	50p 1hr / £1 2hrs / £2 all day	0.0%	0

2016/17 Fees and Charges Detail

The Fees and Charges detailed below reflect the 20% VAT rate where VAT is charged. Where VAT is not charged this is clearly marked.

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2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
<u>ADULTS & COMMUNITIES</u>		
ADULT DAY CENTRES		
Adult Day Centres - Transport (No VAT)		
Transport - Single Journey	1.00	3.00
Adult Day Centres - Universal Charge		
Day Care Charges (per day) - Universal Charge without assessed need	34.32	34.98
Day Care Charges (per day) - Universal Charge with Assessed Need (no VAT)	28.60	29.15
Per cooked meal*	3.60	3.60
Tea	0.60	0.60
Coffee	0.60	0.60
*From 2012/13 all day centre meals provided by Schools Catering		
Adult Home Care (No Vat) - The fee for 2016/17 is still to be confirmed		
Home Care Fee (per hour)	11.28	} TBC
Home Care Fee - new users' contribution following subsidy removal effective from 09/11/15 (per hour).	13.20	
ADULT RESIDENTIAL SERVICES		
Assessment for Out of Area Placements - Hourly Rate	25.20	25.63
Payments to providers and maximum charge to a client in an Independent Care Home - The fees for 2016/17 is still to be confirmed		
Residential per week	424.12	TBC
Elderly Mentally Infirm (EMI) per week	431.48	TBC
Nursing	434.67	TBC
Nursing EMI	486.41	TBC
Training Cancellation and Non Attendance Fee	New	100.00
Self Support Group Homes - Church Road, First Square, Lodge Road & Princess Avenue.		
Mentally Ill People (3 Tenants):		
Rent	70.00	70.00
Counselling & Support	0.00	0.00
Mentally Ill People (2 Tenants):		
Rent	105.00	105.00
Counselling & Support		
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
Counselling & Support	113.94	113.94
Learning Disability & Older People (3 Tenants):		
Rent	60.00	60.00
Counselling & Support	113.94	113.94
Learning Disability & Older People (2 Tenants):		
Rent	90.00	90.00
Counselling & Support	113.94	113.94
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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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	3.74
Incontinence	5.07	5.07
Bedding	1.06	1.06
Clothing - Under 60	3.22	3.22
Clothing - Over 60	1.94	1.94
Footwear - Under 60	1.68	1.68
Footwear - Over 60	1.01	1.01
Wheelchair - Manual	4.00	4.00
Wheelchair - Powered	9.62	9.62
Powered Bed	4.40	4.40
Turning Bed	7.68	7.68
Power Chair	3.46	3.46
Stair Lift	6.22	6.22
Hoist	3.00	3.00
Transport (without Mobility)	2.47	2.47
Domestic Fuel:		
Single in Flat	12.00	12.00
Couple in Flat	15.89	15.89
Single in Semi	12.75	12.75
Couple in Semi	17.03	17.03
Single in Detached	15.49	15.49
Couple in Detached	20.43	20.43
Home Alarm Service / HEART		
Home Alarm Service / HEART weekly charge	3.84	3.84
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)	188.00	192.00
Deferred Payment Agreement Admin Operational Fee (No VAT)	90.00	92.00
Deferred Payment Agreement Interest Rate (No VAT)	2.65%	2.15%
Deferred Payments District Valuer Property Valuation Fee (arbitration where the Council's valuation is disputed by the client)	600	600.00
Supported Living		
Sleep in Fee	40.80	42.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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	0.80
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	1.00
Daily Fine Rate	0.30	0.30
Maximum fine (per CD)	10.00	10.00
Children's audio tapes and video's are exempt from charges		
DVDs		
DVD's - Premium DVD (per week)	2.50	2.50
Blu-Ray DVD (per 3 day loan)	3.00	3.00
Non-Premium DVD's (1 week loan) - borrow 2 and get 1 free	1.50	1.50
Box Sets (3 weeks)	5.00	5.00
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	10.00
Maximum fine per other DVD	10.00	10.00
Overdue Reminders		
Overdue Reminders - charge per letter (does not apply to children or over 60's)	0.50	0.50
Visit charge for overdue collections (per visit)	20.00	20.00
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	5.00
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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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	0.50
LIBRARIES - ROOM HIRE CHARGES (per hour) No VAT		
Under 25 people for Community Groups during Library Opening Hours	7.80	7.80
25 - 50 people for Community Groups during Library Opening Hours	7.80	7.80
Under 25 people for Community Groups outside Library Opening Hours	31.30	31.30
25 - 50 people for Community Groups outside Library Opening Hours	39.10	39.10
Under 25 people for profit making organisations during Library Opening Hours	28.10	28.10
25 - 50 people for profit making organisations during Library Opening Hours	39.10	39.10
Under 25 people for profit making organisations outside Library Opening Hours	39.10	39.10
25 - 50 people for profit making organisations outside Library Opening Hours	46.90	46.90
Refreshments including biscuits (per person)	1.09	1.09
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	0.70
Fax (Copies per sheet)		
Within UK - first sheet	2.00	2.00
subsequent sheets	0.70	0.70
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	0.00	0.00
A4 Colour	0.00	0.00
Laminating		
A4	2.00	2.00
A3	2.50	2.50
Mint Corporate Researcher		
Mailing List (per address)	0.22	0.25
Company Financials (per page)	1.88	2.00
Company Profiles	11.76	12.00
Data Monitor Reports	18.75	19.00
Exhibitions and Displays		
Commercial display charge (for 2 weeks) 20% on sales + VAT or £60.00 (whichever is greater)	60.00	60.00
Non-commercial displays (for 1 week)	20.00	20.00
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	20.00
Multiple Sites	40.00	40.00
(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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
ARCHIVES AND LOCAL STUDIES CHARGES		
Diocesan Records		
Issue of Certificates		
Marriage (stipulated fee)	9.00	9.00
C of E Baptism (stipulated fee)	12.00	12.00
Certified Copies	8.00	8.00
Handling charge (including p+p)		
Up to 30 copies	9.38	10.00
Over 30 copies	13.45	14.00
Assistance and Research (per hour)		
Family History	49.15	50.00
Archives	49.15	50.00
Business Research	101.40	110.00
Photocopies (Black and White)		
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	9.38	10.00
Administration Fee - for items taken out for reproduction by a third party	15.63	16.00
Research Service		
First 10 minutes	0.00	0.00
Basic search (2 sources 15 minutes)	13.45	15.00
Extensive search (per 30 minutes)	31.26	32.00
Corporate enquiries (per 30 minutes)	31.26	32.00
Commercial enquiries (per 30 minutes)	84.50	90.00
Evidence of School Attendance	31.25	35.00
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	1.50	1.50
To E-mail	1.00	1.00
Photos taken using own equipment (per image)		0.50
Talks	0.00	0.00
Media Print Run:		
Local	26.68	35.00
National	98.47	120.00
International	173.08	200.00
Commercial History (up to 5 images)	80.00	100.00
Film Location Fee	125.00	175.00
DONCASTER LIBRARIES SERVICE FOR BLIND AND PARTIALLY SIGHTED PEOPLE		
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		
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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
MUSEUMS		
Charges include VAT unless stated		
Doncaster Museum & Art Gallery		
Room Hire		
Gallery 4 per hour	20.00	20.00
Gallery 4 per half day	NEW	40.00
Gallery 4 per day	NEW	80.00
Gallery 5 per hour	25.00	25.00
Gallery 5 per half day	NEW	50.00
Gallery 5 per day	NEW	100.00
Tea & coffee (per head)	1.70	1.50
Cusworth Hall, Museum & Park		
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 plain A4	3.79	3.50
Print from disc - on photographic A4	7.89	8.00
Print from disc - on plain A3	5.52	5.50
Print from disc - on photographic A3	15.80	16.00
Cost of scanning images (each 30 mins)	12.63	13.00
Origination of digital image	25.00	25.00
Reproduction and publication fees		
Photocopies		
A4 photocopy	0.15	0.15
A3 photocopy	0.37	0.38
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)	30.00	30.00
Transport & Administration fee (per occasion)	10.00	10.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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)	50.70	60.84
CON29O (Optional Enquiries)	5.00	6.00
Other Income (Additional parcels/admin/copies)	10.00	10.00
Assisted Personal Search	9.00	9.00
REGISTRARS		
Hire of Registrar		
Mon-Thurs	261.00	261.00
Fri	301.00	301.00
Sat	426.00	426.00
Sun/Bank Hols	551.00	551.00
Civil Naming/Renewal of Vows		
Mon – Thurs (R.O.)	98.00	106.00
Fri – Sat (R.O.)	120.00	125.00
Mon – Fri (App Prem)	175.00	180.00
Sat (App Prem)	240.00	251.00
Sun (App Prem)	295.00	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	120.00	125.00
Change of Name Deed	40.00	40.00
Premium Marriage Package/Civil Partnership Premium Package	50.00	50.00
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

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
<u>LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE</u>		
ATTENDANCE & PUPIL WELFARE		
Fixed Penalty Notice for irregular attendance at School - Per Parent Per Child	60.00	60.00
Disclosure and Barring (DBS) check for volunteers to be chaperones whilst working with children involved in performing.	20.00	25.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
<u>REGENERATION & ENVIRONMENT</u>		
BEREAVEMENT SERVICES		
Independent funerals		
Burial:		
Late Charge for turning up to scheduled burial booked (15mins late)	60.00	65.00
Adult Grave / Woodland / Meadowland Exclusive Right 50yrs	945.00	965.00
Adult Grave / Woodland / Meadowland Exclusive Right 75yrs	1,215.00	1,240.00
Pre-purchase Grave 10 yrs	535.00	550.00
Interment Fee	865.00	885.00
Extra Depth Charge for 2	205.00	205.00
Extra Depth Charge for 3	395.00	400.00
Childs Grave Exclusive Right 50yrs	435.00	440.00
Childs Grave Exclusive Right 75yrs	580.00	585.00
Interment Fee (up to age of 16)	145.00	145.00
Childs Interment Adult Grave	365.00	370.00
Cremated Remains Child in C/R Plot or existing grave	110.00	115.00
Interment of Adult or Child Public Grave	890.00	925.00
Interment of Child (up to 16) Public Grave	320.00	330.00
Interment of NVF in Public Grave	195.00	200.00
Cremated Remains Plot Exclusive Right 50yrs	470.00	485.00
Cremated Remains Plot Exclusive Right 75yrs	685.00	705.00
Interment of Remains	225.00	230.00
Pre-purchase Plot 10 yrs	270.00	280.00
Headstone	205.00	210.00
Childs Headstone	75.00	75.00
Kerb Set	155.00	160.00
Childs Kerb Set	100.00	105.00
Replacement Headstone	30.00	30.00
Cremated Remains Tablet	95.00	95.00
Additional Inscription	60.00	60.00
Removal of Headstone prior to Interment	175.00	180.00
Removal of Kerb prior to Interment	235.00	240.00
Removal of Cremated Remains Tablet	60.00	65.00
Removal and Disposal of Headstone/Plaque	50.00	55.00
Renewal of pre-purchase graves/plots	210.00	215.00
Accompanied Grave/Plot Selection		
Outside Cemeteries		NEW 30.00
Rose Hill		NEW 15.00
Exhumation Charge for Cremated Remains	265.00	275.00
Use of Chapel (30 min block)	90.00	90.00
Transfer of Ownership of graves/plots	40.00	40.00
Strewing of Cremated Remains on Graves	35.00	35.00
Swipe Card	15.00	15.00
Use of Chapel for services not taking place in our Cemeteries or Crematorium	250.00	255.00
Fee for late Burial or Cremation Paperwork	60.00	65.00
No show charge for appointments made for either burial of remains or scattering appointment	60.00	65.00
Premium Plot Charge	120.00	120.00
Cremation:		
Adult Full Service Charge inc Medical ref fee charge	700.00	700.00
Adult Committal Service Charge inc Medical ref fee charge	660.00	665.00
Child 12 years and above (<12 FOC) inc Medical ref fee charge	335.00	335.00
NVF Samples & Body Parts	185.00	185.00
Additional Chapel Time (20 minutes)	245.00	245.00
Wooden Caskets	65.00	65.00
Velvet Bags		NEW 15.00
Bronze Urns	55.00	55.00
Environmental Containers	15.00	15.00
Decorated container Tubes	25.00	30.00
Plastic Containers	25.00	30.00
Exhumation Casket	100.00	110.00
Certificate of Cremation	20.00	20.00
Removal of Flower to Cemetery Site	30.00	30.00
Bearers for Cremation	35.00	35.00
Recording of Cremation Service	45.00	45.00
Scattering Remains from Elsewhere	75.00	85.00
Scattering Appointment	35.00	45.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
Genealogy Search (per person)	15.00	25.00
Cancellation of Cremation 2 days prior to Cremation	110.00	110.00
Consultation and help with completing cremation forms for Independent Funerals	185.00	195.00
Organ Fee	11.00	11.00
Premium Plot Charge	60.00	60.00
Over running on Cremation Time	60.00	60.00
Hold of Cremated Remains		
Charge if not collected within 6 weeks of Cremation	NEW	30.00
Charge Per Week Thereafter	NEW	5.00
Memorials:		
Memorial Inscription per Line	35.00	35.00
Badges	70.00	70.00
Coat of Arms	85.00	85.00
Miniature Book (2 line entry)	85.00	85.00
Miniature Card (2 line entry)	45.00	50.00
Extra lines per entry in books and cards	20.00	20.00
Bronze Tablet Path Kerb	195.00	200.00
Reservation Fee	40.00	40.00
Replacement Tablet	80.00	85.00
Ornamental Tree with Bronze or Granite Tablet	535.00	550.00
Replacement Bronze or Granite Tablet due to vandalism	125.00	130.00
Crematorium Plots Exclusive Rights 30yrs	410.00	425.00
Interment of Cremated Remains	225.00	230.00
Standard Black Granite Wedge / Memorial Granite Stone	390.00	400.00
Small Black Granite Plaque or York Stone Plaque	270.00	275.00
Photo Plaques Single / Double	145.00	150.00
Motifs on Plaques	105.00	105.00
Re-Gilding Fee	30.00	30.00
Additional Lettering (charge per letter) on Plaques, wedges, york stone	5.00	5.00
Exclusive Right Sanctums	1,000.00	1,005.00
Additional Lettering & Interment into Sanctum	450.00	465.00
Vases for path side	510.00	520.00
Vase in Flower Room or Book of Remembrance Room	60.00	60.00
Swipe Card for Flower Room	10.00	10.00
Seats with arms	1,300.00	1,340.00
Seats without arms	1,155.00	1,190.00
Seats Granite Bench	1,050.00	1,080.00
Seats Wooden Bench	1,290.00	1,330.00
Additional Plaque for Seats	30.00	30.00
Childs Hand / Mushroom Small Plaque	185.00	190.00
Childs Hand / Mushroom Medium Plaque	230.00	235.00
Childs Hand / Mushroom Large Plaque	265.00	265.00
Tablet on shared Mushroom	170.00	175.00
Family Mushroom Memorial	530.00	535.00
Rose Tree	205.00	215.00
Rose Shrub / Miniature Shrub	120.00	125.00
Additional Labels Rose Trees, Shrubs	30.00	30.00
Granite plaques on wall in Crematorium grounds	215.00	220.00
Metal vases for cemetery/crematorium plots	10.00	15.00
Additional Inscription on a Vase	NEW	11.00
Permit fee for vase charge	30.00	30.00
Duplicate grave deed	35.00	35.00
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	35.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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	180.00
Amount of Inspection Charge	107.00	107.00
Building Notice or reservation Charge including VAT	257.00	287.00
Amount of Regularisation Charge (No VAT)	257.00	287.00
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	180.00
Amount of Inspection Charge	172.00	172.00
Building Notice or reservation Charge including VAT	322.00	352.00
Amount of Regularisation Charge (No VAT)	322.00	352.00
Part P Inspection	267.00	267.00
Conversion of a domestic garage to create a habitable space		
Amount of Plan Charge	150.00	180.00
Amount of Inspection Charge	107.00	107.00
Building Notice or reservation Charge including VAT	257.00	287.00
Amount of Regularisation Charge (No VAT)	257.00	287.00
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	180.00
Amount of Inspection Charge	139.00	139.00
Building Notice or reservation Charge including VAT	289.00	319.00
Amount of Regularisation Charge (No VAT)	289.00	319.00
Part P Inspection	289.00	289.00
Any extension of a dwelling with an internal floor area between 10m² and 40m²		
Amount of Plan Charge	150.00	180.00
Amount of Inspection Charge	273.00	273.00
Building Notice or reservation Charge including VAT	423.00	453.00
Amount of Regularisation Charge (No VAT)	423.00	453.00
Part P Inspection	267.00	267.00
Any extension of a dwelling with an internal floor area between 40m² and 60m².		
Amount of Plan Charge	150.00	180.00
Amount of Inspection Charge	357.00	357.00
Building Notice or reservation Charge including VAT	507.00	537.00
Amount of Regularisation Charge (No VAT)	507.00	537.00
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	180.00
Amount of Inspection Charge	407.00	407.00
Building Notice or reservation Charge including VAT	557.00	587.00
Amount of Regularisation Charge (No VAT)	557.00	587.00
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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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	180.00
Amount of Inspection Charge	273.00	273.00
Building Notice or reservation Charge including VAT	423.00	453.00
Amount of Regularisation Charge (No VAT)	423.00	453.00
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	180.00
Amount of Inspection Charge	172.00	172.00
Building Notice or reservation Charge including VAT	322.00	352.00
Amount of Regularisation Charge (No VAT)	322.00	352.00
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	180.00
Amount of Inspection Charge	374.00	374.00
Building Notice or reservation Charge including VAT	524.00	554.00
Amount of Regularisation Charge (No VAT)	524.00	554.00
Part P Inspection	267.00	267.00
Planning & Building Control Fees for Small Domestic Buildings		
Plan Charge for one dwelling	150.00	180.00
Inspection Charge	441.00	441.00
Amount of Regularisation Charge (No VAT)	591.00	621.00
For 2 or more dwellings please contact Building Control		

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
Planning & Building Control Fees for Non Domestic new buildings, extensions, alterations etc		
Any extension with maximum internal 10m² floor area.		
Amount of Plan Charge	150.00	180.00
Amount of Inspection Charge	172.00	172.00
Building Notice or reservation Charge including VAT	322.00	352.00
Amount of Regularisation Charge (No VAT)	322.00	352.00
Any new building or extension with an internal floor area between 10m² - 40m².		
Amount of Plan Charge	150.00	180.00
Amount of Inspection Charge	307.00	307.00
Building Notice or reservation Charge including VAT	457.00	487.00
Amount of Regularisation Charge (No VAT)	457.00	487.00
Any new building or extension with an internal floor area between 40m² - 100m².		
Amount of Plan Charge	150.00	180.00
Amount of Inspection Charge	508.00	508.00
Building Notice or reservation Charge including VAT	658.00	688.00
Amount of Regularisation Charge (No VAT)	658.00	688.00
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	180.00
Amount of Inspection Charge	102.00	102.00
Building Notice or reservation Charge including VAT	252.00	282.00
Amount of Regularisation Charge (No VAT)	252.00	282.00
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	180.00
Amount of Inspection Charge	256.00	256.00
Building Notice or reservation Charge including VAT	406.00	436.00
Amount of Regularisation Charge (No VAT)	406.00	436.00
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	180.00
Amount of Inspection Charge	508.00	508.00
Building Notice or reservation Charge including VAT	658.00	688.00
Amount of Regularisation Charge (No VAT)	658.00	688.00
For applications falling outside the above categories, Building Control charges are individually calculated		

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
Building Control - Other Fees		
Street naming (One House) Non Vatable	50.00	55.00
Street naming (Two or more) Non Vatable	68.00	70.00
Street naming (New Road) Non Vatable	100.00	103.00
Subsequent roads on same development Non Vatable	36.00	37.00
Demolitions Non Vatable	72.00	74.00
Solicitors Enquiry	72.00	74.00
Duplicate/Replacement Certificates	72.00	74.00

2016/17 Fees and Charges Detail

		Charge from 1 st April 2015	Charge from 1 st April 2016
		£	£
CAR PARKING	Stay		
Car Park:			
Colonnades	Per Hour	1.20	1.20
Wood Street	1 Hour	1.20	1.20
	2 Hours	2.40	2.40
Irish Club	1 Hour	1.00	1.00
	2 Hours	1.50	1.50
	3 Hours	2.00	2.00
Chappell Drive	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
Markets	1 Hour	1.20	1.20
	2 Hours	2.00	2.00
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	2.50
Thorne Rd	1 Hour	1.00	1.00
	2 Hours	1.50	1.50
	3 Hours	2.00	2.00
	4 Hours	2.50	2.50
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
	Over 4 Hrs	2.50	2.50
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
Chamber Road	1 Hour	1.00	1.00
	2 Hours	2.00	2.00
	3 Hours	3.00	3.00
	ALL Day	7.50	7.50
Mexborough Multi-storey	1 Hour	0.50	0.50
	2 Hours	1.00	1.00
	All day	2.00	2.00
	Annual pass - Traders	200.00	200.00
	Annual pass - Public	350.00	350.00
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	24.75
Dispensations	Day	16.50	16.50

2016/17 Fees and Charges Detail

		Charge from 1 st April 2015	Charge from 1 st April 2016
		£	£
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	15.00	25.00
Scratch Card (initial issue of 50)	Per annum	25.00	25.00
(then per scratch card)	Per annum	5.00	5.00
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	5.00
Permit (Businesses)	Per annum	50.00	50.00
Permit (Landlords)	Per annum	100.00	100.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
CATERING - FACILITIES MANAGEMENT		
Example charges: -		
Standard Coffee	1.35	1.40
Standard Tea	1.15	1.20
Standard Sandwich	1.95	2.00
Speciality Coffee	1.80	1.85
Meal Deal	3.10	3.20
Standard Buffet	6.30	6.45
Standard Wedding Package (per head)	90.00	92.00
 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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
DEVELOPMENT MANAGEMENT		
Pre Applications (Large Scale Major, 5+ meetings)	3,600.00	3,600.00
Pre Applications (Large Scale Major, up to 2 meetings)	825.00	825.00
Pre Applications (Small Scale Major)	205.00	205.00
Pre Applications (Minor)	70.00	70.00
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	30.00	0.00
Planning Histories	30.00	0.00
Permitted Development	30.00	30.00
Copies of permitted development decision letters	15.00	0.00
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 <i>more</i> 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		
	0.00	0.00
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
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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
ENVIRONMENT		
Cutting alarms after service of notice:		
Internal	480.00	500.00
External	300.00	310.00
Disconnecting car alarm after service of notice	200.00	210.00
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	90.00
Risk Assessment (Minimum £50 charge)	40.00	40.00
Carrying out an Investigation	40.00	40.00
Granting an Authorisation	40.00	40.00
FLAG (Fly Tipping, Litter, Abandoned Vehicles & Graffiti)		
Leaflet Distribution		
0 to 5	150.00	150.00
6 to 9	250.00	250.00
10 to 15	350.00	350.00
16 to 23	450.00	450.00
24+	550.00	550.00
Additional Badge	25.00	25.00
Litter Fixed Penalty Notices	80.00	80.00
FOOD HYGIENE		
Level 2 Emergency First Aid at Work	77.00	79.00
Level 2 Award for Personal Licence Holders (APLH)	123.00	127.00
ERAR Course	35.00	36.00
Award in Underage Sales Prevention (AUSP) Level 2	42.00	43.00
Award in Underage Sales Prevention (AUSP) Level 2	45.00	45.00
Fixed Penalty Notice (FPN) Waiver		
Individual delegate prices:		
Level 2 Award in Food Safety on-line course	NEW	25.00
Level 2 Award in Food Safety	53.00	54.00
Level 3 Award in Food Safety	269.00	277.00
Level 4 Award in Food Safety	577.00	577.00
Level 2 Award in Health & Safety in the Work place	53.00	54.00
Level 2 Award in COSHH	53.00	54.00
Level 2 Award in Healthier Food and Special Diets	62.00	64.00
Level 2 Award in Manual Handling (Principles & Practise)	73.00	75.00
Client provides the venue, price based on Tuition fee plus cost per delegate:		
1 day Level 2 Food Safety or Health & Safety	236.00 & 20.00	243.00 & 20.00
1 day Level 2 Healthier Food and Special Diets	236.00 & 20.00	243.00 & 20.00
0.5 day Level 1 Food Safety or Health & Safety	139.00 & 21.00	143.00 & 21.00
Level 2 Award in Manual Handling (Principles & Practice)	236.00 & 20.00	243.00 & 20.00
0.5 day level 2 Award in COSHH - Tuition fee plus cost per delegate	130.00 & 20.00	130.00 & 20.00
0.5 day Doncaster Council bespoke course - Tuition fee plus cost per delegate	139.00 & 21.00	143.00 & 21.00
Weekend/Evening Tuition Rate:		
Full day	355.00	365.00
Half day	211.00	217.00
Client provides the venue, total group price:		
Level 2 Award in Emergency 1st Aid at Work (EFAW) 1 day	386.00	397.00
Level 2 Award in Paediatric 1st Aid 2 days	818.00	842.00
1st Aid at Work (FAW) Re-qualification - 2 days	818.00	842.00
1st Aid at Work (FAW) - 3 days	1,400.00	1,440.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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	69.15
Double Plots	76.53	76.53
Single Plot (New)	81.28	81.28
Double Plot (New)	91.44	91.44
Lands End	79.31	79.31
Single Plot (New)	81.28	81.28
Double Plot (New)	91.44	91.44
Little Lane	79.31	79.31
Nursery Lane	44.54	44.54
Static Caravan Sites (charge per plot, per wk)		
Bloomhill Road, Moorends	26.77	26.77
Cow House Lane, Armthorpe	26.77	26.77
Orange Croft, Tickhill	27.89	27.89
HIGHWAYS		
Licensing of skips on the Highway	15.00	15.00
Licensing of Scaffolding and Hoardings on the Highway	155.00	155.00
Private Road Openings	410.00	410.00
Licensing of the Storage of Materials on the Highway	160.00	160.00
Provision of Highway Information	50.00	50.00
Vehicle Crossing Licence	380.00	380.00
Temporary Traffic Regulation Orders	570.00	570.00
Steetworks 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	45.00
Standard Activity Permit - Full Fee	109.00	109.00
Standard Activity Permit - Discounted Fee	76.00	76.00
Minor Activity Permit - Full Fee	64.00	64.00
Minor Activity Permit - Discounted Fee	45.00	45.00
Immediate Activity Permit - Full Fee	59.00	59.00
Immediate Activity Permit - Discounted Fee	41.00	41.00
HOMELESSNESS TEMPORARY ACCOMMODATION		
Temporary Accommodation (daily rate) varies according to property - contact service	Contact service	Contact service
Service Charge Daily Rate (Standard across all property types)	4.00	5.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
LICENSING		
Landlord Licences:		
Selective Licencing 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).	500.00	415.00
Homesafe Scheme	75.00	75.00
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)	775.00	800.00
Fee for each additional bedroom	52.00	54.00
<i>Licence Renewal fee for 5 bedroom properties, subject to:-Current compliance with the Councils standards & existing licencing conditions, No change to the Additional fee for Each Bedroom in the house</i>	465.00	480.00
<i>Variation of Licence, for any reason</i>	26.00	27.00
<i>Transfer of Licence for the remainder of Licence period, to a new Landlord, or on a change of manager</i>	365.00	380.00
<i>Additional fee , where required, for conducting a Criminal Records Bureau check on a proposed licence holder or manager (per person)</i>	124.00	128.00
<i>Extra costs incurred when additional Correspondence is necessitated due to incomplete applications will be recovered as an administration charge (per letter)</i>	73.00	76.00
	31.00	32.00
Private Hire/Hackney:		
Vehicle Licensing Hackney (Inc plates & first test)	230.00	230.00
Vehicle Licensing Private Hire (Inc plates & first test)	230.00	230.00
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 up to 2 vehicles	160.00	160.00
Private Hire Operators Licence each additional vehicle over 4	23.00	23.00
Application for Drivers Licence (+ DBS + Knowledge test)	130.00	130.00
	+DBS+KnT	+DBS+KnT
Joint Application (+ DBS + Knowledge test)	130.00	130.00
	+DBS+KnT	+DBS+KnT
Transfer to Joint (+ Knowledge test)	45.00	45.00
	+KnT	+KnT
Renewal of drivers licence - valid for 3 Years	100.00	100.00
Knowledge Test	55.00	55.00
Replacement Badge	25.00	25.00
Replacement Licence	25.00	25.00
Sealing of meter	41.00	41.00
Advertising on Taxis Full Livery	25.00	25.00
Change of advert	25.00	25.00
Tip up seat advertising	25.00	25.00
Transfer of ownership	40.00	40.00
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	200.00
Transfer or to Add Person	50.00	50.00
Animal Boarding Establishment (plus Vet Fee if needed)	145.00	145.00
	+ Vet Fee	+ Vet Fee
Performing Animals Registration	75.00	75.00
Civil Marriage Licence	1,300.00	1,300.00
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	145.00
	+ Vet Fee	+ Vet Fee
Dog Breeding Licence (plus Vet Fee if needed)	145.00	145.00
	+ Vet Fee	+ Vet Fee
Pet Shop Licence	145.00	145.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
Riding Establishment 1- 10 Horses	160.00	160.00
	+ Vet Fee	+ Vet Fee
Riding Establishment 11-25 Horses	180.00	180.00
	+ Vet Fee	+ Vet Fee
Riding Establishment over 25 Horses	200.00	200.00
	+ Vet Fee	+ Vet Fee
Sex Establishment Licence Application	2,840.00	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	1,500.00
Greyhound Stadium Licence	190.00	190.00
Scrap Metal Dealer - Site	320.00	320.00
Scrap Metal Dealer - Collector	200.00	200.00
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	200.00
Scrap Metal Dealer - Change of Site Manager	200.00	200.00
Scrap Metal Dealer - Additional Site(s) to Licence	75.00	75.00
Gambling:		
Bingo Premises		
Non-conversion fee where a provisional statement has already been granted	720.00	720.00
New Premises Fee	1,200.00	1,200.00
Annual Fee	750.00	750.00
Variation Fee	1,200.00	1,200.00
Transfer Fee	720.00	720.00
Re-Instatement Fee	800.00	800.00
Provisional Statement Fee	2,100.00	2,100.00
Change of circumstances	25.00	25.00
Copy of Licence Fee	15.00	15.00
Adult Gaming Premises		
Non-conversion fee where a provisional statement has already been granted	750.00	750.00
New Premises Fee	1,300.00	1,300.00
Annual Fee	700.00	700.00
Variation Fee	700.00	700.00
Transfer Fee	750.00	750.00
Re-Instatement Fee	750.00	750.00
Provisional Statement Fee	1,300.00	1,300.00
Change of circumstances	25.00	25.00
Copy of Licence Fee	15.00	15.00
Betting Premises (Track)		
Non-conversion fee where a provisional statement has already been granted	750.00	750.00
New Premises Fee	2,000.00	2,000.00
Annual Fee	800.00	800.00
Variation Fee	800.00	800.00
Transfer Fee	750.00	750.00
Re-Instatement Fee	750.00	750.00
Provisional Statement Fee	1,500.00	1,500.00
Change of circumstances	25.00	25.00
Copy of Licence Fee	15.00	15.00
Family Entertainment Premises		
Non-conversion fee where a provisional statement has already been granted	750.00	750.00
New Premises Fee	1,300.00	1,300.00
Annual Fee	500.00	500.00
Variation Fee	750.00	750.00
Transfer Fee	750.00	750.00
Re-Instatement Fee	750.00	750.00
Provisional Statement Fee	1,300.00	1,300.00
Change of circumstances	25.00	25.00
Copy of Licence Fee	15.00	15.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
Betting Premises (other)		
Non-conversion fee where a provisional statement has already been granted	720.00	720.00
New Premises Fee	1,800.00	1,800.00
Annual Fee	400.00	400.00
Variation Fee	900.00	900.00
Transfer Fee	720.00	720.00
Re-Instatement Fee	720.00	720.00
Provisional Statement Fee	1,800.00	1,800.00
Change of circumstances	25.00	25.00
Copy of Licence Fee	15.00	15.00
Liquor Licences		
Personal Licence	37.00	37.00
(Fees are set by Central Government)		
Premises Licence	Variable	Variable
(Fees are set by Central Government, Premise licences are charged based on a number of factors, e.g. Rateable Value, Occupancy.)		
Lotteries	Various	Various
(Fees are set by Central Government)		
LOCAL RECORDS CENTRE		
<i>Collation and provision of biological records data for private and public sector use.</i>		
Basic search fee for initial 2 hours	150.00	150.00
Cost per hour after initial 2 hours basic search	70.00	70.00
Local Wildlife Site report	15.00	15.00
Copy Charges - varies depending on size of paper	Various	Various
MANSION HOUSE		
Weddings	1,000.00	1,000.00
Room Hire - per hour	25.00	25.00

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
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. 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	11.00	11.50
12ft Stall - Tuesday	13.00	13.50
Gazebo Stall - Wednesday (Second Hand)	7.50	8.50
12ft Stall - Wednesday (Second Hand)	9.00	10.00
Gazebo Stall - Friday	14.00	14.50
12ft Stall - Friday	16.00	17.00
Gazebo Stall - Saturday	19.00	20.00
12ft Stall - Saturday	21.00	22.00
Storage Box	11.50	12.00
Rossington Outer Market (outside the scope of VAT)		
Stall - Friday	13.00	13.50
Car Boot Licence (outside the scope of VAT)		
Car Boot Pitch (Minimum charge £7 regardless of number of cars)	2.50	2.50
Mexborough Outer Market (outside the scope of VAT)		
Stall - Monday	9.00	8.50
Gazebo - Monday	6.00	5.50
Stall - Thursday (bric-a-brac)	6.50	6.00
Gazebo - Thursday (bric-a-brac)	6.50	6.00
Stall - Friday	13.00	12.50
Gazebo - Friday	7.50	7.00
Stall - Saturday	15.50	15.00
Gazebo - Saturday	9.00	8.50
Performance Sites (Outside scope of VAT)		
Clock Corner (Sunday to Thursday)	210.50	217.00
Clock Corner (Friday to Saturday)	247.00	254.50
St Sepulchre Gate Lay-by (Sunday to Thursday)	165.50	170.50
St Sepulchre Gate Lay-by (Friday to Saturday)	190.50	196.50
St Sepulchre Gate by Yorkshire Bank (Sunday to Thursday)	165.50	170.50
St Sepulchre Gate by Yorkshire Bank (Friday to Saturday)	190.50	196.50
Frenchgate Main Entrance St Sepulchre Gate (Sunday to Thursday)	165.50	170.50
Frenchgate Main Entrance St Sepulchre Gate (Sunday to Thursday)	190.50	196.50
Frenchgate Burger King Entrance (Sunday to Thursday)	165.50	170.50
Frenchgate Burger King Entrance (Friday to Saturday)	190.50	196.50
Frenchgate M&S and BHS (Sunday to Thursday)	165.50	170.50
Frenchgate M&S and BHS (Friday to Saturday)	190.50	196.50
Printing Office Street (Sunday to Thursday)	165.50	170.50
Printing Office Street (Friday to Saturday)	190.50	196.50
Primark Site (Sunday to Thursday)	182.50	188.00
Primark Site (Friday to Saturday)	214.50	221.00
Goosehill	74.00	76.50
Market Hall Corner	74.00	76.50
Open Market - Market Square	74.00	76.50
Based on 3M x 3M pitch (or multiple thereof)		
Gazebo (per day)	74.00	76.50
Town Centre Market Trading Baxtergate/High Street/Frenchgate/St Sepulchre gate		
Cost per 3Mx3M pitch including Gazebo per day	102.50	105.50
Pavement Cafes (Outside the scope of VAT)		
Initial application for pavement café licence (for 1-10 tables)	146.00	146.00
Initial application for pavement café licence (for 11+ tables)	Price On Application	Price On Application
Renewal (1-10 tables)	115.00	115.00
Renewal (11+ tables)	Price On Application	Price On Application

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
MARY WOOLLETT CENTRE (No VAT)		
<u>Room</u>		
Full day	165.00	165.00
Half day (up to 3.5 hours)	110.00	110.00
Twilight (4.15pm to 6pm)	55.00	55.00
After 6pm: up to 2 hrs	110.00	110.00
After 6pm: (per additional hour or part thereof)	45.00	45.00
Saturday: up to 2 hrs	255.00	255.00
Saturday: (per additional hour or part thereof)	45.00	45.00
Sunday: up to 2 hrs	290.00	290.00
Sunday: (per additional hour or part thereof)	55.00	55.00
<u>Hall</u>		
Full day	255.00	255.00
Half day (up to 3.5 hours)	170.00	170.00
Twilight (4.15pm to 6pm)	90.00	90.00
After 6pm: up to 2 hrs	165.00	165.00
After 6pm: (per additional hour or part thereof)	55.00	55.00
Saturday: up to 2 hrs	255.00	255.00
Saturday: (per additional hour or part thereof)	45.00	45.00
Sunday: up to 2 hrs	290.00	290.00
Sunday: (per additional hour or part thereof)	55.00	55.00
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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
PARKS & PLAYING FIELDS		
Administration Fee		
Charities / Community Organisations	60.00	60.00
Commercial Organisations	85.00	85.00
Site rental (VAT Exempt)		
Commercial Organisations minimum hire per day	100.00	100.00
Football / Rugby		
Class A pitches (includes changing rooms and showers)	72.00	72.00
Class B pitches (includes changing room only)	61.00	61.00
Class C pitches:		
Pitch only	51.00	51.00
Junior pitch	0.00	0.00
Five a side pitches (per 2 hours)	36.00	36.00
Seasonal club bookings (VAT Exempt)		
Class A pitches	675.00	675.00
Class B pitches	556.00	556.00
Class C pitches	438.00	438.00
Junior on class C Pitches	0.00	0.00
Junior pitch with changing		
Cricket		
Class A pitches		
includes changing rooms and showers	77.00	77.00
season (VAT Exempt)	927.00	927.00
Class B pitches		
Includes changing room only	61.00	61.00
season (VAT Exempt)	824.00	824.00
Pitch only	51.00	51.00
season (VAT Exempt)	705.00	705.00
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	1,030.00
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	1.75
Visitor Centre Day Visits per child:	3.50	3.50
Rangers activities per half day	46.00	46.00
Ranger - 1 hour activity	30.00	30.00
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

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
PEST CONTROL		
Control of Rats	0.00	0.00
Dwelling Houses - Mice		
Normal working hours - First 4 visits inclusive where required	50.00	52.00
- subsequent visits (after the 4 above)	20.00	20.00
Out of hours and Saturdays	90.00	100.00
Sundays and Bank Holidays	120.00	130.00
Applies to domestic customers in receipt of Housing Benefit and/or LTSS - First 4 visits inclusive where required	40.00	41.00
- subsequent visits (after the 4 above)	15.00	15.00
Dwelling Houses - Insects (excluding bed bugs)		
Normal working hours	50.00	52.00
Out of hours and Saturdays	90.00	100.00
Sundays and Bank Holidays	120.00	130.00
Applies to domestic customers in receipt of Housing Benefit and/or LTSS	40.00	41.00
Dwelling Houses - Bed Bugs		
Per visit	50.00	60.00
Applies to domestic customers in receipt of Housing Benefit and/or LTSS - per visit	40.00	50.00
Abortive Visits		
Housing Benefit and/or LTSS	25.00	25.00
Domestic standard rate	30.00	30.00
Out of hours and Saturdays	65.00	65.00
Sundays and Bank Holidays	85.00	85.00
Insect Identification (refunded if treatment carried out by DMBC)	25.00	25.00
Commercial Premises (per hour)		
Normal working hours	75.00	78.00
Out of hours and Saturdays	100.00	125.00
Sundays and Bank Holidays	135.00	160.00
Control of Moles, Feral Pigeons & Squirrels (price per hour)		
Normal working hours	75.00	78.00
Out of hours and Saturdays	100.00	125.00
Sundays and Bank Holidays	135.00	160.00
Reclaiming of stray dogs	50.00	50.00
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	64.00
Technician Hourly rate	38.00	38.00
Motor Trade Partnership Subscription < £1m	372.29	383.46
Motor Trade Partnership Subscription < £2m	722.91	744.60
Motor Trade Partnership Subscription > £2m	1,278.28	1,316.63

2016/17 Fees and Charges Detail

	Charge from 1 st April 2015	Charge from 1 st April 2016
	£	£
WASTE AND RECYCLING		
Commercial Waste Service (Charges are outside the scope of VAT)		
Wheeled Bins Quarterly Charge		
Sack	40.00	44.00
Std Bin	50.00	55.00
240 L	70.00	81.00
360 L	90.00	104.00
660 L	150.00	165.00
1100 L	215.00	237.00
Wheeled Bins Including Domestic Quarterly Charge		
Sack	40.00	44.00
Std Bin	50.00	55.00
240 L	62.00	72.00
360 L	74.00	86.00
660 L	130.00	143.00
1100 L	196.00	216.00
Wheeled Bins Charities Quarterly Charge		
Sack	34.00	35.00
Std Bin	34.00	35.00
240 L	34.00	35.00
360 L	37.00	38.00
660 L	73.00	75.00
1100 L	77.00	79.00
Wheeled Bins Compaction Quarterly Charge		
240 L	175.00	210.00
360 L	210.00	231.00
660 L	340.00	357.00
1100 L	550.00	578.00
Commercial Recycling		
Recycling Service	45.00	46.00
Commercial Special		
Under 2m ³	95.00	106.00
Between 2m ³ and 4m ³	178.00	198.00
Between 4m ³ and 6m ³	445.00	494.00
Bulky Collections		
Standard Charge	25.00	25.00
Exemption Charge for Benefit Qualification	10.00	12.00
Additional/Replacement Bins		
Additional Bins (limited to residents meeting criteria)	30.00	30.00
Replacement Bins (subsequent requests, first free)	21.00	21.00
Commercial Clinical Waste Service		
Sharps Service	11.00	12.00
Sack Service	5.00	5.00

Reserves (to be reviewed at year-end)

Directorate	Narration	Estimated Balance as at 31/03/16 £'000
A,H&W	Public Health	-771.9
A,H&W	Adult Social Care System Implementation	-1,520.2
A,H&W	Grant Underspend to Extend Stronger Families Programme	-925.7
A,H&W	Mexborough Drugs team building improvements	-83.0
A,H&W	Weight management	-48.1
A,H&W	Safeguarding Adults	-30.0
A,H&W	Mental Health Review	-25.0
A,H&W	Continuing Health Care Manager	-13.0
All	Service Transformation Fund	-8,907.5
All	Revenue Contribution to the Capital Programme (funding interest costs and prep work for FARRRS and pre-work on the Rail College)	-1,489.9
All	Business Rates - Contingency against Risks and Volatility	-1,458.5
All	Investment & Modernisation Fund - Revenue	-910.0
All	Business Rates Incentive Scheme (over £700k of this is already committed)	-1,500.0
All	Community Incentive Scheme	-500.0
All	Dilapidation Costs on Vacated Buildings	-196.8
All	Revenue Investment for Mansion House	-200.0
All	Tour of Yorkshire – costs associated with hosting and promoting the finish of stage 2 of the race	-200.0
Capital	Borough Investment Fund (Capital Financing) – subject to BIF/MRP review	-10,110.0
F & C	Reserve for future severance costs	-2,252.5
F & C	Digital Council Programme Resources	-580.1
F & C	ICT Pressures	-429.7
F & C	ERP - Phase 2	-335.0
F & C	Revenues & Benefits - Discretionary Housing Allowances	-264.0
F & C	Revenues & Benefits - Updates required for legislative requirements	-160.0
F & C	ICT - Schools Centralised Infrastructure Sinking Fund	-143.9
F & C	All Out Local Elections - 4 year cycle	-208.6
F & C	Legal Services - court costs relating to personal searches	-13.0
F & C	DWP Fraud & Error Reduction Incentive Scheme	-11.5
LO-CYP	School Balances	-14,296.2
LO-CYP	LO-CYP Improvement Plan	-563.2
LO-CYP	LO-CYP - School Improvement (OfSTED Action Plan)	-236.8
LO-CYP	Education Foundation	-85.0
R & E	Teesland Section 278	-639.8
R & E	S106 Open Spaces Revenue unapplied contribution	-585.6
R & E	Civic Office Major Repairs and Maintenance Fund	-791.1
R & E	Assets & Property - demolition of former Sorting Office & Coroners Buildings	-390.0
R & E	S106 Interest balances	-282.8
R & E	Various Section 278	-293.3
R & E	Coppice School	-245.7
R & E	Flood Restoration Fund - Highways drainage maintenance & land drainage work	-167.0

Appendix H

Directorate	Narration	Estimated Balance as at 31/03/16 £'000
R & E	Support for Costs Incurred In Achieving Assets Review Savings	-82.6
R & E	Highways	-144.7
R & E	Highways - Pot Holes	-134.0
R & E	LEP Inward Investment Loan	-111.7
R & E	DfT Severe Weather Recovery Scheme	-106.1
R & E	Work and Skills Funding	-30.0
R & E	High Street Innovation Fund – Markets	-100.0
R & E	North Ridge School	-90.5
R & E	Doncaster Chord Contribution	-88.0
R & E	Gypsy and Traveller Temporary Post	-39.2
R & E	Planning Capacity Funding Grant used for DN7 Project	-58.0
R & E	Lake Aeration Maintenance Costs	-54.1
R & E	Markets - Capital Works	-25.9
R & E	Colonnades Tenants Repairs Fund	-48.2
R & E	Contribution to Delivery of Apprenticeship Programme	-4.6
R & E	S106 Highways Revenue unapplied contribution	-31.6
R & E	Bentley Park Capital Works	-30.0
R & E	ERDF Judicial Review	-30.0
R & E	Commuted Sum - Tree Maintenance, Woodfield Way, Doncaster.	-21.4
R & E	S106 Planning and Other Revenue unapplied contribution	-17.8
R & E	Planning - IDOX Enterprise Module	-16.0
R & E	Streetscene - Bentley Park & Pavilion Activity Plan	-15.0
R & E	Business & Commerce (apprenticeship events)	-2.1
R & E	Hatfield Colliery	-400.0
R & E	Match Funding for European Structural Investment Fund	-189.0
Total Earmarked Reserves		-53,734.9
Total General Reserves		-14,350.0
Total Reserves		-68,084.9

Medium-Term Financial Plan (MTFP)

This medium-term financial plan for 2016/17 is provided below:

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£m	£m	£m	£m	£m	£m
Major Funding Sources						
Retained Business Rates	44.847	47.373	48.322	49.291	50.278	51.285
Top-Up*	26.972	27.197	27.732	28.550	29.462	41.992
Revenue Support Grant	60.943	48.011	36.150	28.131	20.041	0.000
Total Baseline Income	132.762	122.581	112.204	105.972	99.781	93.277
Specific Grants (Paragraph 6)	45.184	44.596	41.977	46.831	50.970	51.618
Public Health Grant (Paragraph 8)	22.184	24.812	23.944	23.321	22.715	22.715
Council Tax Income	89.216	94.557	93.631	93.619	93.595	94.196
Customer & Client Receipts	45.961	48.008	48.008	48.008	48.008	48.008
Other Income (Paragraph 10)	60.493	59.963	59.963	59.963	59.963	59.963
Housing Benefit	92.527	94.268	94.268	94.268	94.268	94.268
Total Income	488.327	488.785	473.995	471.982	469.300	464.045
Total Council Expenditure Including Public Health (Funded)	504.085	488.327	488.785	473.995	471.982	469.300
Expenditure Changes						
Change in Housing Benefit (nil impact on reductions required)	-6.643	1.741	0.000	0.000	0.000	0.000
Grant decreases exit strategies in place (Paragraph 7)	-1.803	-2.168	-1.773	-0.726	-0.656	-0.050
Staffing (Paragraph 18)	3.848	4.590	5.120	2.550	2.330	3.330
Prices Changes (Paragraphs 19 – 21)	1.920	4.408	5.210	4.770	4.640	4.460
Capital Programme (Paragraph 22)	0.000	0.000	0.000	0.000	0.000	0.000
Levying Bodies (Paragraph 22)	0.120	0.125	0.100	0.100	0.100	0.100
Expenditure funded from additional income included above (Paragraph 23)	9.085	5.144	0.000	0.000	0.000	0.000
Budget Pressures (Paragraph 24)	4.211	6.210	2.285	2.000	2.000	2.000
Savings to be identified**	-26.496	-19.592	-25.732	-10.707	-11.096	-15.095
Gross Budget	488.327	488.785	473.995	471.982	469.300	464.045
Net Budget Requirement (including Baseline Income)	221.978	217.138	205.835	199.591	193.376	187.473

* Top-Up Adjusted in 2020/21 to compensate for nil RSG in this year.

** 2016/17 is a balanced position as detailed in the report.

*** The 2016/17 quarterly performance monitoring will report on the net budget requirement less baseline income

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. The Spending Review 2015 and Autumn Statement announcement on 25th November 2015 indicated that the austerity framework facing local government will continue until 2019/20. The Government have said that despite the reforms implemented by local government in recent years, including business rate retention and the localisation of council tax support, the local government sector will continue to have to make a major contribution to eliminating the deficit. The Government has made it clear that it is planning to reduce public expenditure from 45% of Gross Domestic Product in 2010/11 to 36% by the end of the decade.
 - b. The Spending Review announcement of 25th November 2015 specifically covered the 4 years 2016/17 – 2019/20 and following the Settlement announcement on 17th December the best estimates of the local government funding cuts (as set out in the Provisional Settlement announcement) are:- funding cuts of 10.8% in 2016/17 followed by cuts of 8.9% in 2017/18, 5.5% in 2018/19 and 5.7% in 2019/20. The Government's grant cuts are estimated at 59% for the period 2011/12 – 2019/20. 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 to pave the way for the implementation of 100% business rate retention from 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 which is expected to last 6 months 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.

- As part of the Finance Settlement Government has said it will offer any Council that wishes to take it up a four-year funding settlement 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
- c. 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 MTFP for 2017/18 onwards does not take account of any devolution proposals.
- d. The Provisional Settlement announcement for 2016/17 on 17th December 2015 was followed by a Final Settlement announcement on 8th February 2016. The on-going budget gap is reduced by the £0.4m from the position reported at Council on 3rd March 2015 which enables a larger budget to be set.

Retention of Business Rates

2. From 1990 to 2013 business rates were collected by local authorities and paid over to Government. 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 £27.197m for 2016/17, which represents the difference between our individual business rate baseline funding level £42.692m and the calculated baseline level £69.889m. 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). The top up is scheduled to be uprated by RPI each year (as at the previous September). However in both December 2013 and December 2014 Autumn Statements the Government decided that it would limit Business Rates increases to 2% instead of the September 2013 and September 2014 RPI figures of 3.2% and 2.2% respectively. As a result the increase in the Council's top-up was limited to 2% for both 2014/15 and 2015/16 financial years. The Government have confirmed that from April 2017 there will be a Business Rates

reevaluation at the same time as significant reforms to the administration of Business Rates. Whilst they have said that the revaluation and reforms will be fiscally neutral nationally it is highly probable that there will be winners and losers locally. This revaluation will lead to the revision of tariffs and top-ups and civil servants have indicated that they plan to adjust tariffs and top-ups mid-year in 2017/18 after 2017/18 budgets have been set.

Localisation of Council Tax Support

4. The Council Tax Benefit system was abolished from 1 April 2013 and replaced with a form of local Council Tax Support called the Council Tax Reduction Scheme (which is now Doncaster's local scheme). Council Tax Benefit has therefore been 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. Following a 10% reduction in 2015/16 it is planned to reduce this funding by a further 10% in 2016/17.
5. A local benefit scheme was introduced to reduce benefits to meet the grant shortfall; discounts and exemptions were amended and Council Tax charged on empty properties and second homes to cover approximately £2.4m of the £3.3m funding shortfall. The current scheme will be updated and will be the subject of a separate Council decision on 16th January, 2016.

Specific Grants

6. The Council receives a number of specific grant funds, 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 MTFP. 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 2015/16 and the assumptions for 2016/17 - 2020/21.

Specific Grants

	2015/16 Grant £m	2016/17 Grant £m	2017/18 Grant £m	2018/19 Grant £m	2019/20 Grant £m	2020/21 Grant £m
Air Pollution	0.020	0.000	0.000	0.000	0.000	0.000
Ambition SCR	0.000	0.412	0.015	0.000	0.000	0.000
Better Care Fund (Improved)	0.000	0.000	1.333	7.176	12.185	14.185
Bikeability	0.030	0.030	0.030	0.030	0.030	0.030
Bus Service Operators Grant	0.044	0.044	0.044	0.044	0.044	0.044
Care Act 2014 Grants	1.912	0.000	0.000	0.000	0.000	0.000
DECC Central Heating Fund	0.000	0.053	0.053	0.053	0.053	0.053

	2015/16 Grant £m	2016/17 Grant £m	2017/18 Grant £m	2018/19 Grant £m	2019/20 Grant £m	2020/21 Grant £m
Dedicated Schools Grant - Central Element (Includes Early Years)	21.069	21.069	21.069	21.069	21.069	21.069
DfE funding for additional recurrent Children's Services Trust costs	0.195	0.195	0.000	0.000	0.000	0.000
Discretionary Housing Payments Grant	0.570	0.570	0.570	0.570	0.570	0.570
DWP – Access to Work	0.016	0.016	0.016	0.016	0.016	0.016
Education Services Grant returned (Formerly LACSEG)	2.670	2.440	0.600	0.600	0.600	0.600
ERDF/ESF – SY Sector Growth	0.174	0.000	0.000	0.000	0.000	0.000
Higher Education Funding Council (cost reimbursement)	0.205	0.179	0.179	0.179	0.179	0.179
Housing Benefit & Localisation of Council Tax Support – Core Administration Subsidy (assumed 17% reduction in 2017/18 but potential for a greater reduction with the introduction of Universal Credit)	2.050	1.506	1.213	1.043	0.871	0.742
Independent Living Fund	0.593	0.791	0.791	0.791	0.791	0.791
Local Reform & Community Voices	0.203	0.203	0.203	0.203	0.203	0.203
Local Sustainable Transport Fund	0.464	0.464	0.464	0.464	0.464	0.464
Lead Local Flood Authorities Grant (CSR13 estimates) – Partly rolled into BRR baseline from 2013/14, and £10m nationally remaining as specific grant rolled into BRR baseline in 2016/17	0.072	0.000	0.000	0.000	0.000	0.000
Music Services	0.448	0.448	0.448	0.448	0.448	0.448
New Homes Bonus (CLG actual allocations to 2016/17, from 2017/18 onwards assumed to be reduced in line with December 2015 Consultation Paper e.g. 4 years duration, setting of a national baseline etc.)	3.478	5.051	4.137	3.421	2.773	1.600
National Non-Domestic Rates (NNDR) Collection	0.374	0.374	0.374	0.374	0.374	0.374
PFI Schools (fixed for 25 years duration of PFI scheme)	3.478	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	0.760
Skills Funding Agency – Adult, Family & Community Learning	0.697	0.693	0.693	0.693	0.693	0.693
Skills Funding Agency - Apprentices	0.346	0.346	0.346	0.346	0.346	0.346
Skills Funding Agency – Skills Made Easy (City Deal)	0.000	0.115	0.038	0.000	0.000	0.000
Small Business Rate Relief (incl. 'New Empty Relief')	1.490	1.684	1.684	1.684	1.684	1.684
Business Rates Inflation Compensation – Revenue Raised	0.671	0.692	0.692	0.692	0.692	0.692
Business Rates Inflation Compensation – Top Up	0.392	0.393	0.393	0.393	0.393	0.393
Retail Relief Compensation	0.517	0.010	0.010	0.010	0.010	0.010
Long Term Empty Relief Compensation	0.085	0.021	0.021	0.021	0.021	0.021
SEND Implementation Grant	0.186	0.186	0.000	0.000	0.000	0.000
Teacher Training Grant	0.445	0.445	0.445	0.445	0.445	0.445
Troubled Families Grant (includes IDVA grant £10k)	0.717	1.170	1.170	1.170	1.170	1.170
Unaccompanied Asylum Seekers - Children (current numbers eligible)	0.085	0.085	0.085	0.085	0.085	0.085
Youth Justice Board	0.728	0.673	0.623	0.573	0.523	0.473
Total	45.184	44.596	41.977	46.831	50.970	51.618

7. The February 2016 Finance Settlement for 2016/17 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 in place for the following grant reductions and therefore these are not included in the budget gap:

	2015/16 Exit plan £m	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
Air Pollution		-0.020				
Ambition SCR			-0.397	-0.015		
Care Act 2014 Grants		-0.869				
DfE funding for additional recurrent Children's Services Trust costs			-0.195			
Discretionary Housing Payments	-0.093					
ERDF – SY Sector Growth		-0.174				
Higher Education Funding Council (cost reimbursement)		-0.026				
Housing Benefit & Localisation of Council Tax Support Core Administration Subsidy – SFIS Transfer		-0.198				
Local Reform & Community Voices (transfer to Better Care fund)	-0.061					
Public Health Grant	-1.464	-0.822	-0.868	-0.623	-0.606	0.000
SEND Implementation Grant			-0.186			
Skills Funding Agency – Adult, Family & Community Learning		-0.004				
Skills Funding Agency - Apprentices	-0.050					
Skills Funding Agency – Skills Made Easy (City Deal)			-0.077	-0.038		
Youth Justice Board	-0.135	-0.055	-0.050	-0.050	-0.050	-0.050
Total Exit Strategies	-1.803	-2.168	-1.773	-0.726	-0.656	-0.050

8. 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. The Council has reduced duplication and realised £1.47m savings in 2015/16 by realigning spend to other activities. 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. The Council has been advised of grant funding of £3.450m for this new responsibility for 2015/16 in addition to the £20.198m it will receive for its existing Public Health functions. The full year effect of the 0-5 year olds grant in 2016/17 is £6.90m. Commissioning responsibilities transferring to Local Authorities are the 0-5 Healthy Child Programme including the Health Visiting service and the Family Nurse Partnership (FNP) – a targeted service for teenage mothers. Certain universal elements of the 0-5 Healthy Child Programme will be mandated (a Public Health step prescribed in regulations as one that all Local Authorities must take) under section 6C of the NHS Act 2006. These elements include antenatal health promoting visits, new baby review, 6-8 week assessment, 1 year assessment and 2- 2.5 year review. At present, Health Visiting and FNP services for Doncaster are provided by Rotherham Doncaster and South Humber foundation trust (RDaSH). It is proposed that Rotherham

Doncaster and South Humber foundation trust (RDaSH) will continue to provide the 0-5 services including Health Visiting and FNP services for Doncaster in 2016/17.

In July 2015 the Department of Health began a consultation on a national £200m in year cut to Public Health Grant in 2015/16. The Government made it clear in the consultation that its preference was for a straight 6.2% cut to 2015/16 allocations including the 0-5s grant and they confirmed this in an announcement on 4th November 2015 . This has reduced Doncaster's total Public Health grant by £1.464m to £22.184m and this reduced figure has been used in the MTFP above. A letter from Public Health England on 27th November 2015 advised that the £200m in year cut in 2015/16 would continue for future years and in addition further savings will be phased in at 2.2% in 2016/17, 2.5% in 2017/18, 2.6% in each of 2018/19 and 2019/20 and flat cash in 2020/21. The ring fence on public health spending will be maintained in 2016/17 and 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 2016/17 the Council is expecting a significant reduction in the Public Health Grant of circa £2.3m which will be met from the remaining public health grant reserve (£0.5m), reducing the internal public health staff team (and public health advice and capacity) through VR/VER (£0.4m) and reducing commissioning spend with third parties (£1.3m) including sexual health services, weight management services, 0-5 public health services, 5-19 public health services and NHS health checks, social marketing for smoking cessation and infection control. It is estimated that £0.31m savings from the recently transferred 0-5 services will contribute towards the £1.3m commissioning savings. There are several options for savings that are being explored and commissioners are working with RDaSH to jointly address this challenge.

9. Further information on other specific grants is provided below:
 - a. 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. They are therefore proposing to allocate the additional funding for the Improved Better Care Fund 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. However this additional funding does not commence until 2017/18 and a consultation on this funding is expected during 2016.
 - b. 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 2016/17 Block allocations including Academies are as follows:
 - Schools Block Allocation £185.9m – 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 2016/17 by the DfE deadline of 29th February 2016. The 2016/17 school funding formula, used to allocate Schools Block DSG, was consulted and agreed upon with Schools Forum on 30th September 2015. The draft Authority Proforma Tool (APT), returned to

the Education Funding Agency (EFA) in October 2015, was approved by the EFA and the final APT, returned on 21st January 2016, is based on the October 2015 return.

- High Needs Block Allocation £28.1m
- Early Years Block Allocation £14.3m

Once all funding allocations and deductions are confirmed in March 2016 it is anticipated that the main services funded centrally by DSG will be Early Years c.£8m with the remaining c.£12m 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.

- c. Education Services Grant - in 2013/14 funding of £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 un-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 is planning savings of £600m in ESG including phasing out the additional funding schools receive through the grant. The Government will reduce the local authority role in running schools and remove a number of statutory duties. The Government will consult on policy and funding proposals in 2016. The delivery of £600m savings implies an 80% grant reduction and to reflect this the MTFP assumes from 2017/18 that the Council's grant receipt is reduced to around £0.6m per annum. The Council's 2016/17 ESG is estimated at £2.440m.
- d. 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 form of Local Council Tax Support called the Council Tax Reduction Scheme which is Doncaster's 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 is £338.4m for 2015/16 and Doncaster's share is £2.050m which reflects a 12% grant cut from 2014/15. 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. At the present time grant reductions of 12% per annum are assumed for 2016/17 and future years but in addition the Single Fraud Investigation Service transfer of £0.198m for 2016/17 is assumed to be cost neutral. The total grant reduction for 2016/17 is assumed to be 22% (awaiting confirmation).

- e. New Homes Bonus (NHB) is a grant that is currently 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. However, the grant 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. The NHB for the Council has been confirmed at £5.051m for 2016/17. This is an additional £1.57m compared to 2015/16 mainly due to housing growth and a further small reduction to empty properties.

The net grant loss is significant at £20.7m. 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. 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 New Homes Bonus by for example reducing the number of years for which the Bonus is paid from the current 6 years to 4 or less and by introducing a national baseline for housing growth which has to be exceeded before any Bonus becomes available. It is expected that a reformed New Homes Bonus will be implemented with effect from 2017/18 New Homes Bonus grant allocations.

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	161	5,212	10,518	5,306
Total	13,604	1,178	14,782	35,525	20,743

- f. 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
- g. Other – in addition to the above there are various smaller grants that the Council receives in particular Local Reform and Community Voices grant (awaiting confirmation on the grant amount for 2016/17), which provides a financial contribution to:
 - Costs incurred for Deprivation of Liberty Safeguards in Hospitals.
 - Costs incurred for statutory duties around local Healthwatch

Other Income

10. 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). This was originally announced as part of Spending Review 2013 to support the integration of health and social care through pooled budget arrangements. The funding is to be spent locally on health and care, "to drive closer integration and improve outcomes for patients and service users and carers". In addition, to funding transferred from the NHS in 2013/14 of £900m nationally, there was a further £200m in 2014/15 to assist localities in preparing for the Better Care Fund, to comprise £1.1bn in total for 2014/15. In December 2014 Government indicated that the total pooled budget for the Better Care Fund would increase to £3.46bn in 2015/16. The pooled budget for 2016/17 is still awaiting confirmation.
11. 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.
12. 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
13. Doncaster's allocations have continued to rise from £4.060m in 2011/12, £3.887m in 2012/13, £5.404m in 2013/14 and £6.920m in 2014/15 under the Better Care Fund scheme. Doncaster Council's 2015/16 allocation has remained

at £6.920m, which will be transferred to the Council from the PCT. The 2016/17 allocation is still awaiting confirmation. 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 Collection Fund

14. 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

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

- The proposals include increasing Council Tax for 2016/17 by 3.95%, which includes the Chancellor's 2% social care 'levy', (from £1,145.09 to £1,190.32); but any increases in future years are subject to a policy decision.
- The collection rate is 97%.
- The Tax Base for 2016/17 is 77,071 Band D equivalent properties. It is assumed to increase by a further 516 Band D equivalent properties per annum to 77,587 in 2017/18 and by further increments of 516 Band D equivalent properties in future years. A summary of council taxes, estimated Band D equivalent properties and council tax income is shown in the Table below.

Council Tax assumptions

Year	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Council Tax	£1,145.09	£1,190.32	£1,190.32	£1,190.32	£1,190.32	£1,190.32
Band D Equivalent Properties	75,729	77,071	77,587	78,103	78,619	79,135
Council Tax Income	86.716	91.739	92.353	92.968	93.582	94.196
Collection Fund (Council Tax) Surplus	2.500	2.818	1.278	0.651	0.013	0.000
Total Council Tax Income	89.216	94.557	93.631	93.619	93.595	94.196

(The above assumptions have been reviewed and updated budget proposals are detailed in Appendix B reference MJ09, NS34, NS52 and NS55)

Business Rates

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

- The proposals assume that the small Business Rates multiplier increases for 2016/17 by 0.8% (from 48.0p to 48.4p), with further increases of 2% in 2017/18 and future years;
- The net Business Rates income is reduced for losses on collection and losses due to appeals of approximately 1.5% and 2% respectively.

- For 2016/17, based on knowledge of future developments, it is assumed that the gross Business Rates collectible will grow by £1.979m in addition to the 0.8% multiplier assumption. This assumption has been reviewed and an updated proposal is detailed in Appendix B reference MJ10, NS11 and NP29.
- After 2016/17 it is assumed that the only increase in Business Rates income arises from the 2% multiplier assumption.
- The business rates revaluation which will apply from 1st April 2017 will impact on the above but it will not be able to fully take account of this until the 2016 Autumn Statement.

Collection Fund (NNDR) Summary

	2015/16	2016/17	2017/18
	£'000	£'000	£'000
Opening Balance	4,114	1,273	0
Distributed Deficit	-2,381	-1,273	0
In Year Surplus	-461	-0	0
Closing Balance	1,273	0	0
Share of Distributed Deficit			
Council	-1,166	-624	0
Central Government	-1,190	-636	0
Fire and Rescue	-24	-13	0
Total Surplus	-2,381	-1,273	0

NNDR Income Breakdown

	2015/16	2016/17	2017/18
	£'000	£'000	£'000
NNDR (DMBC)	45,788	47,709	48,166
Distributed Deficit	-1,166	-624	0
Renewable Energy	225	288	156
Total NNDR Income	44,847	47,373	48,322

Pay Inflation, Increments and Pension Contributions

18. The assumptions in the staffing costs taking into account all the decisions made are detailed below including the 2.2% pay increase given in January 2015.

	2015/16 £'m	2016/17 £'m	2017/18 £'m	2018/19 £'m	2019/20 £'m	2020/21 £'m
Pay Inflation – 1.2% 2015/16 for 2 year pay award (November 2014) Assumed 1.0% pay award from 2016/17 - 2020/21	1.23	1.04	1.02	1.00	0.98	0.98
Increments	1.69	1.62	1.35	1.35	1.35	1.35
National Insurance Change brought forward to 2016/17 £1.6m		1.64				
Employers Pension Contribution:						
Funding required for increased deficit payment *	0.93	0.29	1.90			1.0
Future Service Contribution Rate estimated increase of 0.7% (12.9% to 13.6%)			0.65			
Auto Enrolment from 01.10.17 (assumed 50% remain in the Fund)			0.20	0.20		
Total	3.85	4.59	5.12	2.55	2.33	3.33

* The estimates for 2017/18 and 2020/21 are high level estimates at this stage and will be reviewed as part of the Actuarial Valuation of the South Yorkshire Pension Fund in 2016 in which we will be working closely with the Actuary to the Fund, South Yorkshire Pensions Authority and the South Yorkshire District Councils.

Price Inflation including Landfill Tax

19. 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. These cost increases for 2016/17 are still being finalised but are expected to increase costs by around £2.9m from those that were anticipated when the Council set its budget in March 2015. The cost of Adult Social Care Contracts for Residential Care is expected to increase by £2.364m and the cost of Adult Social Care Contracts for Domiciliary Care is expected to increase £0.544m

20. 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. These costs

include pension scheme auto enrolment costs incurred by adult social care contractors estimated at £0.3m. The Government's Summer Budget also increased Insurance Premium Tax from 6% to 9.5% and the cost of this increase is shown in the Table below. A summary of the inflation to be provided in 2016/17 is provided below.

	£m
.	
Adults Social Care Contracts – National Living Wage	2.910
Other Inflation	
Adults Social Care Contracts <ul style="list-style-type: none"> • Residential Care – Auto Enrolment (£0.225m) • Domiciliary Care – Auto Enrolment (£0.053m) • Supported Living (£0.374m) 	0.652
Business Rates (0.8%)	0.018
Trust Placements (0.2%, 1.0% and 1.5%)	0.045
Electricity (0%)	0.000
Gas (-12%)	-0.063
Highways Contracts (0.1%)	0.006
Pension / Retirement Costs (0%)	0.000
Rotherham HR Shared Service Contract (1.2%)	0.016
Schools Catering provisions (1.0%)	0.024
Waste Contracts (0.9% and 2.3%)	0.306
Contingency for reduced top-up payment	0.506
MRP Inflation	0.160
School Transport - Contract Passes (14.2%)	0.076
Insurance Premium Tax (General Fund only) (58%)	0.017
Mortuary Fees Contract (13%)	0.030
Carbon Reduction Commitment (3.2%)	0.013
Landfill Tax (2.2%)	0.020
Other Contracts & General	0.178
Subtotal Other Inflation	2.004
Less Current 2016/17 Budget	3.498
General Inflation Released	-1.494
Total Price Inflation	4.914
Adjustment for Contingency for reduced top-up payment	-0.506
Total Adjusted Price Inflation shown in MTFP	4.408

21. The Government has announced that for 2016/17 the Landfill Tax escalator will increase by 2.2%. For years after 2016/17 it will increase in line with the RPI.

Services and Other Budget Pressures

Capital Programme & Levies

22. It is assumed that one-off costs attributable to the capital programme will be funded from the one-off income identified. The potential revenue costs cannot be quantified at the present time but will include costs of carrying out options appraisals and preparing bids for funding that cannot be capitalised, which may include modeling, surveying and consultation. For 2016/17 it is assumed that an additional £100k will be required for increases in drainage levies charged by the Environment Agency and Drainage Boards and £25k for Management of Debt of the former South Yorkshire County Council. In its Summer 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 not clear whether 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 certain however that the Doncaster Children's Services Trust will be required to pay the levy. Given that the Government have said that employers committed to training should get at least as much out of the fund as they put in it is assumed at this stage that the impact of the levy on the Council will be cost neutral. In the first instance it is anticipated that the apprenticeship levy and the resultant benefits from accessing the apprenticeship funding pot will be part of the Regeneration & Environment budget but this will be reviewed once all the details are known. More details are expected in summer 2016.

Expenditure Funded from Additional Income

23. This is additional expenditure in 2016/17 of £3.450m relating to the full year effect of Public Health commissioning responsibilities for 0-5 year olds, the full year costs following the transfer of the Independent Living Fund to local authorities from 1st July 2015 (£0.198m), additional expenditure of £0.453m relating to Troubled Families funding, additional expenditure of £0.412m relating to a new grant Ambition SCR, additional expenditure of £0.115m relating to a new Skills Funding Agency grant – Skills Made Easy and additional expenditure of £0.053m relating to the DECC Central Heating Fund.

Budget Pressures

24. The service pressures amount to £9.3m for 2016/17; these are detailed in Appendix C. Note that the budget pressure of £2.91m relating to the Government's imposition of the National Living Wage and its impact on Adults Social Care Contracts is shown in the Price Changes line of the MTFP. 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 16/17 & 17/18 £m
Known provisions and contingent liabilities as at February 2015.	Payments under s117 of the Mental Health Act – has separate provision (£493k) and this is deemed adequate. An Insurance Fund provision of £9.1m 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 based on quarter 3 outturn projections.	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 1.0
Robustness of 2016/17 – 2017/18 budget proposals.	It is prudent to include a risk regarding the deliverability of the 2016/17 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 2016/17 and urgent action taken if targets are not being achieved. However due to the size of the budget reductions required £4.0m is included (equivalent to 10% of the 2016/17 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.	Up to 4.0
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 2015 until March, 2016. A separate earmarked reserve exists for this up to 2017/18.	0

Risk	Risks & Quantification	Maximum Potential Call on Reserves 16/17 & 17/18 £m
Capital Programme 2016/17 – 2018/19	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 2017/18 and become ineligible for capital grant 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 0.9% giving an investment income assumption of £540k for 2016/17. Despite refinancing of £68m from short term debt to 30 plus years the Council still relies on short term (circa £45m) and under borrowing (circa £62.5m) 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 £62.5m of under borrowing with long term borrowing, this could cost £1.3m per year at current rates over 5 years and could rise to £2.0m per year over 50 year terms. There is also a risk regarding increasing interest rates. This would cost an additional £0.63m for every 1% increase in interest rates.	Up to 1.0m
I.T. Strategy.	Current I.T. projects which are underway are funded from earmarked reserves and the Corporate Capital Programme.	It is assumed that any 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 2.0m
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

Risk	Risks & Quantification	Maximum Potential Call on Reserves 16/17 & 17/18 £m
Late Notification of Specific Grants	Since 2010 specific grants have generally been notified by Government Departments much later than in previous years. Whilst best estimates of specific grants have been included it is prudent to include £0.4m for late grant notifications being lower than estimates.	0.4
Business Rates Appeals	Outstanding appeals are estimated at £6.1m; this includes the backdated element of £5.2m and on-going reduction in the business rates of £0.9m. This has been built into the budget for 2016/17. However, there is a risk that appeals may be greater. This will be closely monitored and reviewed at outturn.	1.5
Children's Trust	There is a risk on the Children's Trust outturn and significant savings to be delivered in 2016/17.	1.5
Total Maximum Quantified Risks.		up to 14.4
General Reserve Available in 2016/17 based on best estimates		14.4
Headroom Available		0.0

Risk Matrix

Appendix K

			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. Contingency funding has been included in the proposals to provide some funding for potential slippage in the projects. Prudent figures have been included for the savings.	Possible	Critical	15
BS 1.02	Grant Settlement 2017/18	Grant settlement for 2017/18 may be worse than currently anticipated; including Public Health Grant which is undergoing year on year reductions for the period 2016/17 – 2019/20).	Likely	Critical	20	Retention of a flexible budget process which is capable of dealing with a worse than forecast settlement. Keeping abreast of changes from central government. Regularly report changes in an updated financial plan.	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. Financial risks associated with the implementation of the Care Act 2014 and Continuing Health Care Funding. There is a risk that the transfer to the Children's Trust will result in additional costs for the Council.	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.	Very unlikely	Critical	5
BS 1.04	Level of General Reserves	The financial plan assumes that general reserves and contingency funding identified are sufficient.	Possible	Major	12	Risk assessment of General Reserves undertaken annually. General reserves are increased where possible. Close monitoring of reserves, contingency funding and potential liabilities. Review of provisions undertaken. One-off funding identified.	Possible	Significant	9
Page 115 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. There is a significant risk that the 2017 Business Rates Revaluation will be implemented and adversely impact on 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

Due Regard Outcome	Directorate	Service/Saving Proposal	2016/17 £'m	2017/18 £'m	
Due Regard Completed	AH&W	Client Fees	-0.159	0.000	
		Leisure	-0.673	0.000	
		Residential Care Homes	-0.236	0.000	
	Council-Wide	Day Centres - subsidy	-0.302	0.000	
		Combined Authority Transport Levy and South Yorkshire Passenger Transport Executive budget 2016/17	-1.479	0.000	
		Doncaster Council Living Wage	0.195	0.285	
		Modern and Productive Workforce	-1.000	-1.000	
	R&E	PPR2	-0.350	0.000	
		Highways, Parking and Street Scene	-0.360	0.000	
Streetlamp Initiative		-0.450	0.000		
Due Regard required	AH&W	Adult Social Care Commissioning	-0.984	0.000	
		Independent Residential Placements	-0.800	-0.800	
		Public Health - Funeral Costs	-0.050	0.000	
	Children's Services Trust	Shared Lives	0.000	0.000	
		Supported Living	-0.300	0.000	
		Social Care Staffing	-0.716	0.000	
		Value for Money (VFM) - Children's Services Trust	-0.224	0.000	
	Council-Wide	Digital Council	-1.000	0.000	
		Fees and Charges	-0.404	0.000	
		Remove Subsidies	0.000	-0.200	
	LO-CYP	Value for Money (VFM)	0.000	-1.340	
		Early Help	-1.100	0.000	
		Value for Money (VFM) - Special Education Needs	-0.100	0.000	
	R&E	Assets	-1.047	-1.651	
		Commercialisation and Marketing	0.000	-0.100	
Value for Money (VFM) - Waste and Recycling		-0.131	0.000		
No Due Regard Needed	AH&W	2015/16 Pressures	4.070	0.000	
		Access and Care Management	-0.637	0.000	
		Back Office	-0.100	0.000	
		Budget Book - All Services	-0.471	0.000	
		Continuing Health Care	0.145	0.000	
		Non-Residential Services	-0.100	0.000	
		Public Health Utilisation	-0.091	0.000	
		Supported Living	0.350	0.000	
		Value for Money (VFM) - Public Health	-0.059	0.000	
		Children's Services Trust	Placements	0.420	0.000
			Children & Families - recruitment & retention	0.088	0.000
			BIF/MRP	-4.319	0.000
		Council-Wide	Budget Pressures	-4.785	0.000
			Capital Programme	-0.075	0.000
			Capital Receipts	0.070	0.000
	Council Tax		-3.572	0.000	
	Employers National Insurance		-0.756	0.000	
	Enterprise Resource Planning (ERP)		-0.740	0.000	
	Government National Living Wage		2.910	3.190	
	Income Management		-0.100	0.000	
	Inflation		-3.618	-3.190	
	National Non-Domestic Rates (NNDR)		-2.171	0.000	
	New Homes Bonus		-1.190	0.000	
	Parish Council Grant		-0.031	0.000	
	Pensions Budget		-2.066	0.000	
	Procurement		0.342	0.000	
	Senior Management		-0.300	0.000	
	Treasury Management	-0.250	0.000		
	F&CS	Council Tax - 2% Chancellor's Social Care "Levy"	-1.769	0.000	
		Finance & Corporate Services	-0.300	0.000	
		Financial Management	-0.260	0.000	

Due Regard Outcome	Directorate	Service/Saving Proposal	2016/17 £'m	2017/18 £'m
No Due Regard	F&CS	Democratic services/Elections	-0.195	0.000
		Value for Money (VFM) - HR Services	-0.116	0.000
	LO-CYP	Dedicated Schools Grant (DSG)	0.600	0.000
		Schools and Academies support	-0.025	0.000
	R&E	Car Boot	0.024	0.000
		Energy Team	-0.025	0.000
		Investment & Major Projects (Inward Investment & Major Growth)	-0.025	0.000
		Planning & Building Control	-0.100	0.000
		Safer Roads Partnership	-0.010	0.000
		Trading Services	-0.048	0.000
		Mexborough Car Park	0.050	0.000
		Value for Money (VFM) - Parking	0.000	-0.030

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To the Chair and Members of

Cabinet

Capital Programme 2016/17 to 2019/20

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Mayor Ros Jones	All	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 £316m of capital investment over 2016/17 to 2019/20 that will continue to stimulate growth and prosperity, with £116m of spend estimated for 2016/17. Two prime examples of this investment are the National College for High Speed Rail, £18.3m, and FARRRS phase 2, £9.1m. 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. The £2.2m investment in Streetscene equipment is an example of this.
3. The proposed capital programme for 2016/17 to 2019/20 will have wide-ranging benefits for Doncaster including:-

Regeneration and Environment projects:-

Development

- National College for High Speed Rail construction started (project managed by the Council), with estimated investment of £18.3m over 2016/17 and 2017/18;
- Using grants from the Sheffield City Region Investment Fund (SCRIF), the Council will deliver £54.4m of investment in a range of projects in the urban centre and transport projects;

- FARRRS phase 2 works started (subject to funding applications) in 2016/17 to unlock 395,000 m² of commercial development at the airport, investing £9.1m over the four year programme (also from SCRIF to total £63.5m).

Environment

- A range of road safety, traffic management, re-surfacing and improvement works to roads, footpaths and bridges will be delivered in 2016/17 through the Local Transport Plan (LTP) at an estimated £6m;
- A further £3.8m invested to complete the Smartlight Street Lighting project, replacing the Council's street lights and installing a central management system to create a more efficient and flexible system.

Housing

- 126 new Council owned affordable units will be completed in 2016/17 through the Council's Affordable Housing building programme, with an additional 14 (140 in total) estimated the four year programme, investing £10.9m in 2016/17 and £14.9m across the four years. In addition, £14m has been earmarked for the future development of the Wheatley Howard's project;
- In addition, Registered Social Landlords are expected to deliver 53 properties in 2016/17 and an additional 94 (147 in total) over the four year period;
- £5.2m will be invested in 2016/17 to complete the three year programme of thermal efficiency works to 1,660 council properties, through thermal cladding, roof, fascia and soffit replacements;
- A further £17m will be spent on improving and maintaining the existing housing stock, with the main 2016/17 focus on improvements to communal areas, heating conversions/upgrades, refurbishment of void properties and external insulation works at Silverwood House.

Trading

- Property Investment Fund – buy assets to increase Council revenues (£4m);
- Corn Exchange Roof – refurbishment works to the roof and façade £1m;
- Further investment of £3.7m in the Council's Street Scene Improvement Programme and vehicle fleet to deliver a more efficient and effective service.

Adult, Health and Well Being projects:-

- 1,200 housing adaptations for the disabled are estimated to be completed per year, with an estimated total funding package of £11.2m;
- Between 60 and 80 places created at an extra care facility for the elderly by working with housing partners and investing £2m;
- £2.1m is estimated to be spent on the Borough's public leisure centres over 2016/17 to 2018/9, with £0.9m estimated for 2016/17 for fabric maintenance and system replacement works mainly at Adwick, Dearne Valley and the Dome.

Finance and Corporate Services projects:-

- £3.9m of investment in IT projects, which includes:-
- £1.2m for further functions in the Enterprise Resource Planning (ERP) system which is integrating a number of systems for more efficient services, improve management information, and improve customer access and service; and
- £0.3m of further investment in the Digital Council programme to facilitate more efficient services and savings across each Directorate, and £0.4m Electronic Document Records Management System;
- £30m of further investment is available through the Investment and Modernisation Fund over the four year programme to fund projects to deliver more efficient services and enable revenue savings to be made.

Learning and Opportunities – Children and Young People projects:-

- 330 new primary school places are estimated to be created in 2016/17, with investment of £3.7m (estimated to be £11m over the four year programme);
- Thirty two schools are estimated to have a range of improvements works completed in 2016/17 including roof replacement, electrical and lighting upgrades, window replacement and heating system improvements, investing £2.6m (further information is available in paragraphs 21 and 22).

4. Doncaster Council has identified funding for all the proposals in the capital budget, but some are subject to confirmation of funding bids, and to keep the budget affordable the estimated asset sales need to be delivered before some projects can proceed.
5. This capital investment programme is part of the Mayor's budget proposal and will be presented to all Members of the Council to vote on the 1st March 2016.

EXEMPT REPORT

6. This report is not exempt.

RECOMMENDATIONS

7. Cabinet is asked to recommend to Council to approve the capital budget proposals for 2016/17 to 2019/20 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 (paragraphs 14 to 31);
 - Supporting that during 2016/17 Finance support Directorates to identify and develop revenue projects that could take advantage of recently announced flexibilities for use of capital receipts, and an Efficiency Statement is included in the 2017/18 capital budget setting report (paragraphs 35 to 36);
 - Supporting the ring-fencing of the first £2m of Asset Rationalisation Programme receipts to the Property Investment Fund, and the use of receipts above this figure are determined by the Director of Finance and Corporate Services (paragraph 40);

- Supporting the release of £0.2m unused LEGL funding previously ring-fenced for markets work to Corporate Resources (paragraph 41);
- Approving that Cabinet take responsibility for agreeing any significant changes to the Schools Condition Programme (paragraph 23) and the Local Transport Plan funding (paragraph 29) 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, affordable housing and waste collection, and also from the Council facilitating growth by working with a range of partners to deliver affordable housing, a new cinema and restaurants units in the town centre, investment in Robin Hood airport and the National College for High Speed Rail for example. More outputs are included in the Executive Summary.

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 £316m of capital funds in Doncaster, with £116m estimated for 2016/17. 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, subject to some funding bids – for the National College for High Speed Rail and SCRIF projects for example, 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 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. A summary by service area is shown on Appendix 1a, page 2 of the appendix pack.

Summary of the Doncaster's Capital Investment by Directorate

Directorate	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	Total £m
Adults, Health and Well-Being	6.0	5.3	3.9	2.8	18.0
Finance and Corporate Services	9.8	7.6	8.8	9.6	35.8
Learning and Opportunities – Children and Young People	9.0	5.3	6.9	6.3	27.5
Regeneration and Environment	90.9	56.3	50.6	36.9	234.7
Total	115.7	74.5	70.2	55.6	316.0

13. In the following sections, unless stated otherwise, the value for 2016/17 is shown first and then the total for the four year programme is in brackets.

Adults, Health and Well-Being Capital Programme

14. The total investment managed by this Directorate is estimated to be £18m over the four year programme, with £6m in 2016/17. The three largest areas are Housing Adaptations £2.8m (£11.2m), extra care housing for the elderly £0.5m (£2m) and Social Care Better Care Fund £0.9m (£1.7m). A further analysis is shown in Appendix 1b, page 3 of the appendix pack.

15. Five new additions have been included in the proposed programme and are listed below and summarised in Appendix 2, page 10 of the appendix pack:-

- Museum and Art Gallery, and Cusworth Hall – upgrades to fire detection system and electrical sockets £29k (two separate projects, CR 09 and 11);
- Cusworth Park – security improvements £34k (CR 10);
- Extra Care Housing Projects – Council contribution for additional extra care facility for the elderly £2m over 2017/18 and 2018/19 (CR 13);
- Bentley Community Library – essential works to frontage and glazing £0.1m (CR 15).

16. This is a relatively small programme but the outputs are wide ranging and will benefit a high number of Doncaster residents and some notable outcomes have been detailed in the Executive Summary.

Finance and Corporate Services

17. Finance and Corporate Services are estimated to manage £35.8m of funds over the four year programme, with £9.8m in 2016/17. The major areas of spend are investment in ICT £2.3m (£2.7m) through the approved ICT Strategy, additional capabilities for the ERP system £0.5m (£1.2m), the Investment and Modernisation Fund £7m (£30m) (though approved amounts are moved to the Directorates that are

managing the projects). A further analysis is shown in Appendix 1c, page 4 of the appendix pack.

18. One new project has been included in the proposed programme for refitting of the IT disaster recovery centre at the Colonnades £45k, summarised in Appendix 2, page 11 of the appendix pack (CR 03).
19. The notable outcomes for this Directorate are listed in the Executive Summary.

Learning and Opportunities – Children and Young People

20. The total investment via this Directorate is estimated to be £27.5m over the four year programme, with £9m in 2016/17. The major areas of investment are creating additional School Places £3.7m (£11m), the Schools Condition Programme £1.8m (£7.8m) and the School Roofs Programme £0.8m (£3m). 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, pages 5 to 6 of the appendix pack.
21. Eight new projects have been added to this programme, below, and a summary of these is provided in Appendix 2, pages 11 to 12 of the appendix pack:-
 - Early Help Hubs – improved facilities at five sites to support early help offer £0.5m (CR 19);
 - Stirling Primary School – four classroom extension, investing £0.7m of new funds to total £1.1m (LOCYP 01);
 - Hayfield Lane Primary School – two classroom expansion with £0.5m of new funds to total £1.2m (LOCYP 02);
 - Lakeside Primary School – two classroom expansion (£0.2m in 17/18 to add to £0.2m in 16/17) (LOCYP 03);
 - Armthorpe pyramid – new classrooms in Armthorpe area £0.5m (LOCYP 04);
 - School Safeguarding and Security – works to improve these areas (£0.1m to extend the programme to 18/19) (LOCYP 05);
 - Aiming High – short break facilities for those caring for the disabled £0.1m (£0.4m) continuation of existing programme (LOCYP 08);
 - Children's Trust Children's Home Development – improvements to existing children's homes (managed by Doncaster Children's Services Trust) £0.5m (CR 20).
22. Considerable amounts of effort and investment are being made to improve the condition of our schools and create new school places. The Executive Summary outlined the main outcomes for this Directorate and more detail on the school building improvements is below, investing £2.6m in 2016/17 (£11m over the four year programme) and the 2016/17 estimated works include:-
 - Six schools having their main electrics upgraded and eight will have their lighting upgraded investing £0.8m;
 - Eight schools will having a range of heating, boiler and pipework improvements completed at an estimated £0.6m;

- Five schools will have their windows replaced and two will have drainage and surface improvements, investing £0.4m;
 - Three schools will have their roofs replaced, with another two having their roofs significantly improved at estimated investment of £0.8m.
23. The Schools Condition Programme will be refined and the values and locations are subject to change once detailed design has been completed. 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, pages 5 to 6 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.

Regeneration and Environment

25. The programme managed by this Directorate is the largest individual programme in terms of project numbers and value at an estimated total investment of £234.7m, with £90.9m in 2016/17. The main areas of investment are SCRIF projects £19.6m (£63.5m) including FARRRS £7.1m (£9.1m), the transport block £6m (£21.8m) and housing projects £36.2m (£109.2m). A further analysis is provided in Appendix 1e, pages 7 to 9 of the appendix pack.
26. One additional allocation, Colonnades refurbishment £0.4m, and seven new projects allocations in the Trading and Assets area of the programme have been added and are summarised on Appendix 2, pages 13 and 14 of the appendix pack:-
- North Bridge Depot Modernisation (phase 2) – construction of storage facility for vehicles and equipment £0.9m (CR 01);
 - Cantley Depot Modernisation – improvements to staff facilities, drainage and waste disposal £0.4m in 2017/18 (CR 02);
 - Property Investment Fund - fund to buy assets to increase revenues into the Council £2m (£4m) (CR 04);
 - Market Café Ventilation and Extraction System – upgrade and extension to current system £0.2m (CR 05);
 - Corn Exchange Roof - refurbishment works to the roof and façade £1m (CR 06);
 - Mexborough Markets Public and Trader Toilets – refurbishment of existing facilities £0.1m (CR 07);
 - North Bridge Electrical Reinforcement – new 300 amp supply to increase capacity to 600 amp £0.2m (CR 08).
27. The outcomes for this Directorate have been split into service area due to their number and are listed in the Executive Summary.

28. A breakdown of the investment in Transport summarised in the Executive Summary is below:-
- Fifteen carriageway sections totalling 4.5 miles will be resurfaced and improved in 2016/17 to make them safer and more serviceable, investing £2m;
 - £0.7m invested to complete a Borough wide permanent patching programme to facilitate a safer, more serviceable and sustainable network;
 - £0.3m used to deliver ten footway reconstruction projects;
 - Around 12 miles of classified and residential roads will be surfaced dressed at 25 locations at an estimated £0.8m;
 - Four bridges and culverts will have improvement works completed at an estimated £0.6m.
29. The block budgets for the 2016/17 Local Transport Plan programme have started to be allocated to projects, based on assessment of need through surveys and investigations, and these can be seen on Appendix 1e, pages 7 and 8 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 / Cabinet before being committed to. Planned structural schemes are selected for inclusion in 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.
30. The outcomes for the Housing and Trading Services elements of the programme are included in the Executive Summary.
31. Four bids have been included in SCRIF following a prioritisation process and if successful could result in around £64m of investment being available over the four year programme. The final business cases for FARRRS Phase 2 (£9.1m of SCRIF) and the DN7 project (£15.9m) at Hatfield have been approved. The outline business case for the Urban Centre programme of works (£25.9m) has been approved and from that programme, the first stage of final business case approval has been secured for the Colonnades, CCQ cinema and Waterfront East (Network Rail) in January 2016. All the projects with final business case approval are working towards the funding agreement and draw down stages. The outline business case for the A630 West Moor Link dualling project (£10.6m) is estimated to be submitted later in 2016.

Asset Sales

32. 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.
33. Over the next four years the Council has estimated £14.3m will be received from new sales of land via the Disposal Programme. This will be added to an estimated £3.7m of receipts brought forward, along with £0.2m of grant carried forward, to total £18.2m. After funding existing commitments of £10m (appendix 3a and b, page 15 of the appendix pack), there is an estimated £8.2m of unallocated Corporate Resources available to fund new projects over the four year programme (appendix 3c, pages 15 and 16 of the appendix pack). These will use all the unallocated Corporate Resources.
34. There are a low number of high value sites and to prevent delays to the Capital programme, it is vital that the sales are delivered at the times and amounts estimated. The full sale prices (at market value) are expected, although for budget setting purposes the estimated sale values have been reduced by 40% in 2016/17 and 2017/18 and 75% in 2018/19 and 2019/20. It is harder to estimate what will happen in 2018/19 than in 2016/17 and so the risk adjustment is higher in 2018/19 and 2019/20. This approach of setting the budget on the risk adjusted estimates is prudent as it helps to minimise the effect of any delayed sales and helps the Council to ensure Corporate Resources do not become over committed.

Capital Receipt Flexibility

35. As part of the latest Comprehensive Spending Review in December, the Government announced that the capital receipts generated in a year can be used to fund the up-front revenue costs of transformation projects i.e. projects that generate savings or redesign services. This is a significant flexibility as under normal circumstances capital receipts can only be used on capital spend. It should be noted that if capital receipts are used for revenue, they will not be available for use of capital projects.
36. Although the Council now has the flexibility, all the estimated receipts are proposed to be allocated to projects and therefore during 2016/17 Finance will work with Directorates to identify if there are available capital receipts and any suitable projects can be funded by the receipts.

Corporate Resources

37. A number of projects funded by Corporate Resources have already been approved and shown on Appendix 3a and b, page 15 of the appendix pack, and include:-
 - £2.1m for further investment in public leisure centres;
 - £3.3m in total for IT development and improvements, including the ERP;

- £1.5m for the Council's contribution to SCRIF projects.

38. Sixteen new proposals using Corporate Resources have been put forward as part of the proposed capital programme and are shown on Appendix 3c, pages 15 and 16 of the appendix pack.

39. The table below shows the existing Corporate Resources, and both commitments and new proposals for 2016/17 to 2019/20:-

	2016/17	2017/18	2018/19	2019/20	Total
	£m	£m	£m	£m	£m
Brought Forward from previous year	3.9	0.0	0.0	0.0	3.9*
Delivered In Year	5.5	5.0	3.2	0.6	14.3
Cumulative Total Resources available	9.4	5.0	3.2	0.6	18.2

Approved Committed Projects – App 3a	1.8	0.6	0.6	0.0	3.0
Approved Uncommitted Projects – App 3b	3.3	1.0	2.1	0.6	7.0
New Proposals – App 3c	4.4	3.3	0.5	0.0	8.2
Total	9.4	5.0	3.2	0.6	18.2

Cumulative Balance (to carry forward)	0.0	0.0	0.0	0.0	0.0
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* £3.9m is used as this is being brought into the programme and forms part of the cumulative position that runs through the table. This row cannot be totalled across the four years as this would distort the figures.

Asset Rationalisation Programme (ARP) Receipts

40. The Council is continuing its review of buildings and is estimated to result in a significant reduction in the number of buildings that are currently owned. This will generate capital receipts and it is recommended that the first £2m of these receipts will be ring-fenced for use by the Property Investment Fund, and that the use of receipts above this level will be determined by the Director of Finance and Corporate Services. Capital receipts from land sales and payments such as easements continue to be ring-fenced for use by the capital programme. Members are asked to support this recommendation.

Release of Unused LEGI Grant Funding

41. In December 2012 Council approved the ring-fencing of £1.3m of LEGI for improvements to markets with specific amounts for specific projects, leaving £0.2m of possible funding unallocated. As a result this allocation could not be used for projects. The Council has the freedom to apply this funding as it chooses and so Council is asked to support the recommendation that this allocation is released to Corporate Resources, which does fund a number of market related projects. The allocation has already been included in the above table.

Future Capital Allocations and Funding

42. 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 Director of Finance and Corporate Services will confirm to which part of the capital programme it will be applied.
43. The Director of Finance and Corporate Services 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.
44. Receipts that are generated from projects using Prudential Borrowing 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

45. 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.
46. The Fund is financed using borrowing and the borrowing costs are paid for from the savings or income generated by the projects and so rather than put pressure on the revenue budget, they help to meet the budget reduction targets.
47. There is an estimated £7m of funding available in 2016/17, and £30m showing in the four year programme, although borrowing will only be taken out when projects have been approved. Teams are encouraged to think creatively about how services could be improved but also need to develop a robust business plan so that the project is realistic and deliverable. Examples of projects funded through the Fund include:-
 - £9.2m in total for the Smartlight project (in the Environment outcomes in the Executive Summary);
 - £3.6m for the fleet replacement programme, as buying vehicles is cheaper than leasing;
 - £0.2m for solar panel installations to generate income and create green energy.

OPTIONS CONSIDERED

48. Option 1 – Do not invite any new capital proposals for the 2016/17 to 2019/20 Capital budget process.
49. 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

50. 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

	Priority	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>All priorities are relevant and are considered against the available resources during budget setting.</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> 	
	<p>We will support all families to 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

51. 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, and this is discussed in paragraph 34. The second is that the estimated funding for Transport and Education are lower than estimated and would mean that programmes of work would have to be reviewed.

LEGAL IMPLICATIONS

52. 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.
53. 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.
54. Further, specific legal advice will be required as each project progresses. Each individual project should be procured in accordance with Contract Procedure Rules and EU Procurement Regulations as appropriate.

FINANCIAL IMPLICATIONS

55. 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.
56. 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 2016/17 to 2019/20.

HUMAN RESOURCE IMPLICATIONS

57. There are no human resource implications arising from this report.

ICT IMPLICATIONS

58. These are contained within the report.

EQUALITY IMPLICATIONS

59. The Council must consider and have due regard to the three aims of the general equality duty, outlined below when developing and implementing the projects in the Council's capital programme.
60. The Public Sector Equality Duty (PSED) created by the Equality Act 2010 came into force in April 2011. The new Equality Duty requires public bodies to have "due regard" to the need to:-
 - a. Eliminate discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
 - b. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - c. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

61. The protected groups are age, civil partnership and marriage, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, and sexual orientation.
62. 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, projects involving 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 will use the equality information to inform the developments of individual projects;
 - b. Consultation - Individual projects require specific approval before committing and incurring spend. Through these approvals the project specific equality implications will be assessed and consultation completed as required;
 - c. Prioritisation and Planning – the projects in the Capital programme have been assessed as priorities for Doncaster’s residents and the Council. Due to the number and range of projects it is not possible to discuss the individual equality considerations in this report, but the Council is committed to assessing a project’s impact to ensure fairness and equality.
63. 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.

CONSULTATION

64. Directors have confirmed that the new proposals are priorities for their services and Executive Board have reviewed the existing programme and all the new proposals.
65. If required, each project will complete specific consultation before implementation.

This report has significant implications in terms of the following:

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

BACKGROUND PAPERS

66. Cabinet Report – Finance and Performance Improvement Report – Quarter 1
2015/16
Cabinet Report – Finance and Performance Improvement Report – Quarter 2
2015/16

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Capital Budget Setting 2016/17 to 2019/20 Appendix Pack

Appendix Number	Title	Pages
1	Proposed Capital Programme	2 – 9
2	Summary of New Inclusions in the Capital Programme	10 – 14
3	Corporate Resources Projects	15 - 16

CAPITAL PROGRAMME 2016/17 TO 2019/20 - DIRECTORATE SUMMARY

PROGRAMME	2016/17 PROJECTION	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	FOUR YEAR PROGRAMME TOTAL	LATER YEARS 2019/20 & BEYOND
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
ADULTS, HEALTH & WELL-BEING PROGRAMME						
ADULT SOCIAL CARE COMMUNITIES	4,150	4,650	3,309	2,809	14,918	0
MODERNISATION & COMMISSIONING	1,271	630	626	0	2,527	0
	579	0	0	0	579	0
ADULTS, HEALTH & WELL-BEING TOTAL	6,000	5,280	3,935	2,809	18,024	0
FINANCE & CORPORATE SERVICES						
CUSTOMER SERVICES & ICT	2,294	382	0	0	2,676	0
FINANCE & PERFORMANCE	7,460	7,250	8,789	9,563	33,062	0
FINANCE & CORPORATE SERVICES TOTAL	9,754	7,632	8,789	9,563	35,738	0
LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE						
COMMISSIONING & OPPORTUNITIES	650	100	100	100	950	100
LEARNING & ACHIEVEMENT	7,816	5,210	6,780	6,200	26,006	3,950
DONCASTER CHILDREN'S SERVICES TRUST	540	0	0	0	540	0
LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE TOTAL	9,006	5,310	6,880	6,300	27,496	4,050
REGENERATION & ENVIRONMENT						
DEVELOPMENT	35,704	25,058	14,660	12,250	87,672	44,951
ENVIRONMENT	9,860	5,032	5,406	5,406	25,704	5,406
HOUSING	36,229	23,248	30,555	19,200	109,232	0
TRADING & ASSETS	9,105	2,921	0	0	12,026	0
REGENERATION & ENVIRONMENT TOTAL	90,898	56,259	50,621	36,856	234,634	50,357
TOTAL DMBC CAPITAL PROGRAMME	115,658	74,481	70,225	55,528	315,892	54,407
CAPITAL FUNDING						
CORPORATE RESOURCES	9,452	5,007	3,194	563	18,216	2,320
EARMARKED RESERVES	580	0	0	0	580	0
EXTERNAL CONTRIBUTIONS	2,386	1,530	0	0	3,916	0
GRANTS	46,022	32,318	18,021	18,900	115,261	48,037
MAJOR REPAIRS RESERVE	24,113	15,547	29,330	19,791	88,781	0
PRUDENTIAL BORROWING	11,575	9,874	7,000	9,000	37,449	0
REVENUE CONTRIBUTION - GENERAL FUND	749	2	1	0	752	0
REVENUE CONTRIBUTION - HRA	10,243	4,508	2,225	409	17,385	0
SUPPORTED CAPITAL EXPENDITURE (C)	6,566	4,630	6,380	5,800	23,376	3,550
SUPPORTED CAPITAL EXPENDITURE (C) - DFC	1,000	500	500	500	2,500	500
USABLE CAPITAL RECEIPTS (HOUSING)	972	565	565	565	2,667	0
USABLE CAPITAL RECEIPTS (ASSET TRANSFORMATION PROGRAMME)	2,000	0	0	0	2,000	0
WATERDALE DEVELOPMENT ACCOUNT	0	0	3,009	0	3,009	0
TOTAL CAPITAL FUNDING	115,658	74,481	70,225	55,528	315,892	54,407

ADULTS, HEALTH & WELL-BEING CAPITAL PROGRAMME 2016/17 TO 2019/20

CAPITAL INVESTMENT	2016/17	2017/18	2018/19	2019/20	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
ADULT SOCIAL CARE	4,150	4,650	3,309	2,809	14,918
SOCIAL CARE BETTER CARE FUND	841	841			1,682
EXTRA CARE HOUSING PROJECT	500	1,000	500		2,000
HOUSING ADAPTATIONS	2,809	2,809	2,809	2,809	11,236
DISABLED FACILITIES GRANT DFG & HOUSING	1,509	1,509	1,509	1,509	6,036
ADAPTATIONS FOR THE DISABLED	1,300	1,300	1,300	1,300	5,200
COMMUNITIES	1,271	630	626		2,527
DONCASTER CULTURAL & LEISURE TRUST	938	585	605		2,128
WW1 DIGITAL RESOURCE AND OTHER	26	11	5		42
WW1 EXHIBITIONS	45	34	16		95
MUSEUM & ART GALLERY FIRE DETECTION SYSTEM	9				9
CUSWORTH HALL SECURITY IMPROVEMENTS	34				34
MUSEUM/ART GALLERY/CUSWORTH HALL	20				20
ELECTRICAL SOCKETS					
BENTLEY COMMUNITY LIBRARY IMPROVEMENTS	100				100
CANTLEY PARK - SKATE PARK (S106 funded)	99				99
MODERNISATION & COMMISSIONING	579				579
ADULTS SOCIAL CARE SYSTEM	579				579
ADULTS, HEALTH & WELL-BEING CAPITAL PROGRAMME	6,000	5,280	3,935	2,809	18,024

ADULTS, HEALTH & WELL-BEING CAPITAL SOURCES OF FUNDING	2016/17	2017/18	2018/19	2019/20	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
CORPORATE RESOURCES	1,601	1,585	1,105		4,291
EARMARKED RESERVES	580				580
EXTERNAL CONTRIBUTIONS	99				99
GRANTS	2,151	2,128	1,264	1,244	6,787
MAJOR REPAIRS RESERVE	1,300	1,300	1,300	1,300	5,200
REVENUE CONTRIBUTION - GENERAL FUND	4	2	1		7
USABLE CAPITAL RECEIPTS (HOUSING)	265	265	265	265	1,060
TOTAL ADULTS, HEALTH & WELL-BEING CAPITAL PROGRAMME FUNDING	6,000	5,280	3,935	2,809	18,024

FINANCE & CORPORATE SERVICES CAPITAL PROGRAMME 2016/17 TO 2019/20

CAPITAL INVESTMENT	2016/17	2017/18	2018/19	2019/20	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
	£'000s	£'000s	£'000s	£'000s	£'000s
CUSTOMER SERVICES & ICT	2,294	382			2,676
CRM SYSTEM/DIGITAL COUNCIL	300				300
ICT PROJECTS	1,897	382			2,279
ENTER DATA STORAGE & BROCADE	85	85			170
VIRTUAL SERVER EXPANSION/REFRESH (VMWARE)	62				62
CUSTOMER CONTACT CENTRE PHONE SYSTEM	53				53
ELECTRONIC DOCUMENT RECORDS MANAGEMENT SYSTEM	400				400
ICT INFRASTRUCTURE HARDWARE UPGRADES	150				150
VIRTUALISED ORACLE ENVIRONMENT	110				110
DATA CENTRE CONVERGED NETWORK	265				265
PERIMETER SECURITY AND SEGREGATION	72	73			145
ICT STRATEGY 2014 - 2017	700	224			924
DISASTER RECOVERY DATA CENTRE	45				45
DATA MANAGEMENT - ACTIVE NAVIGATION	52				52
FINANCE & PERFORMANCE	7,460	7,250	8,789	9,563	33,062
ERP (FINANCIAL SYSTEMS)	460	250	500		1,210
INVESTMENT & MODERNISATION SCHEME	7,000	7,000	7,000	9,000	30,000
CAPITAL RESERVE FUND			1,289	563	1,852
FINANCE & CORPORATE SERVICES CAPITAL PROGRAMME	9,754	7,632	8,789	9,563	35,738

FINANCE & CORPORATE SERVICES CAPITAL SOURCES OF FUNDING	2016/17	2017/18	2018/19	2019/20	FOUR YEAR
	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROGRAMME
	£'000s	£'000s	£'000s	£'000s	TOTAL
	£'000s	£'000s	£'000s	£'000s	£'000s
CORPORATE RESOURCES	2,754	632	1,789	563	5,738
PRUDENTIAL BORROWING	7,000	7,000	7,000	9,000	30,000
TOTAL FINANCE & CORPORATE SERVICES CAPITAL PROGRAMME FUNDING	9,754	7,632	8,789	9,563	35,738

LEARNING & OPPORTUNITIES - CHILDREN AND YOUNG PEOPLE'S CAPITAL PROGRAMME 2016/17 TO 2019/20

CAPITAL INVESTMENT	2016/17 PROJECTION	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	FOUR YEAR PROGRAMME TOTAL	LATER YEARS 2020/21 & BEYOND
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
COMMISSIONING & OPPORTUNITIES	650	100	100	100	950	100
AIMING HIGH FOR DISABLED CHILDREN	100	100	100	100	400	100
EARLY HELP HUBS	550				550	
LEARNING & ACHIEVEMENT	7,816	5,210	6,780	6,200	26,006	3,950
SCHOOL PLACES	3,656	1,580	3,150	2,650	11,036	400
ADDITIONAL SCHOOL PLACES		1,080	900	400	2,380	400
STIRLING PRIMARY	1,300				1,300	
LAKESIDE PRIMARY (S106 part funded)	180	180			360	
ARMTHORPE	500		2,250	2,250	5,000	
ASKERN SPA JUNIOR		120			120	
BESSACARR PRIMARY		200			200	
KIRKBY AVENUE PRIMARY	316				316	
SANDRINGHAM PRIMARY EXPAND&REFURB						
HAYFIELD LANE (S106 part funded)	1,360				1,360	
SCHOOLS CONDITION PROGRAMME (VALUES & LOCATIONS SUBJECT TO REVIEW)	1,800	2,000	2,000	2,000	7,800	2,000
SCHOOLS CONDITION PROGRAMME		2,000	2,000	2,000	6,000	2,000
ELECTRICAL PROGRAMME	777				777	
CASTLE HILLS PRIMARY - MAINS UPGRADE	143				143	
HEATHERWOOD SEN - MAINS UPGRADE	60				60	
MALLARD PRIMARY - MAINS UPGRADE	22				22	
MEXBOROUGH HIGHWOODS PRIMARY - MAINS UPGRADE	40				40	
FORMER MEXBOROUGH PITT STREET INFANTS - MAINS UPGRADE	66				66	
TICKHILL ESTFELD PRIMARY - MAINS UPGRADE	40				40	
BAWTRY MAYFLOWER PRIMARY - LIGHTING UPGRADE	30				30	
BENTLEY NEW VILLAGE PRIMARY - LIGHTING UPGRADE	121				121	
COPPICE SEN - LIGHTING UPGRADE	50				50	
SCAWSBY ROSEDALE PRIMARY - LIGHTING UPGRADE	44				44	
STIRLING PRIMARY - LIGHTING UPGRADE	50				50	
WADWORTH PRIMARY - LIGHTING UPGRADE	33				33	
WOODLANDS PRIMARY - LIGHTING UPGRADE	6				6	
BESSACARR PRIMARY - EMERGENCY & LIGHTING UPGRADE	72				72	
MECHANICAL PROGRAMME	574				574	
STIRLING PRIMARY - BOILER HOUSE	55				55	
CASTLEHILLS PRIMARY - HEATING RE-PIPE (PH 3)	165				165	
LAKESIDE PRIMARY - WATER HEATER REPLACEMENT	36				36	
BENTLEY NEW VILLAGE - PIPING RENEWAL	146				146	
PARK SCHOOL PRIMARY - KITCHEN BOILER	50				50	
STAINFORTH LONGTOFT PRIMARY - BOILER ROOM	72				72	
TICKHILL ESTFELD PRIMARY - WATER SERV REPLACE	50				50	
FABRIC PROGRAMME	449				449	
THORNE BROOK PRIMARY - WINDOWS	17				17	
CANTLEY HAWTHORN PRIMARY - CONCRETE UPGRADE	85				85	
KINGFISHER PRIMARY - WALLS, COPINGS & DRAINS	165				165	
THORNE GREEN TOP PRIMARY - WINDOW UPGRADE	30				30	
STIRLING PRIMARY - WINDOW UPGRADE	55				55	
WOODLANDS PRIMARY - WINDOW UPGRADE	77				77	
NORTON JUNIOR - WINDOWS	20				20	
SCHOOL ROOF PROGRAMME (VALUES AND LOCATIONS SUBJECT TO REVIEW)	750	750	750	750	3,000	750
SCHOOL ROOF PROGRAMME		750	750	750	2,250	750
THORNE GREEN TOP PRIMARY - REPLACEMENT	100				100	
BAWTRY MAYFLOWER PRIMARY - IMPROVEMENTS	150				150	
CANTLEY HAWTHORN PRIMARY - IMPROVEMENTS	250				250	
STIRLING PRIMARY - REPLACEMENT	50				50	
BENTLEY NEW VILLAGE - REPLACEMENT	200				200	
LO-CYP SERVICE IMP & LIABILITY	250	250	250	250	1,000	250
SAFEGUARDING & SECURITY - MINOR PROJECTS	80	80	80		240	
DEVOLVED FORMULA CAPITAL-SCHOOLS	1,000	500	500	500	2,500	500
CHILDREN'S DISABILITY SERVICES	280	50	50	50	430	
INTEGRATED SEND PATHWAY	280				280	
SCHOOLS ACCESS INITIATIVE - ALL PHASES		50	50	50	150	50
DONCASTER CHILDREN'S SERVICE TRUST	540				540	
CHILDREN'S HOME IMPROVEMENTS	540				540	
LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE CAPITAL PROGRAMME	9,006	5,310	6,880	6,300	27,496	4,050

LEARNING & OPPORTUNITIES - CHILDREN AND YOUNG PEOPLE'S CAPITAL PROGRAMME 2016/17 TO 2019/20

LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE CAPITAL SOURCES OF FUNDING	2016/17 PROJECTION	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	FOUR YEAR PROGRAMME TOTAL	LATER YEARS 2020/21 & BEYOND
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
CORPORATE RESOURCES	900				900	
EXTERNAL CONTRIBUTIONS	540	180			720	
SUPPORTED CAPITAL EXPENDITURE (C)	6,566	4,630	6,380	5,800	23,376	3,550
SUPPORTED CAPITAL EXPENDITURE (C) - DFC	1,000	500	500	500	2,500	500
TOTAL LEARNING & OPPORTUNITIES - CHILDREN & YOUNG PEOPLE PROGRAMME FUNDING	9,006	5,310	6,880	6,300	27,496	4,050

REGENERATION & ENVIRONMENT CAPITAL PROGRAMME 2016/17 TO 2019/20

CAPITAL INVESTMENT	2016/17 PROJECTION	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	FOUR YEAR PROGRAMME TOTAL	LATER YEARS 2020/21 & BEYOND
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
DEVELOPMENT	35,704	25,058	14,660	12,250	87,672	44,951
HIGH SPEED RAIL COLLEGE	13,296	5,000			18,296	
INVESTMENT AND MAJOR PROJECTS	20,998	20,058	14,660	12,250	67,966	44,951
SCRIF URBAN CENTRE						
SCRIF - URBAN CENTRE COLONNADES	3,330				3,330	
SCRIF - URBAN CENTRE DONCASTER MARKET	1,600	500			2,100	
SCRIF - URBAN CENTRE QUALITY STREETS	1,250	200			1,450	
SCRIF - URBAN CENTRE ST SEP GATE / STATION FORE COURT	2,100	3,100	3,900	1,410	10,510	
SCRIF - URBAN CENTRE WATERFRONT WEST	450				450	
SCRIF - URBAN CENTRE WATERFRONT EAST		3,900	4,200		8,100	
ROBIN HOOD AIRPORT BUSINESS PARK DEVELOPMEN	1,100				1,100	
CCQ						
CCQ LATER PHASES (SUBJECT TO APPROVAL)			3,009		3,009	
SCRIF - CCQ CINEMA INFRASTRUCTURE & PUBLIC REALM	634				634	
OTHER						
LAKESIDE GENERAL	208				208	
SCRIF - LAKESIDE POWER SUPPLY	638	637			1,275	
LEGI - FIRST POINT BUSINESS PARK	51	51	51		153	
TRANSPORT						
FARRRS - PHASE 1	7				7	
SCRIF - FARRRS PHASE 2 (GATEWAY TO SOUTH YORKS)	7,100	2,000			9,100	
SCRIF - DN7 PROJECT	2,380	9,170	3,000	1,390	15,940	
SCRIF - A630 WEST MOOR LINK DUALLING	150	500	500	9,450	10,600	
SCRIF - A1/A19 LINK ROAD						44,951
INTEGRATED TRANSPORT - CYCLING	1,020				1,020	
CYCLE PARKING	20				20	
MINOR CYCLING PROJECTS	50				50	
TRANS PENNINE TRAIL UPGRADE	600				600	
DONCATER TOWN CENTRE CYCLE ENHANCEMENTS	350				350	
INTEGRATED TRANSPORT - SUSTAINABLE CHOICES	330				330	
DROPPED CROSSINGS ON PED ROUTES	50				50	
FOOTWAYS	50				50	
DONCASTER BUS PARTNERSHIP INFRASTRUCTURE	200				200	
DONCASTER BUS PARTNERSHIP MARKETING	30				30	
BUS HOTSPOTS	60				60	
ENVIRONMENT	9,860	5,032	5,406	5,406	25,704	5,406
WASTE TRANSFER STATION	126				126	
TRANSPORT ELEMENT (IT & MAINTENANCE BLOCKS)	5,954	5,032	5,406	5,406	21,798	5,406
INTEGRATED TRANSPORT BLOCK	580	543	1,343	1,343	3,809	1,343
INTEGRATED TRANSPORT		543	1,343	1,343	3,229	1,343
IT - SAFER ROADS	300				300	
SAFER COMMUNITIES - LOCAL	80				80	
SCHOOL REDUCED SPEED LIMITS	100				100	
A630 CONISBROUGH SAFETY MEASURES	20				20	
TARGETED CASUALTY REDUCTION MEASURES	100				100	
IT - NETWORK MANAGEMENT	280				280	
DIRECTION SIGNING	60				60	
TRAFFIC MANAGEMENT MEASURES MAIN	80				80	
CCTV PARROTS CORNER	40				40	
CLEVELAND STREET ROUNDABOUT IMPROVEMENTS	100				100	
MAINTENANCE BLOCK	5,374	4,489	4,063	4,063	17,989	4,063
MAINTENANCE CARRIAGEWAY	3,485	3,913	3,542	3,542	14,482	3,542
MAINTENANCE BLOCK ALLOCATION		3,913	3,542	3,542	10,997	3,542
A635 BARNSELY ROAD MARR - SAFETY SCHEME	248				248	
COMMON LANE/HALL BRIGG, CLAYTON	36				36	
C317 MIDDLE/JOAN/BELL CROFT LANE	420				420	
RU188 CHAPEL HILL, CLAYTON	114				114	
C771 HEXTHORPE RD/ST JAMES BRIDGE, HEXTHORPE	71				71	
BURTON AVENUE, BALBY	184				184	
PARKWOOD RISE, BARNBY DUN	21				21	
OGDEN ROAD, WHEATLEY HILLS	66				66	
LAWN AVENUE, WOODLANDS	42				42	
FOLDER LANE, SPROT BROUGH	20				20	

REGENERATION & ENVIRONMENT CAPITAL PROGRAMME 2016/17 TO 2019/20

CAPITAL INVESTMENT	2016/17 PROJECTION	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	FOUR YEAR PROGRAMME TOTAL	LATER YEARS 2020/21 & BEYOND
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
LOCKING DRIVE, ARMTHORPE	27				27	
MANOR ESTATE SPINE ROAD, TOLL BAR	140				140	
ATTERBY DRIVE, ROSSINGTON	36				36	
TOWN FIELD VILLAS, DONCASTER	56				56	
HILL TOP ROAD, CONISBROUGH (PHASE 1)	220				220	
BLOCK - TO BE ALLOCATED TO SPECIFIC SCHEMES	334				334	
PERMANENT PATCHING	700				700	
SURFACE DRESSING	750				750	
MAINTENANCE - FOOTWAY	300				300	
BROADWAY, DUNCSCROFT (PHASE 3)	50				50	
BLOCK - TO BE ALLOCATED TO SPECIFIC SCHEMES	250				250	
FOOTWAY SLURRY	120				120	
MAINTENANCE - BRIDGES	594	576	521	521	2,212	521
BRIDGES LTP ALLOCATION		576	521	521	1,618	521
CLOWNES BRIDGE	150				150	
DANUM SCHOOL FOOTBRIDGE	90				90	
PRINCIPAL INSPECTIONS/ASSESSMENTS	150				150	
CHURCHFIELD PLANTATION CULVERT	150				150	
PREVENTATIVE STRUCTURAL MAINTENANCE	54				54	
MAINTENANCE - OTHER	875				875	
CAPITALISED STREET LIGHTING REPAIRS	635				635	
GULLY NEW/REPLACEMENT CAPITALISATION	50				50	
HIGHWAYS ASSET MAINTENANCE	90				90	
HIGHWAYS RESILIENCE RISK FUND	100				100	
SMARTLIGHT STREET LIGHTING PROG INVESTMENT	3,780				3,780	
HOUSING	36,229	23,248	30,555	19,200	109,232	
VOIDS CAPITAL WORKS	2,564	2,630	2,640	2,640	10,474	
WHEATLEY HOWARDS - SITE CLEARANCE	1,308	1,427	645	260	3,640	
MECHANICAL & ELECTRICAL	3,406	2,947	2,860	2,860	12,073	
MECHANICAL & ELECTRICAL		2,947	2,860	2,860	8,667	
HEATING CONVERSIONS / UPGRADES	2,244				2,244	
ELECTRICAL PLANNED WORKS	259				259	
DOOR ENTRY SYSTEMS	748				748	
MECHANICAL PLANNED WORKS	62				62	
LIFTS	93				93	
INTERNAL WORKS	2,030	2,740	2,750	2,750	10,270	
INTERNAL WORKS		2,740	2,750	2,750	8,240	
SECONDARY BATHROOMS & SHOWERS	1,068				1,068	
KITCHENS / BATHROOMS / WINDOWS / DOORS	962				962	
ENVIRONMENTAL WORKS	5,246	5,370	5,400	5,420	21,436	
ENVIRONMENTAL WORKS		5,370	5,400	5,420	16,190	
COMMUNAL AREA IMPROVEMENTS	2,137				2,137	
COMMUNAL HALL / SHOPS FLATS	214				214	
ENVIRONMENTAL PROGRAMME	267				267	
FENCING PROGRAMME PROVIDED BY WORLD OF WOP	1,068				1,068	
ASBESTOS REMOVALS	855				855	
GARAGE SITE IMPROVEMENTS	427				427	
ESTATE ROADS & PATHS	278				278	
EXTERNAL WORKS	8,863	2,350	2,360	2,370	15,943	
EXTERNAL WORKS		2,350	2,360	2,370	7,080	
SILVERWOOD	2,132				2,132	
STRUCTURAL	267				267	
EXTERNAL PLANNED MAINTENANCE	1,282				1,282	
THERMAL EFFICIENCY - ECO WORKS	3,579				3,579	
THERMAL EFFICIENCY - ROOF REPLACEMENTS	1,603				1,603	
COUNCIL HOUSE BUILD PROGRAMME	11,458	3,634	13,600	2,600	31,292	
EMPTY HOMES ACQUISITIONS / BUY BACK	600	600	600	600	2,400	
PHASE 1 - COMMITTED						
TRAFALGAR STREET (PH1 PART 2)	58				58	
MARLBOROUGH AVE (PH1 PART 2)	51				51	
ASKERN (PH1 PART 3)	120	2,034			2,154	

REGENERATION & ENVIRONMENT CAPITAL PROGRAMME 2016/17 TO 2019/20

CAPITAL INVESTMENT	2016/17 PROJECTION	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	FOUR YEAR PROGRAMME TOTAL	LATER YEARS 2020/21 & BEYOND
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
PHASE 2 - COMMITTED						
COUNCIL HOUSE BUILDING CROASDALE GARDENS	476				476	
COUNCIL HSE PH2 LAYDEN DRIVE	3,986				3,986	
COUNCIL HSE PH2 MERE LANE	1,463				1,463	
COUNCIL HSE PH2 ASHWOOD HOUSE	1,158				1,158	
COUNCIL HSE PH2 WILDFLOWER CLOSE	364				364	
COUNCIL HSE PH3 WHITCOMB DRIVE	289				289	
COUNCIL HSE PH2 ABBEY GREEN	796				796	
PHASE 3 - UNCOMMITTED						
COUNCIL HSE PH3 FOSSARD CLOSE	897	1,000	1,000		2,000	
COUNCIL HSE PH3 SKELLOW ROAD	1,200				897	
WHEATLEY HOWARDS SITE			12,000	2,000	1,200	
OTHER HOUSING PROJECTS						
EMPTY PROPERTY - LANDLORD GRANTS (part S106 funded)	415				415	
COUNCIL OWNED G&T & RESIDENTIAL SITE	589	300	300	300	1,489	
AFFORDABLE HOUSING LAYDEN DRIVE (S106 funded)	350				350	
CONTRIBUTION EXTRA CARE THORNE (part S106 funded)		1,500			1,500	
CONTRIBUTION THORNE WILLOW ESTATE (S106 funded)		350			350	
TRADING & ASSETS	9,105	2,921			12,026	
ASSET RATIONALISATION & CLIENT FUNCTION						
RETAINED BUILDINGS CONDITION IMPROVEMENT WORKS	125				5,693	
PROPERTY INVESTMENT FUND	2,000	2,000			125	
MARKET CAFÉ VENTILATION & EXTRACTION SYSTEM	200				4,000	
CORN EXCHANGE ROOF & FAÇADE	1,000				200	
MEXBOROUGH MARKETS PUBLIC & TRADER TOILETS	100				1,000	
MEXBOROUGH MARKETS IMPROVEMENTS	168				100	
DONCASTER WOOL MARKET RE-WIRING	100				168	
COMMERCIAL SERVICES	4,289	531			4,820	
POOL CAR PURCHASES		531			531	
MAIN FLEET PURCHASES	3,133				3,133	
STREETSCENE & GROUNDS MTCE FLEET PURCHASES	612				612	
DECC CENTRAL HEATING & HOT WATER SYSTEMS	544				544	
CONSTRUCTION SERVICES	1,123	390			1,513	
BIP - SPROTBOROUGH LIBRARY	71				71	
BIP - TICKHILL LIBRARY	24				24	
BUILDING IMPROVEMENT PROGRAMME (BIP)	10				10	
NORTH BRIDGE DEPOT MODERNISATION (PH 2)	868				868	
CANTLEY DEPOT MODERNISATION		390			390	
NORTH BRIDGE ELECTRICAL REINFORCEMENT	150				150	
REGENERATION & ENVIRONMENT CAPITAL PROGRAMME	90,898	56,259	50,621	36,856	234,634	50,357

REGENERATION & ENVIRONMENT CAPITAL SOURCES OF FUNDING	2016/17 PROJECTION	2017/18 PROJECTION	2018/19 PROJECTION	2019/20 PROJECTION	FOUR YEAR PROGRAMME TOTAL	LATER YEARS 2020/21 & BEYOND
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
CORPORATE RESOURCES	4,197	2,790	300		7,287	2,320
EXTERNAL CONTRIBUTIONS	1,747	1,350			3,097	
GRANTS	43,871	30,190	16,757	17,656	108,474	48,037
MAJOR REPAIRS RESERVE	22,813	14,247	28,030	18,491	83,581	
PRUDENTIAL BORROWING	4,575	2,874			7,449	
REVENUE CONTRIBUTION - GENERAL FUND	745				745	
REVENUE CONTRIBUTION - HRA	10,243	4,508	2,225	409	17,385	
SUPPORTED CAPITAL EXPENDITURE (C)						
USABLE CAPITAL RECEIPTS (HOUSING)	707	300	300	300	1,607	
USABLE CAPITAL RECEIPTS (ASSET TRANSFORMATION PROGRAMME)	2,000				2,000	
WATERDALE DEVELOPMENT ACCOUNT			3,009		3,009	
TOTAL REGENERATION & ENVIRONMENT CAPITAL PROGRAMME FUNDING	90,898	56,259	50,621	36,856	234,634	50,357

Doncaster Council's Capital Programme 2016/17 to 2019/20 – New Inclusion Summary

2016/17 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.

Adults, Health and Well-Being Programme**CR 09 / AHWB/1617/01 – Museum and Art Gallery - Upgrade to Fire Detection system £9k**

Upgrade / replacement of fire alarm system at Museum and Art Gallery to maintain cover at BS5839, provide visual alarm devices to toilet areas and create a link to the DMBC CCTV system to meet requirements in European standards and the Equality Act. Funded by Corporate Resources.

CR 10 / AHWB/1617/02 - Cusworth Park Security improvements through CCTV upgrade £34k

To improve security at Cusworth Park through the upgrade/installation of new CCTV systems to higher definition level and connect to CCTV monitoring suite. Funded by Corporate Resources.

CR 11 / AHWB/1617/03 - Museum and Art Gallery/Cusworth Hall - Electrical socket upgrade £20k

Increase the number of electrical sockets at the Museum and Art Gallery, and Cusworth Hall so that the permanent use of extension leads in order to conduct business can be removed. Funded by Corporate Resources.

CR 13 / AHWB/1617/04 Extra Care Housing Schemes £0.5m (£2.0m)

Capital contribution to enable development of an extra care facility at Askern and Rossington. These will be developed and owned by a housing association partner, with the Council having nomination rights. Each facility is estimated to create between 60 and 80 places (numbers to be confirmed) and will help meet the need identified through recent studies for additional extra care housing units. Funded by Corporate Resources.

CR 15 / AHWB/1617/06 Bentley Community Library front elevation windows replacement £0.1m

The front elevation glazing at Bentley Community Library requires architectural/structural input – it is visibly unsafe in places as the frame has eroded and glass panels are loose. Previous recommendations are that the framework needs to be replaced / updated so that it is structurally sound. The entire front elevation of the two floor building is glass and is supported by an aluminium framework. At the same time, some of the skylights (also glass) are thought to be unsafely held within their frames and require investigation and replacement. Funded by Corporate Resources.

Finance and Corporate Services Programme

CR 03 / FCS/1617/01 – Disaster Recovery Data Centre £45k

Refit existing secondary data centre location at Colonnades offices to an acceptable standard to serve as the Council's disaster recovery and high availability location. Capital investment will be used to provide appropriate power supplies, server racking, air conditioning, environmental monitoring and server room ancillaries. The room is currently in a dilapidated state after being used to house the Council's legacy analogue phone system for over fifteen years. Funded by Corporate Resources.

Learning and Opportunities – Children and Young People Programme

CR 19 / LOCYP/1617/09 Early Help Hubs £0.5m

Refurbish, improve and renovate existing facilities as part of the new 0-19 Early Help Offer. It is proposed to continue to offer children, young people and families access to a full range of early help services provided through dedicated sites or via outreach in other local community venues of the family home. Families will be able to access services in those settings which make most sense to them and their circumstances. Existing £150k allocation from LOCYP Capital Resources plus £0.4m new allocation from Corporate Resources.

LOCYP/1617/01 - Exceptional and Urgent Works Required at Stirling Primary School £1.3m

Address the exceptional subsidence and ground safety issues on the Stirling Primary School site and provide via extension four additional classrooms (up to 120 additional places and appropriate intervention space to support the 86% of children who have English as an additional language) to move towards a two form entry school. Funded by LOCYP Capital Resources.

LOCYP/1617/02 - Expansion of Hayfield Lane Primary School to a 2 Form Entry School £1.4m

Meet the demand for primary school places in the Hayfield Pyramid by further expanding Hayfield Lane Primary School, within two phases, to move towards a two form entry (420 place) primary school. One additional reception classroom is required for September 2016, with the remaining for September 2017 with supporting infrastructure for the expanded school (creating an additional 90 places in 2016-17). Funded by existing LOCYP resources and a new allocation of Education related S106 of £0.5m.

LOCYP/1617/03 - Provision of Additional Classrooms at Lakeside Primary School £0.2m (£0.4m)

Meet demographic demand and housing developments in the local area by expanding Lakeside Primary School by two classrooms (60 places) to establish a two form entry (420 place) primary school. Funded by existing LOCYP Capital Resources and a new allocation of Education related S106 of £0.2m.

LOCYP/1617/04 - Additional Classroom Accommodation in the Armthorpe Pyramid £0.5m

Essential works to address the continued shortage of primary school places in the Armthorpe Pyramid, it is necessary to expand / refurbish existing provision for September 2016 onwards to meet demand from local children. A minimum of 90 places will be created as a result of this provision. Funded by LOCYP Capital Resources.

LOCYP/1617/05 - Additional Safeguarding and Security for Schools (£0.1m)

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 programme from 2017/18 to 2018/19. Funded by LOCYP Capital Resources.

LOCYP/1617/08 – Aiming High £0.1m (£0.4m)

Provision of equipment:-

- which helps parents receive a short break from caring or the individual disabled person access the local community, via personal budgets;
- allows mainstream services/clubs/venues etc. to be more inclusive of disabled people;
- allows groups and services targeted at or specialising in working with disabled children and young people to better meet their needs.

There is an existing allocation in the 2016/17 capital programme and this bid is to confirm that this works remains a priority. This is not a new pressure. Funded by LOCYP Capital Resources.

Doncaster Children's Service Trust

CR 20 / DCST/1617/09 - Children's Home Development £0.5m

Works are required to ensure that Doncaster's existing children's homes and an additional home at Amersall Road that is to be re-opened are fit for purpose and are able to provide a good standard of accommodation for children who are looked after by the Trust. The proposed works will ensure all children's homes meet the needs of our most vulnerable children and provide good nurturing and skilled care. This will, in turn contribute to the achievement of 'Good' or better in Ofsted inspections. This project contributes to the reduction in the number of out of borough placements by ensuring high quality in house provision is available as a first choice, and makes economic sense. Funded by Corporate Resources £0.5m and a contribution from the Trust £40k.

Regeneration and Environment Programme

CR 01 / RE/1617/01 - North Bridge Depot Modernisation (Phase 2) £0.9m

Construct a 1,000 sq m covered storage shed facility for Street Scene and Highways operations equipment at the North Bridge depot (NBD) for sixteen sweepers, thirty ride on mowers and three tractors, and will reduce repair and maintenance costs. This bid is in addition to the NBD electrical consolidation works for 2016/17 (CR 08).

The majority of these are currently stored outside at various depots during the autumn winter season. This affects the condition of the equipment, and results in greater repair and maintenance requirements. Additionally some depot sites closed in January 2016, meaning alternative parking and storage is urgently required. Until April 2016 some temporary storage has been identified for these items of plant within one of the storage halls at the Kirk Sandall waste transfer station and then using the arches at NBD, the salt barn and tarpaulins for some of the vehicles. Funded by Corporate Resources.

CR 02 / RE/1617/02 – Cantley Depot Modernisation (£0.4m)

Upgrade and investment in depot parking, staff welfare, drainage, hard standing surface, waste disposal and storage facilities to improve the general level of health and safety, welfare for staff and working conditions on site, and an opportunity to achieve revenue savings from reduced waste green waste disposal costs at the depot.

This depot is being retained along with North Bridge. Due to its location there are no financial gains for its disposal, and there would be decommissioning costs to return it to parkland. This will be the long term operating base for the East and South of the borough, delivering Street Scene and Highways operational services. Funded by Corporate Resources.

CR 04 / RE/1617/04 Property Investment Fund (£2.0m)

Creation of a Property Investment Fund to acquire property investment assets using £2m from capital receipts generated by the Asset Rationalisation Programme for 2016/17 and a further £2m of Corporate Resources for 2017/18 to give a total fund pool for direct investment of £4m.

The fund will be invested with a target return of 7% per annum with an investment range of c.5% - 12%. Clear criteria for the fund will be set out in the upcoming Cabinet report in order to manage risk in the portfolio into the future. Based on the above the investment of £2m will return c. £140k per annum (total of £280k pa for the £4m). Proposal is to fund by Asset Rationalisation Receipts in 2016/17 and Corporate Resources in 2017/18.

CR 05 / RE/1617/05 Market Hall Café Ventilation / Extraction System £0.2m

Upgrade to the existing dated ventilation systems that are in place and will also provide a full installation to establishments that currently have no ventilation. The project will not only ensure that health and safety legislation is being met, but will reduce a fire risk from trapped grease that could ignite, and ensure that the air quality within the Main Market Hall is improved for both traders and visitors to the market. Funded by Corporate Resources.

CR 06 / RE/1617/06 Corn Exchange / Market Hall Roof and Stone-work refurbishment £1m

The project will refurbish the roof and external façade of both the Corn Exchange and Main Market Hall buildings and is required as parts of the buildings are in desperate need of improvement. It is the Council's responsibility to ensure its buildings are appropriately maintained. It is anticipated that a rolling programme of bids will be required to fund the longer term project to get these buildings back to a state where they are safe and fit for purpose. Funded by Corporate Resources.

CR 07 / RE/1617/07 Mexborough Markets Public and Trader Toilets £0.1m

The project will 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. The current toilet facilities for the public and the market traders are in need of refurbishment due to their age. Funded by Corporate Resources.

CR 08 / RE/1617/08 North Bridge Depot Electrical Reinforcement £0.2m

North Bridge Depot (NBD) has historically had electrical issues, extending to both the on-site infrastructure and insufficient supply coming to the site. To address this there is a need to bring a new electrical supply to site. It is proposed to deliver a new 300 amp supply – increasing the size of the supply to 600 amps. It is envisaged that the delivery of this new electrical load will 'future proof' the site electrically. On various occasions, particularly in winter months the existing supply has been very close to overloading. The nature of the project means this will need to be delivered in its entirety and cannot be delivered in phases.

This issue is important when considering the ongoing programme of depot closures, and the likely need to redevelop parts of the NBD site (increasing electrical demand) to accommodate relocated services. The recently installed solar panels help supplement the actual running costs rather than the supply capacity available. Funded by Corporate Resources.

CR 12 / RE/1617/09 Colonnades Refurbishment £0.4m

Full refurbishment of the Colonnades office building and uplift to the retail area to prepare the building for commercial occupation to create an income generating asset and uplift the retail area. This is part of the Asset Transformation Programme with the income planned to increase on the building in 2017/18, with savings coming from tenants in the form of rent and service charge payments for the maintenance of the building.

Ref for New Bids	Project name	Project Details
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Spend Profile					
2016/17	2017/18	2018/19	2019/20	Total Four Year Programme	Later Years

Section 3a - Approved Committed Projects - Corporate Resources**Adults, Health and Well-Being**

	Doncaster Cultural and Leisure Trust	Main works are pool refurbishment at the Dome and Askern, and boiler improvements at Adwick
Sub Total - Adults, Health and Well-Being		

938	585	605		2,128	
938	585	605	0	2,128	0

Finance and Corporate Services

	Customer Contact Centre Phone System	New/Upgraded phone system is required to support the Council's digital/multimedia agendas
	Virtual Server Expansion/Refresh	Additional server hardware and software
	CRM System / Digital Council	Enable the Authority to have modern, responsive and efficient technology
	Data Management - Active Navigation	Software to identify redundant, obsolete, trivial and duplicate data to enable the files to be appropriately managed
Sub Total - Finance and Corporate Services		

53				53	
62				62	
300				300	
52				52	
467	0	0	0	467	0

Regeneration and Environment

	Waste Transfer Station	Construction of Waste Transfer Station
	Mexborough Markets Improvements	Replacement of fire alarm, emergency lighting and electrical distribution boards and improvement to roof, all on health and safety grounds
	Wool Market Re-wiring	Re-wiring of the internal wool market stalls as not meeting standards
	SCRIF - FARRRS Project Delivery	Provides last phase of road scheme from A638 to Hurst Lane (LTP and SCRIF also funding the project)
Sub Total - Regeneration and Environment		

126				126	
168				168	
100				100	
4				4	
398	0	0	0	398	0

Total Section 3a - Approved Committed Schemes - Corporate Resources

1,803	585	605	0	2,993	0
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Section 3b - Approved Un-Committed Projects - Corporate Resources**Finance and Corporate Services**

	Enter Data Storage & Brocade	Address a potential lack of expansion in storage capacity
	Electronic Document Record Management System (EDRMS)	Ensure back-to-back provision is in place for upgrade/replacement for EDRMS
	ICT Infrastructure Hardware Upgrades	Replacement of key ICT systems, including e-mail, that provide central ICT services to the Council
	Virtualised Oracle Environment	Replacement of ICT equipment currently hosting corporate oracle databases
	Data Centre Converged Network	Upgrade of the ICT data centres at the Civic Office and the Colonnades to meet future requirements and ways of working i.e. agile working
	Perimeter Security and Segregation	Replacement of ICT perimeter security and segregation firewall devices that protect the Council from internet threats and segregate internal networks
	ICT Strategy 2014-17	A number of schemes identified in the approved ICT Strategy, including replace older mobile phones with smart phones, implement wireless connectivity in key Council buildings and pc replacement
	Enterprise Resource Planning (ERP) Financial System	Upgrades and enhancements will be required to ensure that ERP meets service requirements
	Capital Reserve Fund	Allocation to fund unexpected capital costs and guard against delaying schemes if asset sales are delayed
Sub Total - Finance and Corporate Services		

85	85			170	
400				400	
150				150	
110				110	
265				265	
72	73			145	
700	224			924	
460	250	500		1,210	
		1,289	563	1,852	
2,242	632	1,789	563	5,226	0

Regeneration and Environment

	SCRIF - Urban Centre Doncaster Market	Further physical improvements to complement the markets redevelopment programme (Corporate Resource element)
	SCRIF - Urban Centre Quality Streets	Refurbishment of public realm and footways in the town centre, to complement three earlier phases of investment, and to support the town's evening economy offer (Corporate Resource element)
	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)
	SCRIF - Urban Centre Colonnades	Full refurbishment of the building and uplift to the retail area to prepare the building for commercial occupation
	SCRIF - DN7 Project - Main Contract Works	Main contract works for the link road to enable the DN7 regeneration project to proceed (Corporate Resource Element)
	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
	Buildings Improvement Programme	Investment to address condition related projects to ensure buildings remain fit for purpose, operation and safe - works to Sprotbrough and Tickhill libraries
	Retained Buildings Condition Improvement Works	Allocation for capital works to buildings that will become centrally managed and currently have no structural surveys attached to them. Works will be Priority 1, meaning works are urgent to enable buildings to remain open
Sub Total - Regeneration and Environment		

100				100	
	100			100	
	300	300		600	
610				610	
101				101	
				0	2,320
105				105	
125				125	
1,041	400	300	0	1,741	2,320

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

3,283	1,032	2,089	563	6,967	2,320
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Ref for New Bids	Project name	Project Details
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Spend Profile					
2016/17	2017/18	2018/19	2019/20	Total Four Year Programme	Later Years

Section 3c - New Requests for Approval - Corporate Resources**Adults, Health and Well-Being**

CR 09 (AHWB/1617/01)	Museum and Art Gallery - Upgrade to Fire Detection system	Upgrade of Fire Alarm system at Museum and Art Gallery to maintain cover at BS5839 and to provide visual alarm devices to toilet areas
CR 10 (AHWB/1617/02)	Cusworth Park - Security Improvements	Upgrade/installation of new CCTV systems at Cusworth Park to higher definition level and connect to CCTV monitoring suite
CR 11 (AHWB/1617/03)	Museum and Art Gallery/Cusworth Hall - Electrical socket upgrade	Increase the number of electrical sockets so that the permanent use of extension leads stops
CR 13 (AHWB/1617/04)	Extra Care Housing Projects	Capital contribution to enable development of an extra care facility at Askern and Rossington
CR 15 (AHWB/1617/06)	Bentley Community Library Improvements	Replacement glazing and improvements to aluminium frame holding the glass on the library frontage and its skylights
Sub Total - Adults, Health and Well-Being		

9				9	
34				34	
20				20	
500	1,000	500		2,000	
100				100	
663	1,000	500	0	2,163	0

Finance and Corporate Services

CR 03 (FCS/1617/01)	Disaster Recovery Data Centre	Refit existing secondary data centre location at Colonnades Offices to an acceptable standard to serve as Doncaster Council's disaster recovery and high availability location.
Sub Total - Finance and Corporate Services		

45				45	
45	0	0	0	45	0

Learning and Opportunities - Children and Young People / Doncaster Children's Trust

CR 19 (LOCYP/1617/09)	Early Help Hubs	Refurbish, improve and renovate existing facilities as part of the new 0-19 Early Help Offer to offer children, young people and families access to a full range of early help services provided through dedicated sites
CR 20 (DCST/1617/09)	DCST Children's Home Development	Works are required to ensure that Doncaster's existing children's homes and an additional home at Amersall Road that is to be re-opened are fit for purpose and are able to provide a good standard of accommodation
Sub Total - Learning and Opportunities - Children & Young People / Doncaster Children's Trust		

400				400	
500				500	
900	0	0	0	900	0

Regeneration and Environment

CR 01 (RE/1617/01)	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
CR 02 (RE/1617/02)	Cantley Depot Modernisation	Upgrade and investment in depot parking, staff facilities, drainage, hard standing surface, waste disposal and storage facilities
CR 04 (RE/1617/04)	Property Investment Fund	Create a fund to acquire property to generate a revenue income stream with a target return of 7% per annum
CR 05 (RE/1617/05)	Market Café Ventilation / Extraction System	Upgrade to the existing dated ventilation systems currently in place and will also provide a full installation to establishments that currently have no ventilation in place
CR 06 (RE/1617/06)	Corn Exchange / Market Hall Roof and Stone Work	Phase 1 of refurbishing the roof and external façade of both the Corn Exchange and Main Market Hall buildings
CR 07 (RE/1617/07)	Mexborough Markets Public and 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
CR 08 (RE/1617/08)	North Bridge Electrical Reinforcement	New 300 amp electrical supply to site, increasing total supply to 600 amps to meet future needs of the depot
CR 12 (RE/1617/09)	Colonnades Refurbishment	Full refurbishment of the building and uplift to the retail area to prepare the building for commercial occupation
Sub Total - Regeneration and Environment		

868				868	
	390			390	
	2,000			2,000	
200				200	
1,000				1,000	
100				100	
150				150	
440				440	
2,758	2,390	0	0	5,148	0

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

4,366	3,390	500	0	8,256	0
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Total Corporate Resources

9,452	5,007	3,194	563	18,216	2,320
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To the Chair and Members of Cabinet

Housing Revenue Account Budget 2016/17

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 2016/17 Housing Revenue Account (HRA) Budget. The report focuses on the following key areas:-
 - the level of the Council's housing rents for 2016/17; current average rent is £71.25 per week which is the lowest within South Yorkshire, rents will decrease by 1%
 - the Housing Revenue Account (HRA) budget proposals for 2016/17 and estimated budgets for 2017/18, 2018/19 and 2019/20; the HRA budget follows the budget strategy as set out in previous years and maintains a reserve of £3.0m within the HRA, the budget for 2016/17 is a balanced budget (income equals expenditure) and
 - the level of fees and charges for 2016/17 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 4th April 2016, by 1.0% as detailed in paragraphs 7 to 10. This will result in an average weekly rent decrease of £0.71, resulting in an average rent of approximately £70.57 per week. Rents will be charged every week of the year.
 - ii. The budget proposals for the HRA for 2016/17, which are contained in Appendix A. These proposals set a balanced budget for the HRA and maintain a reserve of £3.0m;
 - 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 tenants of these properties will pay lower rents in 2016/17. Reducing the rents enables the Council to continue to provide quality social housing maintained to the Doncaster decency standard but significantly reduces the number of new properties to 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 2015/16 was approved on 5th March 2015. Since then the regular financial management reports to Cabinet have provided the latest projections of the 2015/16 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) and would have continued if it had not been for the announcements in the Governments' Summer Budget. The major change which we know about and is being implemented in 2016/17 is the 1% rent reduction for the next four years. There are two other potentially major impacts;

- The sale of vacant high value local authority housing stock and
- "Pay to stay" (tenants on higher incomes (where household income, based on the highest two earners, is in excess of £30k pa) will be charged at market rent).

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

BUDGET PROPOSALS 2016/17

6. The Budget proposals for 2016-17 are shown in detail at Appendix A. The key features are as follows:-
 - a) A reduction in rents of 1.0% (see paragraphs 7 to 10 for more details);
 - b) Dwelling rent income is expected to be £0.485m lower at £73.7m 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) less 1.0% 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 £0.479m due to changes in the calculation of employer's national insurance contributions. 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 who have managed these costs from efficiencies and savings. The management fee paid from the HRA for 2016/17 is £27.352m;

- 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 £0.6m 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 reform are rolled out;
- g) The number of Right to Buy sales continues to be monitored and total sales to the 31st December 2015 were 88 giving an average of 2.2 sales per week. A projected level of 120 sales, 37 proposed demolitions, 126 new build and a void rent loss percentage of 1.5% (reduced from 2% in previous years) have been used for calculating the rental income for 2016/17;
- h) Housing Subsidy 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 £3.0m therefore the surplus funds in excess of this, £3.181m, have 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 2016/17. This will maintain an estimated reserve within the HRA of £3.0m by 31 March 2017.

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 Bill 2015-16, it is assumed that the Bill will receive Royal Assent before April 2016. The implementation of this rent reduction means that there will be £2.6m less resources available than originally budgeted for in 2016/17 (on a like for like basis) , this budget was based on a 2% rent increase, assuming that CPI (consumer price index) inflation would be 1% and that rents would increase by CPI plus 1%. Over the four year period 2016/17 to 2019/20 there will be £25.9m less resources available 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 Metropolitan Councils based on the 2014/15 financial year (according to the latest published figures from CIPFA, Chartered Institute of Public Finance and Accountancy).
10. There are four different ways in which rents will change during 2016/17, (different types of rents are defined in paragraph 11);

Existing tenants – If the tenant is the same on 4 April 2016 (rent changes take effect from the first Monday in April) as it was on 8 July 2015 (the date of the Summer Budget) their rent will be reduced by 1%. In accordance with the rent policy agreed at Budget Council in February 2014, if the tenancy has changed between 8 July 2015 and 3 April 2016 the property will have been relet at target rent for that property, that rent will then be reduced by 1% with effect from 4 April 2016. Worked example – the current rent being charged to existing tenants for a two bedroom bungalow on Hill Top Crescent, Edlington, is £63.82 per week, if there is no change in tenancy this will be reduced to £63.18 per week with effect from 4 April 2016. One of these bungalows had a change of tenancy in November 2015, the new tenancy was let at target rent which is £66.78 per week, this rent will reduce to £66.11 per week with effect from 4 April 2016.

New tenants into existing housing stock – if the tenancy changes during 2016/17 the property will be relet at the 2015/16 target rent less 1%

New build council housing – when new properties are completed both the target rent and affordable rent will be calculated for these properties, the rent charged will be the higher of the two less 1% and

Affordable rent properties – the rent will be reduced by 1%. If there is a change of tenancy a new market rent and affordable rent calculation will be carried out and the new rent will be the affordable rent less 1%.

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 is £75.26 per week. The target rent figure for 2015/16 will be the base figure used for calculating target rent less 1% in future years.

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. 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 £85.53 per week and this will reduce to £84.67 per week in 2016/17.

FEES AND CHARGES

13. Fees and charges are calculated using the CPI figure from the previous September. CPI in September 2015 was -0.1%. The following recommendations are proposed in respect of fees and charges for 2016/17:-

- a) That the charges for garages and garage sites are frozen. These charges will be reviewed again in future years and the 2017/18, 2018/19 and 2019/20 budgets assume CPI increases (based on CPI at 1%). These are the charges to tenants, if non tenants rent garages or garage sites then VAT is added to these charges.
- b) The only properties which still have district heating but the tenants do not have individual meters are on Skellow Road. These properties (14 in total) are currently subject to an option appraisal due to the type and layout of the properties. It is proposed that the heating charges at Skellow Road do not change, if the option appraisal recommends retaining these properties the district heating scheme will be replaced with individual boilers.
- c) 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 5.8p per unit (plus VAT). This scheme is forecast to breakeven in 2016/17. It is therefore recommended that the charges remain the same. The average annual charge for these properties is £450.
- d) The district heating charge for properties on the Balby Bridge estate will increase to 6.09p per unit (inclusive of VAT) which is equivalent to 5.8p per unit plus VAT. This is a 17.1% increase and is the third year of a three year strategy to increase the charges at Balby Bridge to the same level as those at Ennerdale and for this heating scheme to breakeven. These charges are still at an affordable level following a whole scale investment programme of energy efficiency measures. The average annual charge for these properties is £184.
- 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. This is available as a whole year service (charged every week) or as a part year service (charged for 34 weeks) these charges will remain unchanged. This service is an optional service. It is not eligible for housing benefit and it is available to all tenants. These charges will be reviewed again in future years and the 2017/18, 2018/19 and 2019/20 budgets assume CPI increases;

A furnished tenancy charge was introduced during 2014/15. This service is only available to young adults leaving care, estimated at 5 per year (currently there are three furnished tenancies). The furniture is provided and repaired by an external provider and the charge for 2016/17 will be £19.91 per week, this is an increase of £0.99 per week based on additional costs of providing the furniture. 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.

- f) 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.

Fee	Current Charge 2015/16	Proposed Charge 2016/17	Budget Implication
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	5.2p per unit	5.8p 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	£12.11 per week £14.17 per week £16.23 per week	£13.50 per week £15.80 per week £18.10 per week	£3,000
District Heating - Ennerdale	5.8p per unit 6.09p per unit (inclusive of VAT)	5.8p 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	£18.92 per week	£19.91 per week	£154

14. Other announcements within the Summer Budget were;

The sale of Vacant High Value Local Authority Housing Stock – the Housing and Planning Bill 2015-16 gives the Govt. 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 Bill about how this payment will be calculated and it is therefore very difficult to plan for the impact of this being introduced and the likely introduction date is during the 2016/17 financial year. Currently the majority of resources within the HRA are committed to either revenue or capital budgets, so whatever the size of this payment which has to be made to the

Govt. 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.

Pay to Stay – this will be introduced with effect from 1 April 2017 and Local Authorities will need to charge households where the household income is in excess of £30k a market rent rather than a social rent, the additional rent will then be paid over to Treasury. The difference between social rents and market rents in Doncaster varies significantly between areas across a range from £14 to £70 per week.

There are no details of how treasury will calculate the payment which it intends to collect from Local Authorities. It is anticipated that further details will be available prior to 1 April 2017 and that a draft determination will be issued for consultation prior to implementation but it is difficult at this stage to budget for the impact. It is likely that the amount to be paid to Govt. will be calculated using a notional calculation rather than the actual figures.

Both of these proposals are included within the Housing and Planning Bill 2015-16 which is currently making its way through Parliament. It is possible that once this Bill receives Royal Assent that Local Authorities will need to start making payments to Government. Details of these payments and authority to make the payments will be obtained through the quarterly reporting process through Cabinet. The financial implications will potentially be significant (further details included within the risk section).

OPTIONS CONSIDERED

15. Previous documentation which has been issued in connection with the setting of rents by Local Authorities has always been published as guidance, although there were financial implications of not following the guidance. Once the Welfare Reform and Work Bill 2015-16 receives Royal Assent then the setting of rents will be defined by statute. No other options were considered.

REASONS FOR RECOMMENDED OPTION

16. 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

17.

	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 2016/17 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 2016/17 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 down the cost of living</i> 	<p>More affordable homes will be built during 2016/17 and money will be invested in improving the environmental aspects of estates</p>
	<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	<p>More affordable homes will be built during 2016/17. SLHD helps tenants to sustain their tenancies</p>
	<p>Council services are modern and value for money.</p>	<p>Housing services in Doncaster are excellent value for money.</p>
	<p>Working with our partners we will provide strong leadership and governance.</p>	<p>DMBC and St Leger Homes work as a key partners with a number of organisations across Doncaster</p>

RISKS AND ASSUMPTIONS

18. The table below identifies the main quantifiable risks, which might result in the actual income and expenditure in 2016/17 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	£2.0m of direct housing benefit payments will be lost by tenants during 2016/17.	Increased focus on rent collection and financial advice. Bad debt provision of £0.6m and £0.6m assistance fund.
Increase in rent arrears as a result of the introduction of universal credit.	Medium	Estimated that 200 new tenants will receive universal credit in 2016/17, instead of housing benefit paid direct to the landlord.	Increased focus on rent collection and financial advice. Bad debt provision of £0.6m and £0.6m 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 (£1.122m income reduction for the year) by 0.25% of rent debit.	Medium	Income reduction £0.187m	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 (£1.122m income reduction for the year) by 1.0% of rent debit	Low	Income reduction £0.748m	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	£0.055m of potential inflationary costs.	Inflationary projections for future years are expected to remain low, the figures will be monitored on a regular basis.
Pay to Stay	Medium	Difficult to estimate until further details are known but potentially up to £0.5m per year.	Check and challenge any consultation documents which are issued by the Government.

Sale of vacant high value social housing stock	High	Potentially up to £20.0m over a 5 year period.	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.
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LEGAL IMPLICATIONS

19. Referring to paragraph 7 above, the Welfare Reform and Work Bill 2015-16 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 2016, 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.
20. With regard to paragraph 10 above, under the Housing and Planning Bill 2015-16 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 it must be made before the financial year to which it relates.
21. Further, under this Bill 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.
22. Also this Bill provides that the Secretary of State may by regulations make provision about the levels of rent that a registered provider of social housing must charge a high income tenant of social housing in England. The regulations must define what is meant by high income and about how a person's income is to be calculated.

As is referred to elsewhere in the report, recommendations are based on Bills that are not at the time of drafting law. It is expected that the Welfare Reform and Work Bill will be passed prior to 31 March 2016. If this is not the case the relevant legislation is section 24 of the Housing Act 1985. This provides that a local housing authority may make such reasonable charges as they may determine for the tenancy or occupation of their houses. There is a duty from time to time to review rents and make such changes, either of rents generally or of particular rents, as circumstances may require. In exercising their functions under Section 24 a local housing authority in England shall have regard to any relevant standards set out for them under Section 193 of the Housing and Regeneration

Act 2008, which are set out in the Regulatory Framework for Social Housing in England from April 2012 issued by the Homes and Communities Agency. With regard to furnished tenancies, section 10 of the Housing Act 1985 provides that a local housing authority may fit out, furnish and supply a house under part ii of the act with all requisite furniture, fittings and conveniences. It is a condition upon which occupation of the dwelling depends so that if a tenant does not pay the service charge in respect of the furniture etc, he or she risks eviction from the dwelling.

23. 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.
24. 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.
25. Case law has established the following requirements for the PSED to be exercised lawfully:
 - The equality duties are an integral and important part of the mechanisms for ensuring the fulfilment of the aims of anti-discrimination legislation.
 - The relevant duty is on the decision maker personally. What matters is what he or she took into account and what he or she knew. The decision maker cannot be taken to know what his or her officials know or what may have been in the minds of officials in proffering their advice
 - It is important to record the steps taken by the decision maker in seeking to meet the statutory requirements in order to demonstrate that the duty has been discharged;
 - The decision-maker must assess the risk and extent of any adverse impact and the ways in which such risk may be eliminated before the adoption of a proposed policy. It is not sufficient for due regard to be a "rear-guard action" following a concluded decision;
 - In order to be able to discharge the duty the decision-maker must have information about the potential or actual equality impact of a decision. This information will often be gained in part through consultation;
 - The duty must be exercised in substance, with rigour, and with an open mind. It is not a question of ticking boxes; while there is no duty to make express reference

to the regard paid to the relevant duty, reference to it and to the relevant criteria reduces the scope for argument;

- General regard to issues of equality is not the same as having specific regard, by way of conscious approach to the statutory criteria;
- Officers reporting to decision makers, on matters material to the discharge of the duty, must not merely tell the decision maker what he/she wants to hear but they have to be “rigorous in both enquiring and reporting to them”;
- Although it is for the court to review whether a decision-maker has complied with the PSED, 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.

26. Decision makers should in particular note that the duty is for them personally. It is not sufficient to rely on advising officers to discharge the duty by the preparation of the due regard statement and this report. Decision makers must themselves read and actively take into consideration the due regard statement and the consultation materials.

27. Decision makers should also note that as the duty is a continuing one, it will be necessary for decision-makers to have due regard again at the time at which subsequent decisions may be taken. There should be a record/audit trail of how due regard has been shown.

28. The decision maker must also pay regard to any countervailing factors, which it is proper and reasonable for you to consider. Budgetary pressures, economics and practical factors will often be important. The weight of these countervailing factors in the decision making process is a matter for the decision maker.

29. There is no general duty for decision makers to consult before they take their decisions. A statutory obligation to consult may be present or a common law legitimate expectation – which should be fulfilled unless there is good reason not to. When we embark on consultation, it must be done properly. With regard to consultation, the following are key issues :

- a. Consultation is undertaken when the relevant proposal is still at a formative stage
- b. Adequate information is provided to consultees to permit intelligent consideration and enable them to properly respond. This will usually include alternative proposals.
- c. Consultees are afforded adequate time in which to respond
- d. The decision maker gives conscientious consideration to consultees responses.

FINANCIAL IMPLICATIONS

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

HUMAN RESOURCES IMPLICATIONS

31. 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

32. 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

33. 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

34. Cabinet have considered these matters at several meetings between September 2015 and February 2016.

35. Overview and Scrutiny Management Committee have been consulted on the Mayor's budget proposals at meetings held between November 2015 and February 2016. The following meetings took place:

- a. OSMC Informal Budget Meetings – 9th December, 2015 and 27th January, 2016;
- b. Overview and Scrutiny Management Committee on the 11th February, 2016, are due to consider the budget proposals. The Chair will provide a detailed written response to the Mayor and the Mayor will provide a verbal response at the Council meeting.

36. The proposed HRA budget and changes to rent and service charges have been the subject of formal consultation with representatives of the Doncaster Federation of Tenants' and Residents Association (TARA), members of the Tenants and Residents Involvement Panel (TRIP) and representatives from TARA groups on 28 January 2016. In summary the tenants were pleased with the reduction in rents and the freeze in the majority of other charges. They understand the rationale for the increases in the heating charges on Balby Bridge estate. 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.

37. 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

38. Welfare Reform and Work Bill 2015-16
Housing and Planning Bill 2015-16
Cabinet report 8 September 2015 – Finance and Improvement Report 2015/16
Quarter 1, K1300
Budget Working Papers

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Housing Revenue Account Budget 2016/17 to 2019/20

Description	Annual Budget OE	Q3 Projection	Annual Budget OE	Annual Budget OE	Annual Budget OE	Annual Budget OE
	2015/16 £000	2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Expenditure						
Management and Maintenance						
Insurances	855	789	827	835	844	852
General Management	3,094	3,481	3,429	3,463	3,498	3,533
Special Services	317	330	319	322	325	329
Management Fee to St Leger Homes	26,873	26,810	27,352	27,552	27,907	28,262
Welfare Reform Fund	600	569	606	764	771	779
Debt Management Expenses	28	10	12	12	12	12
Rent, Rates, Taxes & Other Charges	402	368	334	337	341	344
Capital Charges						0
Depreciation on Council Dwellings	20,751	20,751	21,421	22,111	22,823	23,051
Depreciation on non dwellings	630	554	554	556	556	562
Impairment (reduction in the value of assets, does not apply to the homes)		297	74	74	74	74
Provision For Bad or Doubtful Debts	750	342	600	750	750	1,000
Total Expenditure	54,300	54,301	55,528	56,780	57,900	58,800
Income						
Rent Income						
Dwelling Rents	-74,152	-74,796	-73,667	-72,792	-71,646	-70,719
Non-dwelling Rents	-805	-821	-808	-846	-867	-876
Charges For Services and Facilities	-165	-150	-155	-144	-144	-145
Contributions Towards Expenditure	-140	-69	-49	-50	-50	-51
Income from Solar Panels	0	-3	-150	-150	-150	-150
Total Income	-75,262	-75,839	-74,829	-73,982	-72,857	-71,941
Net Income from Services	-20,962	-21,538	-19,301	-17,202	-14,957	-13,141
Capital Charges						
Loan Charges - Interest	11,993	11,856	12,128	12,687	12,715	12,715
Interest Receivable	-57	-64	-25	-3	-3	-3
Net Operating Income	-9,026	-9,746	-7,198	-4,518	-2,245	-429
Appropriations						
Revenue Contribution To Capital Outlay	12,084	9,692	10,379	4,518	2,245	429
Transfer to / from Reserves	-3,058		-3,181	0	0	0
Surplus (-) / Deficit for Year	0	-54	0	0	0	0
HRA A/C BALANCE BF		6,127	6,181	3,000	3,000	3,000
Transfer to/from balances		-54	-3,181	0	0	0
HRA A/C BALANCE CF		6,181	3,000	3,000	3,000	3,000

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SLHD Management Fee

	2016/17 £000's	2017/18 £000's	2018/19 £000's	2019/20 £000's
Management fee	26,873	27,352	27,552	27,907
Growth items				
National Insurance changes	479			
Superannuation		200		
Other increases				
Pay award	230	230	230	230
Increments	50	25	25	25
General inflation	100	100	100	100
Budget deficit from 15/16	59			
Changes in structure	69			
Increased void standard	284			
Savings/Efficiencies funded by SLHD	-792	-355		
Total Management Fee	27,352	27,552	27,907	28,262

Details of the growth bids are;

Employers national insurance changes - the NI reduction which is currently allowed against employer pension contributions is removed from 2016/17

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.

SLHD Savings - these efficiencies will be delivered by reductions across a range of supplies budgets and reduced costs for office buildings. Additional income will also be generated from income charges. The vacancy factor in the staffing budget has been increased to 3% to more accurately reflect staffing turnover within the organisation.

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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 2016/17 The Impact of Decreasing Dwelling Rents for the Council's Housing Stock.</p> <p>Doncaster Council is landlord to 20,705 properties of which 20,452 are socially rented and 253 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 enforced upon local authorities through the welfare reform and work bill 2015-16, it is assumed that the Bill will receive royal assent before april 2016. The proposals within this report follow the principles outlined in the Bill and the recommendation is that rents reduce by 1.0% with effect from 4 April 2016. For 2016/17 the rent reduction will be 1.0% for all tenants meaning that the average rent will be £70.57 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. For example, the under occupation charge/bedroom tax was introduced with effect from 1 April 2013 and a benefits cap was introduced in July 2013. 3,137 tenants are affected by the under occupation charge and a small number of tenants (20) are affected by the benefits cap.</p> <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>
3	<p>Summary of the information considered across the protected groups.</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</p>

<p>Service users/residents</p> <p>Doncaster Workforce</p>	<p>age of the tenant , these are as follows;</p> <p>Under Occupation Charge This welfare reform only applies to working age households. 3,137 tenants, 15.6%, are affected by the under occupation charge. 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>Benefit Cap In January 2016 there were 20 households where the benefit cap was being applied. The average age of tenants affected by the benefit cap at this date is 36 in single parents households and 38 in couple households.</p> <p>The benefit cap will be reduced during 2016/17 from £26k to £20k. It will affect working age tenants but as yet we don't know who will be affected as each case is assessed individually by DWP. The reduced cap will only apply to single parent household with 4 or more children or couples with 3 or more children who are not exempt. As at January 2016, there are 20,123 active tenancies of which approximately 38% are pension age tenants and 62% are working age. 5,800 (28.8%) pension age tenants and 7,400 (36.8%) working age tenants are in receipt of Housing Benefit or the Housing Element of Universal Credit.</p> <p>Disability There are 8,585 (36.55%) known disabled residents within the Council's housing stock, of which 20.45% 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>
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¹ Office of National Statistics 2011

	<p>Race The SLHD resident data shows that 86.8% of our tenants are white British and 3.2% of tenants are from black, Asian or minority ethnic groups with a further 10.0% unknown. A report by Department for Work and Pensions in June 2012² also tells us that working age adults 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.</p> <p>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 61% female and 39% male.</p> <p>Sexual Orientation It is not anticipated that the decrease in rents will adversely affect individuals based on their sexual orientation.</p> <p>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.</p> <p>Maternity and Pregnancy It is not envisaged that those residents who happen to be pregnant or on maternity leave will be affected by the rent decrease as a result of their pregnancy or maternity leave.</p> <p>Gender Reassignment It is not anticipated that the decrease in rents will adversely affect individuals who have undergone gender reassignment.</p>
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² Department for Work and Pensions: *Households Below Average Income – An analysis of the income distribution 1994/95 – 2010/11 June 2012 (United Kingdom)*

		<p>Marriage and Civil Partnership</p> <p>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.</p>
4	<p>Summary of the consultation/engagement activities</p>	<p>Directors and Cabinet have considered these matters at several meetings between September 2015 and February 2016.</p> <p>Members have been consulted through various meetings and with the Leaders of the other parties. Meetings have taken place since December 2015 and will continue until February 2016.</p> <p>Overview and Scrutiny Management Committee have been consulted on the Mayor's budget proposals at meetings held between November 2015 and February 2016. The following meetings took place:</p> <ol style="list-style-type: none"> a. OSMC Informal Budget Meetings – 9th December, 2015 and 27th January, 2016; b. Overview and Scrutiny Management Committee on the 11th February, 2016, formally considered the budget proposals. The Chair will provide a detailed written response for the Mayor and will provide a verbal response at the Council meeting. <p>The proposed HRA budget and changes to rent and service charges have been the subject of formal consultation with representatives of the Doncaster Federation of Tenants' and Residents Association (TARA), members of the Tenants and Residents Involvement Panel (TRIP) and representatives from TARA groups on 28 January 2016. In summary the tenants were pleased with the reduction in rents and the freeze in the majority of other charges. They understand the rationale for the increases in the heating charges on Balby Bridge estate. 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>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 1 March, a letter will be sent to all Council tenants which will give details of the rent change with effect from 4 April 2016. Tenants will be given 28 days notice for the decrease in rents.</p>
5	<p>Real Consideration:</p> <p>Summary of what the evidence shows and how has it been used</p>	<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 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 £0.6m 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.</p>
6	Decision Making	<p>This due regard statement has been made available to Members in advance of making any decisions on rent decreases. The HRA Budget 2016/17 report to Council on 1 March asks the Council to agree the rent reduction for the 2016/17 financial year with effect from 4 April 2016.</p>
7	Monitoring and Review	<p>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 monthly 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</p>

		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.

11th February 2015

**To the Chair and Members of the Overview
Overview and Scrutiny Management Committee**

REVIEW AND REFRESH OF CALL- IN PROCESS

Relevant Cabinet Member(s)	Wards Affected	Key Decision
The Mayor	All	None

EXECUTIVE SUMMARY

1. The Committee is asked to consider revisions to the Call In process to ensure it remains robust and fit for purpose.

RECOMMENDATIONS

2. That the Committee recommend Council consider the proposed amendment to Overview and Scrutiny Procedure Rule 9 (d):

At any time during the call-in period any 4 Members of the Council (provided that not all the Members are from the same Political Group), or any 5 Members of the Council from the same Political Group, may trigger a call in by satisfactorily completing and signing a form approved by the Council for this purpose and delivered to the Monitoring Officer within the required timescales. The Monitoring Officer will rule on the validity of the Call In.

3. The OSMC agree the proposed revisions to the Call In protocol and process detailed at Appendix B.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Call In is a mechanism enabling elected Members to hold the Executive to account. Through review and consideration of a decision taken but not yet implemented Call In opens up decision making to greater public scrutiny and helps improve openness and transparency. Elected Members are able to act on concerns of the citizens and communities they represent through Call In and the proposed revision to the Call In trigger will ensure that this remains proportionate to the number of elected Members. The Overview and Scrutiny protocol provides clarity on the procedure for Call In and the proposed changes seek to ensure it remains relevant, robust and fit for purpose.

BACKGROUND

5. Call In enables elected Members not on the Executive to trigger a meeting of OSMC to review a decision taken but not yet implemented and where appropriate make recommendations to the Executive to reconsider and improve the decision. The Constitution states that “*Call-In is an exceptional step to be used when Members consider it to be a proportionate step, which will be of benefit to the delivery of services under the Budget and Policy Framework or will improve the decision-making process*”. (Overview & Scrutiny Procedure Rules 9 (a))
6. To promote good governance it is essential that checks and balances exist within the decision making process to enable decision makers to be publicly held to account. The Constitution also encourages regular review of processes and procedures such as Call In to ensure they remain appropriate and fit for purpose.
7. The proposed changes detailed within this report take account of comments and views expressed over the last municipal year to strengthen current arrangements and ensure there is clarity and understanding of what is required from all parties involved in the process. It also takes account of the number of Members able to trigger Call In following a reduction of elected Members from 63 to 55. The most significant changes are detailed below for the Committee’s consideration and are summarised in the table at Appendix A.

Amending the Call In Trigger

8. Overview and Scrutiny Procedure Rule 9 (d) currently states:

At any time during the call-in period any 5 Members of the Council (provided that not all the Members are from the same Political Group), or any 7 Members of the Council from the same Political Group, may trigger a call-in by satisfactorily completing and signing a form approved by the Council for this purpose and delivered to the Proper Officer within the required timescales.

9. Following the reduction in the number of Councillors from 63 to 55 from May 2015 it is proposed that the trigger for Call In be amended to *any 5 Members (who may or may not be from the same political group) or any 4 Members provided they are not all from the same political Group*. This amendment reduces the current threshold and would take account of the reduction in the number of Councillors.
10. In addition a number of authorities to have a process for ensuring that a Call In is valid before a meeting of OSMC is convened. Whilst there may be disagreement between Members as to whether they support a decision the Monitoring Officer is well placed to consider whether there may be some issues around the decision making process that would benefit from a re-examination subject to Members following the agreed procedure and clearly articulating their concerns around the decision making process. The Monitoring Officer can (in consultation with other statutory officers if necessary) provide clarity that the form has or has not been “satisfactorily” completed and rule whether or not the Call In is valid e.g. if the reasons are deemed vexatious, frivolous unclear or the agreed process has not been followed.

11. Members are reminded that following circulation of the key decision record form there is a period of 7 working days to complete and submit the Call In form. In particular the Monitoring Officer and Governance and Member Services Manager and his/her team are available to provide advice and guidance to Members on the Call In process to help them exercise their democratic right. Although Call In should be seen as the exception, where Members are demonstrating clear concerns and have followed the agreed process Call In should be supported as a means of promoting good governance by strengthening the accountability of decision makers and transparency within the decision making processes.

Revising The Call In Protocol

12. The current Call In protocol has been refreshed to incorporate proposed changes and is presented to Members for consideration at Appendix B. Any changes are indicated in this document by a ~~strike through~~ to indicate where words have been deleted and **highlighting** where additional text has been included. The Call In form attached to the protocol has also been updated and any significant changes are similarly indicated. A number of changes are grammatical or reflect the new structure and job titles of officers within Governance Services and these are therefore not highlighted below.

Key Changes Detailed In The Protocol

13. **Section 7** - As well as detailing the proposed changes to the Call In trigger this section includes an additional point of clarification that each called in decision should be supported by a separate Call in form. This will help to avoid any confusion or misunderstanding and ensure the meeting can be effectively managed dealing with each decision in turn.
14. **Section 9** - *To ensure the process is robust Members must clearly state the reasons **why** and **how** they believe the decision is inconsistent with these principles (of decision making) as this then forms the basis of the debate and discussion at OSMC.*
15. This is crucial to the Call In process. As Call In should be concerned with effective decision making the Call In form has been reformatted to ensure those triggering the Call In can clearly identify where they believe there have been inconsistencies in the decision making process. The revised Call In form requires Members to identify and explain **which** of the key principles of decision making (Article 8.02 of the Constitution), detailed on the front of the Call In form they believe have not been followed and **why**. Therefore rather than just stating "consultation" as a reason for Call In this should be more explicit e.g. "there was limited consultation with key service users X and Y and Z days was insufficient time for key stakeholders to provide effective feedback." This has now been made more explicit in the Call In form by detailing the decision making principles within the body of the form rather than as an appendix.
16. This revision takes account of the Committee's recommendation made at its meeting on 23rd January 2015 when considering the Called In decision in respect of Recommendations for Implementing a Selective Licensing Scheme for Private Sector Landlords in Hexthorpe The Committee confirmed that in order to undertake its role effectively "*any future Call In forms that are submitted*

should be consistent with the guidance contained within the Overview and Scrutiny Call In Protocol and in particular Members are required to provide clear and explicit reasons for triggering Call In”.

17. **Section 12** There have been occasions where a Called In decision has been considered as an agenda item at an ordinary meeting. To ensure the meeting can be managed more effectively in future it is proposed that a Call In should always be considered at an extraordinary meeting. If a meeting of OSMC is already scheduled the Call In meeting could take place immediately before or after the scheduled OSMC meeting.
18. **Section 13** *Any requests by those calling in the decision to allow **expert witnesses** **persons with specialist knowledge** or others to attend should be made to the Chair at least 3 working days in advance of the meeting. This will allow an opportunity to consider any issues around the information or evidence to be presented and to ensure the Committee receives a balanced view at the meeting.*
19. As the Chair is responsible for the effective management of the meeting it is good practice to ensure the Chair is informed in advance if there are any additional requests for individual's to speak. This will support better management of the meeting and ensure there is an opportunity to consider a balanced range of views. The information presented by persons with specialist knowledge should directly relate to the reasons identified for Call In rather than just relating to the wider decision.
20. **Frequently Asked Questions - 2. Can The Chair or a Member of OSMC sign the Call In form and participate in the meeting?** This section has been amended to clarify that whilst a Member of OSMC can sign a form to trigger a call In it would be inconsistent with good governance principles if they were to participate as a Member of the Committee. They can of course attend in the capacity as a Member of the Call In Group but not as a Member of the Committee. The Committee should be seen to be objective in its deliberations forming its recommendations on the evidence and information received at the meeting. If a Committee Member has triggered the Call In this could be perceived that the Member has already pre-determined that the decision was flawed.

Proposed Changes to the Call In Form

21. **Section 1 Reasons For Call In** – The principles of decision making are listed at the front of the form. Using these principles Members are asked to explain **why** and **how** they believe the decision is inconsistent with these principles. (see paragraphs 15-17 above)
22. **Section 2 Has this decision Previously Been Considered By Overview And Scrutiny?** This issue was previously included in the Call In protocol but has now been incorporated as a question in the Call In form. One of the key issues raised at the Call In meeting of 29th July 2015 was the extent to which OSMC should consider a decision it had already reviewed in detail as part of its pre decision scrutiny of Council Day Care Provision and Residential Care Homes. To avoid duplication and enhance the decision making process Members triggering a Call In under these circumstances would need to clearly identify why they believe the

issue should be reconsidered, in particular highlighting any issues that were not previously taken account of or any significant changes or revisions to the decision since Overview and Scrutiny’s initial consideration. This would in effect be new evidence or information that Members felt was significant enough to justify a further review rather than repeating the information from the previous meeting.

23. **Sections 3, 4 and 5. Have You Contacted The relevant Officer, Executive Member and Scrutiny Chair Regarding Your Concerns Over This Issue?**
24. Members are now asked to record **when** they have contacted the relevant individuals to discuss their concerns. This will help demonstrate that efforts have been made to seek clarification or assurances over any concerns. It is worth noting that there may be occasions where it has not been possible for Members of the Call In Group to raise their concerns and any reasons for this should be detailed on the form e.g. sickness or holiday etc.

Format of the Meeting

25. Appendix B of the protocol details the format of a Call In meeting. The changes detailed in this section reflect the changes proposed earlier in this protocol.

OPTIONS CONSIDERED

26. The Committee is asked to consider revisions to the Call-in Protocol and to agree that Council consider changes to the Call In trigger. The only other option is to make no changes to the existing Call-in Protocol.

REASONS FOR RECOMMENDED OPTION

27. This report provides the Committee with an opportunity to agree a Protocol that provides clear and robust reasons for triggering a Call-in and improves clarity to Members on how the process operates. Amending the Call In trigger reflects the reduction in the number of Councillors from May 2015 following the Electoral Review undertaken by the Local Government Boundary Commission for England.

IMPACT ON THE COUNCIL’S KEY PRIORITIES

28.

	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>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>	<p>The Overview and Scrutiny function has the potential to impact upon all of the council's key objectives by holding decision makers to account, reviewing performance and developing policy. In turn this will help strengthen the Council's governance arrangements by providing greater clarity and understanding of important issues.</p>

RISKS & ASSUMPTIONS

29. To maximise the effectiveness of the Overview and Scrutiny function it is important that protocols and procedures are fit for purpose, clear and robust. Failure to achieve this can reduce the overall impact of Overview and Scrutiny thereby weakening the decision making process and the Council's governance arrangements.

LEGAL IMPLICATIONS

30. Local Government Act 2000 as amended by the Localism Act 2011 provides for Overview and Scrutiny where an authority operates Executive arrangements. Overview and Scrutiny Procedure rules state that Overview and Scrutiny Management Committee will establish and agree an Overview and Scrutiny

protocol to assist in the operation of its functions. This is reviewed periodically to ensure that the operation of the functions remains 'fit for purpose'. This report seeks to acknowledge and incorporate changes to the Overview and Scrutiny Call-in Protocol to ensure the function remains fit for purpose.

Overview and Scrutiny Procedure Rule 9 details the Call In process and any change to the Call In trigger will require a Constitutional change that will require agreement by full Council. Therefore the wider changes to the protocol can be approved by OSMC whereas the changes to the trigger would not form part of the revised protocol until such time as they are approved by Council.

FINANCIAL IMPLICATIONS

31. There are no specific financial implications associated with this report.

HUMAN RESOURCES IMPLICATIONS

32. There are no specific human resources issues associated with this report.

TECHNOLOGY IMPLICATIONS

33. There are no specific technology implications associated with this report.

EQUALITIES

34. There are no specific equality issues associated with this report. Equality issues are considered by Overview and Scrutiny when it considers individual work plan issues. Any Members who are unable to complete the Call In process or form e.g. through disability will receive assistance from officers within Governance Services.

CONSULTATION

35. Consultation on the proposed revisions have been undertaken with:

Chairs and Vice Chairs of Overview and Scrutiny
Mayor Jones and Group Leaders

BACKGROUND PAPERS

36. Overview and Scrutiny Call-in Protocol (2011)

Doncaster Council Constitution.

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REVIEW & REFRESH OF CALL IN PROCESS

Proposed Revision	Comment	Outcome/Benefit
<p>1. O&S Procedure Rule 9(d).Revise the Call In Trigger to: Any 5 Members OR any 4 Members provided they are not all from the same political group.</p>	<p>This is a proposed change to current arrangements. Current trigger is any 7 Members or 5 Members provided they are not from the same political group.</p>	<p>Ensure non Exec Members are able to exercise their democratic right to Call In. Lowering of the threshold reflects the reduction of Members (from 63 to 55) eligible to trigger Call In following the Boundary Commission Review.</p>
<p>2. O&S Procedure Rule 9(d) The Monitoring Officer will rule on the validity of the Call In.</p>	<p>This provides clarity on current arrangements. The Constitution states that to trigger Call In the correct form must be “satisfactorily completed and delivered to the proper officer”. Where the form has not been completed in accordance with the Call In protocol or the reasons for Call In are unclear, vexatious or frivolous the Monitoring Officer may reject the Call In.</p>	<p>Officers would not wish to interfere with Members exercising their democratic right to Call In a decision. However, if allowing the Call In to go ahead does not demonstrate good governance e.g. non-compliance with the process, uncertainty over reasons for call in etc - it may be rejected. The Call In period allows 7 working days for Members to seek advice and guidance to ensure the form can be completed correctly and meet the requirements – there is no proposal to reduce this timescale</p>
PROPOSED CHANGES TO CALL IN PROTOCOL		
<p>3. Section 7.Each decision called in should be supported by a separate Call In form.</p>	<p>This clarifies current guidance. Previously 2 decisions have been included on one Call In form.</p>	<p>Provides clarity and avoids confusion during debate. Each issue is considered on its own merits and considered separately.</p>
<p>4. Section 9 Members must clearly state the reasons why and how they believe the decision is inconsistent with the principles of decision making detailed in the Constitution.</p>	<p>This strengthens current guidance and supports OSMC’s recommendation of 23rd January 2015 that Members must demonstrate “clear and explicit reasons for triggering Call In”.</p>	<p>This will ensure greater clarity at the Call In meeting. Ensures focus on improvements to the decision making process, service delivery and outcomes for the public.</p>
<p>5. Section 12. Call Ins will be considered at an extraordinary meeting of OSMC (rather than being included as an agenda item at an ordinary meeting).</p>	<p>This is a proposed change to current arrangements. If an ordinary meeting is scheduled the Call In meeting could begin immediately before or after a scheduled meeting.</p>	<p>Raises the profile of the meeting. Enables the Chair to manage the meeting more effectively and give sufficient time to consider all items of business.</p>

Proposed Revision	Comment	Outcome/Benefit
<p>6. Section 13 Any requests to allow individual's with specific knowledge to speak should be made to the Chair 3 days prior to the meeting.</p>	<p>This is additional guidance to assist the Chair in effectively managing the meeting. The term "expert witnesses" has been changed to "individuals with specific knowledge" as this better reflects these attendees.</p>	<p>Supports better management of the meeting. Avoids any confusion amongst those in attendance, and ensuring there is an opportunity for OSMC to consider a wide range of views.</p>
<p>7. FAQs 2 Chair or Members of OSMC may not trigger the Call In and participate as a member of the Committee.</p>	<p>This amends current guidance. This ensures there is a clear demarcation between a Member triggering a Call In and their role on the Committee.</p>	<p>This would ensure greater transparency and accountability within the process. The Committee can conclude its business based on the evidence received.</p>
<p>8. Call In Form Section 2 Calling In a decision previously considered by OSMC.</p>	<p>This re-emphasises current guidance. Members wishing to Call In a decision previously considered by OSMC should identify why it should be reconsidered e.g. new evidence available, issues not taken into account at initial meeting or the proposals have changed.</p>	<p>This would avoid duplication of Member/Officer time. Helps avoid undermining the value of Scrutiny. Enables the meeting to focus on the specific areas of concern.</p>
<p>9. Call In Form Sections 3,4 and 5 Providing the date of any contact with the Cabinet Member, Officer and Chair of OSMC prior to Calling in the decision.</p>	<p>This is a proposed change to the Call In form. This provides a record of when concerns or issues have been raised. It should be noted that there may be occasions where it has not been possible to raise these concerns e.g. Cabinet Member on holiday or ill etc.</p>	<p>By providing the date of any communication or correspondence Members are clear that concerns have been raised and the relevant Cabinet Member(s), Scrutiny Chair and officer(s) have been contacted.</p>

OVERVIEW AND SCRUTINY

CALL-IN

PROTOCOL

DRAFT

REVISED FEBRUARY 2016

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To be
included
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agreed

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2. Frequently Asked Questions
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OVERVIEW AND SCRUTINY CALL IN PROTOCOL

1. Introduction

One of the key roles of Overview and Scrutiny is to hold decision makers to account ~~for their decisions.~~ This this seeks to promote accountability and transparency and give an influential and important role to **backbench Councillors non Executive Members.** **One of the ways in which this holding to account role can be undertaken is through the Call In process.** This protocol gives guidance to Members and officers on how the Call In process is conducted undertaken.

2. What is a Called In Decision?

Where Overview and Scrutiny Members believe there have been defects within the decision making process or there are specific negative impacts likely to arise from the decision they may “Call-In” a decision within a specified timescale (the Call-In period). During this time implementation of the decision is suspended whilst it is re-examined by the Overview and Scrutiny Management Committee (OSMC). Overview and Scrutiny Members cannot change the decision but they can request the Executive (or in certain cases where the decision is wholly or partly outside the Budget and Policy framework) full Council review and reconsider the decision in light of any recommendations.

3. Which decisions can be Called In?

Decisions taken by *the Executive*, these are:-

- A decision taken collectively by the Mayor and Cabinet.
- A decision taken by the Mayor or an individual Cabinet Member.
- A key decision taken by an officer under delegated powers.

4. Which decisions cannot be Called In?

- Non - Executive decisions e.g. those taken by Council or a Council Committee or are considered regulatory or quasi judicial e.g. Planning Committee, Licensing, ~~Employee Relations~~, Elections and Democratic Structures, ~~Standards~~ **Audit Committee**, **Health and Well Being Board**.
- A non key decision taken by an officer – an operational decision.
- A decision that has been deemed urgent under Rule 16 of the Constitution and grounds for urgency has been supported by the relevant Overview and Scrutiny Chair.
- A decision that has previously been called in e.g. reconsidered following OSMC’s recommendations.
- A decision that relates to the formulation of a policy or budget matter which requires full Council approval

5. When can decisions be Called in?

There is a specific time when decisions can be called in. This is *the call in period*. A decision taken by the Executive (Mayor and/or Cabinet or a key

decision taken by an officer) will be circulated to Members **generally** within 2 working days.

Following the circulation of the decision there will be a period of 7 working days within which the call in of the decision can be triggered.

A meeting of OSMC will need to be convened within 10 working days of the end of the call in period to consider the called in decision.

6. What do I need to consider before triggering a Call In?

Call-In is ultimately about improving decision making, it should not be used as a means of obstructing or slowing down the decision making process.

The Constitution states:

Call-In is an exceptional step to be used when Members consider it to be a proportionate step, which will be of benefit to the delivery of services under the Budget and Policy Framework or will improve the decision-making process.

Having taken account of all the available information Members will need to consider whether delaying and reviewing the decision through Call-In is appropriate and reasonable. Call-In should not be used routinely or as a means of gaining information or discussing general concerns.

Those Members triggering the Call In will need to demonstrate that they are exercising the use of Call In appropriately by following each step detailed within the Call In form attached at Appendix A.

7. How is the Call In process triggered?

The completion of the necessary form (see Appendix A) signed by either

- i) Any ~~at least five Members, not all from the same political group~~ **or**
- ii) Any ~~seven non-executive~~ **four** members of the Council (**provided they are not all from the same political group** ~~who may be from the same political group~~) and submitted within the correct timescale to the Governance Manager or his/her Deputy.

Those Members signing the form are confirming that they support the action to call in the decision and support the reasons for call in.

If more than one decision is being called in at any time a separate Call In form is required for each decision.

Where a Member believes they may wish to consider Calling In a decision they are advised to speak to the **Governance and Member Services Manager or officers in the Governance Services Team** ~~Scrutiny Manager~~ at the earliest opportunity for further advice and guidance.

8. What action needs to be undertaken before submitting the Call In form?

Before submitting the relevant form and triggering the calling in of a decision Members will need to:

- i. Discuss their concerns with the relevant officer(s) and ~~decision-taker~~ **Cabinet Member** to ensure they are aware of all the relevant information and have an opportunity to discuss their concerns informally.
- ii. Contact the Chair of the relevant Overview and Scrutiny Panel/OSMC to discuss their concerns as this issue may have already been considered by an Overview and Scrutiny Panel/OSMC.
- iii. Seek advice from the ~~Scrutiny~~ **Governance Manager or officers in the Governance Team** – who may be able to provide further advice and guidance on the process.

9. What are legitimate grounds for calling in a decision?

Call in is ultimately about improving decision making. The decision to trigger a call in meeting should focus around the decision making process and outcomes rather than personal or political reasons. When triggering a Call In Members will need to clearly identify why they believe

- the decision is contrary to the principles of good decision making and/or
- there are defects in the decision-making process and/or
- any adverse effects are likely to arise from the decision being implemented.

Article 13 of the Constitution identifies some clear principles for Decision Making by full Council and these principles can be applied to decision making generally. Where Members believe that a decision made is contrary to these principles this may give rise to a challenge through the Call In process. **To ensure the process is robust Members must clearly state the reasons why and how they believe the decision is inconsistent with these principles as this then forms the basis of the debate and discussion at OSMC.** ~~These principles of decision making are detailed at Appendix D.~~

10. Decisions outside the budget and Policy Framework

The Policy Framework is made up of those plans and strategies, including the budget identified under Article 4 of the Constitution.

If the Committee is of the opinion that the decision is or if made would be contrary to the policy framework, or contrary or not wholly in accordance with the budget, the Committee shall seek advice from the Monitoring Officer and/or Chief Finance Officer. If the decision has been taken but not yet implemented and the Monitoring Officer/Chief Finance Officer concludes there is or may be a departure, the Committee may refer the decision to a full Council meeting. No further action is to be taken on the decision until the Full Council has met and considered the matter.

11. Where and when do I need to submit the Call In form?

~~A Call In Form (see Appendix A) completed signed by either at least five Members, not all from the same political group or any seven non-executive members of the Council, will trigger a meeting of the OSMC which will be held within ten working days of the end of the call in period.~~

~~The form must clearly state why those Members believe there are just grounds for calling in the decision. All five Members, not all from the same political group or any seven non-executive members of the Council must agree to the reasons for Call In and that they are relevant to the specific decision, to allow this to proceed.~~

The Call In form should be correctly completed and submitted to the **Member Support and Scrutiny Manager Governance Manager** or a Member of the Governance Team before the end of the Call In period.. **A form that is submitted after the deadline will not trigger a call in meeting.**

12. What happens after the Call In form has been submitted?

On receipt of a completed form the Governance Manager will liaise with the Monitoring Officer who will determine whether the reasons for Call In are valid and the process has been correctly followed. Where the Call In form has not been completed in accordance with the Call In protocol or the reasons for Call In are unclear, vexatious or frivolous the Monitoring Officer may reject the Call In. Early liaison with the Governance Manager by Members wishing to Call In the decision will provide an opportunity for any procedural issues to be addressed ahead of the Call In deadline.

Upon completion of a valid Call In form the Scrutiny Manager Monitoring Officer will arrange to notify the Mayor and Cabinet, Chief Executive and Directors, the Chair/Vice Chair and Members of OSMC, and those Members triggering the Call In.

Arrangements will be made to convene **an extraordinary** meeting of OSMC as soon as reasonably practical but within 10 working days of the end of the call in period.

Relevant Directors and Assistant Directors will need to consider how best to brief the Executive Member(s) and how to present any relevant information to the Committee to help inform the meeting.

Those Members triggering the Call In will also need to consider how they will present their reasons for Call In to OSMC.

13. How is the OSMC meeting conducted?

An Extraordinary meeting of OSMC is convened to consider the called in decision. The decision taker **and relevant** officers and those Members triggering the call in meeting are invited to attend. The meeting is a formal **public meeting of the Committee conducted in public** and Appendix B details the format of the meeting. **Any requests by those calling in the decision to**

allow individuals with specific knowledge or others to attend should be made to the Chair at least 3 working days in advance of the meeting.

The meeting will have regard to the usual principles for operation of Scrutiny Committees in that the proceedings shall be undertaken in a way that is inclusive, transparent, non-partisan, democratic and deliberative. The meeting will seek to achieve a balanced view of the issues and may provide an opportunity for ~~expert witnesses~~ individual's with specific knowledge to attend. In managing the meeting the Chair will allocate time for the various attendees to speak. Those wishing to speak are asked to contribute constructively and avoid repetition or personal or political statements. The focus of the meeting will be to consider the reasons identified for calling in the decision therefore those Members Calling in the decision may wish to identify a spokesperson to speak on behalf of the group and further clarify these reasons.

14. What are the possible outcomes from the Call In meeting?

There are four possible outcomes that may arise from the Call In meeting

- i. Defer the decision back to the Executive for reconsideration.
(The Committee need to clearly state the reasons for doing this.)
- ii. Request that the decision be deferred until the OSMC or the Panel has considered the relevant issues and made recommendations to the Executive.
(The Committee need to clearly identify the relevant issues that need to be given further consideration and whether there are any specific time constraints or other implications affecting the proposed implementation of the decision.)
- iii. Take no action in relation to the Called-In decision but consider whether issues arising from the Call-In need to be added to the Work Programme of any existing or new Overview and Scrutiny Standing Panel/OSMC.
(The Committee need to clearly identify the issues to be added to the Work Programme.)
- iv. If, but only if (having taking the advice of the Monitoring Officer and/or the Chief Finance Officer), the Committee determines that the decision is wholly or partly outside the Budget and Policy Framework refer the matter, with any recommendations, to the Council after following the procedure in Rule 8 of the Budget and Policy Framework Procedure Rules. Only in this case is there a continuing bar on implementing the decision.

15. What happens after the Call In meeting?

The outcome of the meeting will be notified to the Executive as soon as possible after the meeting but within 2 working days.

If any recommendations are agreed by OSMC these will be considered by the Executive. ~~will consider OSMC's recommendations~~ should it decline to follow any the of OSMC's recommendations of OSMC it shall clearly state the reasons why. The Executive will normally consider the outcome of the Call in at a formal Cabinet meeting however, there may be occasions (e.g. due to

urgency etc) where the Executive may formally write to the Chair of OSMC informing of its decision.

Once the Executive has agreed its response to OSMC the decision cannot be subject to further call in. The decision can be implemented following consideration of the issue at a Cabinet meeting or following receipt of a written correspondence from the Executive to the Chair of OSMC.

Where OSMC's decision is to recommend no further action be taken in respect of the called in decision the decision can be implemented immediately.

16. How is the outcome of the Called in Decision reviewed?

OSMC will review and reflect on any called in decisions at its next ordinary meeting. This provides an opportunity to ensure Members are clear of the outcome and to identify whether the Call In process has been used effectively and that the process and procedures remain robust

17. Conclusion

Call-In provides the opportunity for Overview and Scrutiny Members to hold decision makers to account. This protocol seeks to advise Overview and Scrutiny Members, OSMC, the Executive and officers on the arrangements for considering and determining a called in decision.

Contact Details

If you require any further information or advice in respect of the Call-In process please do not hesitate to contact the Governance & Member Services Manager Overview and Scrutiny Manager Governance Team Tel. 734354.

FREQUENTLY ASKED QUESTIONS

1. Will the OSMC meeting be held in public?

Wherever possible an OSMC meeting will be held in public however, should the Committee need to consider exempt or confidential information all or part of the meeting may need to be held in private. Wherever possible the onus will be on holding the meeting in public to ensure openness and transparency.

2. Can The Chair or a Member of OSMC sign the Call In form and participate in the meeting?

~~Yes. Signing the Call In form triggers a meeting of OSMC. It is right that any Member of the Committee should be able to raise their concern over a decision that has been taken but not yet implemented.~~ **No. Members of the Committee should attend the meeting with an open mind and formulate their opinions and views on the evidence and information they receive at the meeting. In view of this it would not be appropriate for a Member of the Committee to sign the Call In form and participate in the meeting.**

Any OSMC Member who wished to trigger a Call In may do so but would have to participate as a Member of the Call In group at the meeting and not as a Member of the Committee.

3. Can an Invitee or a Co-Opted Member sign the Call In form?

No. Only Councillors may trigger the call in of a decision. Invitees or Co-optees may however discuss, their concerns with Councillors who may wish to trigger a Call In or may request to speak at the meeting if this relates to an issue that is relevant to their role as an Overview and Scrutiny Member.

4. Can a decision be called in that has previously been considered by the OSMC or an Overview and Scrutiny Panel?

Yes. Each decision will be considered on an individual basis however if a decision has previously been considered by the OSMC or one of the Standing Overview and Scrutiny Panels prior to its implementation and this has resulted in recommendations being made to the Executive, Members triggering the Call-In **may will** need to identify:

- Why having already been considered by Overview and Scrutiny, this issue needs to be reconsidered?
- Are there any issues that were not taken account of during Overview and Scrutiny's initial consideration?
- Are there any significant changes or revisions that have taken place since Overview and Scrutiny's initial consideration?

If a call in is used to reiterate issues previously discussed at a scrutiny meeting this seeks to duplicate rather than add value to the Scrutiny process and would not be appropriate.

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OVERVIEW AND SCRUTINY CALL- IN FORM

(To be completed by ~~five~~ four Members, not all from the same political group or any ~~seven~~ five non-executive members of the Council who may be from the same political group). Members are requested to refer to the Overview and Scrutiny Call-In Protocol to assist with the completion of this form.

1. DECISION

Title:

Tracking Reference No.:

Date taken:

Implementation Date:

Decision Maker:

Implementer:

Relevant O&S Body:

REASONS FOR CALL-IN

An effective decision should be made in accordance with the following principles:

1. Has been taken in accordance with the Mayor's Scheme of Delegation.
2. Is consistent with the Council's Constitution.
3. Is consistent with the budget and policy framework.
4. Is consistent with the codes of conduct for Members and Employees.
5. Includes objectives and outcomes which are clear and defined.
6. Seeks to further the achievement of the Council's Strategic objectives (e.g. Borough strategy and Corporate Plan).
7. Seeks to promote equality and the elimination of unlawful discriminations.
8. Seeks to promote the economic, social and environmental well-being of the Borough.
9. Seeks to promote the reduction of crime and disorder.
10. Is rational, based on sound judgement, all relevant issues taken into account and all irrelevant issues disregarded. This includes consideration of any alternative options and any significant risks and assumptions.
11. Encourages openness and accountability through consultation and participation.
12. Takes account of and ensures ethical and financial probity and the good management of financial, human and physical resources.
13. Seeks to pursue lawful, proportionate and reasonable decision making taking into account all relevant factors and having regard to the European convention on human Rights.

1. PLEASE STATE BELOW YOUR REASON(S) FOR CALL IN

i. Please clearly indicate which of the principle(s) (1-13 above) you believe has/have not been adhered to when taking this decision and explain **HOW** and **WHY** you believe this decision is inconsistent with any of those principles you have indicated.

ii. Please identify any adverse effects you believe are likely to arise from the decision being taken.

(Please complete on a separate sheet if necessary)

2. HAS THIS DECISION PREVIOUSLY BEEN CONSIDERED BY OVERVIEW AND SCRUTINY?

Yes ___ No ___

If Yes please complete the following 3 questions:

i. Why having already been considered by Overview and Scrutiny does this issue need to be reconsidered?

ii. Are there any issues that were not taken account of during Overview and Scrutiny's initial consideration?

iii. Are there any significant changes or revisions that have taken place since Overview and Scrutiny's initial consideration?

(please complete all 3 points)

3. HAVE YOU CONTACTED THE RELEVANT OFFICER(S) REGARDING YOUR CONCERNS OVER THIS DECISION?

Yes ___

Date _____

No ___

If no please explain why.

4. HAVE YOU CONTACTED THE RELEVANT EXECUTIVE MEMBER(S) REGARDING YOUR CONCERNS OVER THIS DECISION?

Yes ___

Date _____

No ___

If no please explain why.

5. HAVE YOU CONTACTED THE CHAIR OR VICE CHAIR OF OSMC/THE RELEVANT OVERVIEW AND SCRUTINY COMMITTEE IN RESPECT OF YOUR CONCERNS?

Yes ___

Date _____

Who: _____

No ___

If no please explain why.

6. SUGGESTING AN OUTCOME What action do you believe should be taken in respect of the called-in decision (see section 14 of the Call In Protocol).

1. Defer the decision back to the Executive for reconsideration.
2. Request that the decision be deferred until the OSMC or the Panel has considered the relevant issues and made recommendations to the Executive.
3. Take no action in relation to the Called-In decision but consider whether issues arising from the Call-In need to be added to the Work Programme of any existing or new Overview and Scrutiny Standing Panel/OSMC.
4. If, but only if (having taking the advice of the Monitoring Officer and/or the Chief Finance Officer), the Committee determines that the decision is wholly or partly outside the Budget and Policy Framework refer the matter, with any recommendations, to the Council after following the procedure in Rule 8 of the Budget and Policy Framework Procedure Rules. Only in this case is there a continuing bar on implementing the decision.

7. CALL-IN SUPPORTED BY THE FOLLOWING (this should include at least five Members or four Members where they are not all from the same political group – letters/emails of support may be attached to this form).

Name	Political Group	Signature

Signature of Councillor submitting the form

.....

Date:

Contact Number:

FORMAT OF AN OSMC CALL IN MEETING

A meeting of OSMC to consider a Called in decision will usually be conducted as follows:

1. The Chair will outline the format of the meeting.
2. **If required**, an officer ~~from the Scrutiny Team~~ will give the background to the called in decision.
3. Those Members triggering the Call-In will be given an opportunity to present their reasons for Call-In which are stated on the form (a maximum of 10 minutes), or on behalf of the Call-In Group a representative may present the reasons for Call-In.
4. The Executive Member(s) and/or officers will be given an opportunity to respond (10 minutes).
5. If appropriate the Chair may allow ~~expert witnesses~~ **any individual(s) with specialist knowledge** (e.g. partners or stakeholders) an opportunity to speak (10 minutes).
6. OSMC Members will be given the opportunity to question the Executive Members, **individuals with specialist knowledge** and Members who triggered the Call-In and both parties will be given the opportunity to respond. This will be the main focus of the meeting. ~~At this stage OSMC may wish to raise concerns as to whether the reasons identified for Call-In are reasonable and members have acted in accordance with this protocol.~~
7. Following OSMC's questioning other Members in attendance **may** be given an opportunity to speak on this matter e.g. up to a maximum of 20 minutes in total.
9. OSMC Members will be given further opportunity to speak after hearing these additional views and the Chair may request a response from the relevant attendees where appropriate.
10. OSMC will ask the Call-In Members or if appropriate representatives from the Call-In Group to provide a brief closure statement.
11. The Executive Member(s) and officers will also be given an opportunity to provide a final response.
12. Having heard all contributions OSMC will consider which recommendation it wishes to propose having taken account of all relevant factors.

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