

# CABINET AGENDA

**Tuesday, 20 February 2018 at 10.00 am in the Blaydon Room - Civic Centre**

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From the Chief Executive, Sheena Ramsey

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Item	Business
<b>1</b>	<b>Apologies for absence</b>
<b>2</b>	<b>Minutes</b> (Pages 3 - 12)  Cabinet is asked to approve as a correct record the minutes of the last meeting held on 23 January 2018.  <b>Key Decisions</b>
<b>3</b>	<b>Tenders for the Supply of Goods and Services</b> (Pages 13 - 18)  Report of the Strategic Director, Corporate Services and Governance
<b>4</b>	<b>Heat Tariffs for Gateshead HEIGHTs scheme</b> (Pages 19 - 28)  Report of the Strategic Director, Communities and Environment
<b>5</b>	<b>Procurement of a Heat Supplier for ERDF Schemes</b> (Pages 29 - 38)  Report of the Strategic Director, Communities and Environment  <b>Recommendations to Council</b>
<b>6</b>	<b>Budget and Council Tax Level 2018/19</b> (Pages 39 - 114)  Report of the Chief Executive and the Strategic Director, Corporate Resources
<b>7</b>	<b>Capital Programme 2018/19 to 2022/23</b> (Pages 115 - 136)  Report of the Strategic Director, Corporate Resources
<b>8</b>	<b>Fees &amp; Charges 2018/19</b> (Pages 137 - 208)  Report of the Strategic Director, Corporate Resources  <b>Non Key Decisions</b>
<b>9</b>	<b>Responses to Consultation</b> (Pages 209 - 240)  Report of the Chief Executive

**10 Primary Community Controlled School Admissions Arrangements and Co-ordinated Admission Schemes for Primary and Secondary Schools for 2019/20 (Pages 241 - 272)**

Report of the Strategic Director, Care, Wellbeing and Learning

**11 Nomination of Local Authority School Governors (Pages 273 - 276)**

Report of the Strategic Director, Care, Wellbeing and Learning

**12 Petitions Schedule (Pages 277 - 280)**

Report of the Strategic Director, Corporate Services and Governance

**13 Exclusion of the Press and Public**

The Cabinet may wish to exclude the press and public from the meeting during consideration of the following item(s) on the grounds indicated:

Item	Paragraph of Schedule 12A to the Local Government Act 1972
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**Key Decision**

**14 Management of the Council's tenanted non-residential property portfolio (Pages 281 - 306)**

Report of the Strategic Directors, Corporate Services & Governance and Communities & Environment

## GATESHEAD METROPOLITAN BOROUGH COUNCIL

### CABINET MEETING

Tuesday, 23 January 2018

**PRESENT:** Councillor M Gannon

Councillors: C Donovan, M Brain, A Douglas, M Foy,  
L Green, G Haley, J McElroy, M McNestry and J Adams

#### **C132 MINUTES**

The minutes of the last meeting held on 19 December 2017 were approved as a correct record and signed by the Chair.

#### **C133 PROPOSED SELECTIVE LICENSING OF PRIVATE LANDLORDS WITHIN AREAS OF CENTRAL GATESHEAD**

Consideration has been given to recommending the Council to approve the designation of two Selective Licensing areas of private rented accommodation within the Central Area of Gateshead, under Section 80 of the Housing Act 2004.

Representations were heard on behalf of the Gateshead Private Landlords Association against the proposed designations.

RESOLVED - That the Council be recommended to:

- (i) Approve the designation of two areas of Gateshead, Central Area (Phase 2) – The Redesignated Area and The Avenues (Phases 1, 2 and 3) as set out and identified in the plans within appendix 1 to the report, for selective licensing, and that official notifications be published in accordance with Government guidance and legislation.
- (ii) Approve the proposed schemes detail, implementation programme, and proposed Enforcement Policy, as set out in appendix 2 to the report.
- (iii) Grant delegated authority to the Service Director, Development, Transport and Public Protection to take enforcement action in relation to Part 3 (Selective Licensing) of the Housing Act 2004, throughout the duration of the schemes as appropriate.
- (iv) Approve the proposed application fees and charges as set out in appendix 2 to the report.

The above decisions have been made for the following reasons:

- (A) It is considered that the Areas are experiencing low housing demand and the Council is satisfied that by making a designation, when combined with other measures taken by the

Council, or by the Council in conjunction with others, it will contribute to an improvement in the social and economic conditions in the area. The schemes will complement other initiatives and interventions in place to tackle low demand within the proposed Areas, and support the delivery of the aims and objectives of existing Council strategic objectives and the Bensham and Saltwell Neighbourhood Action Plan.

- (B) To ensure the schemes can be delivered in a timely way, within resources available.
- (C) To ensure the schemes are effective, delivered fairly, and underpin the Council's drive towards improving conditions in the private rented sector.
- (D) To ensure the licence fee structure is transparent and enables recovery of a proportion of the costs of implementing the proposed licensing schemes.

#### **C134 CHARGING AND FINANCIAL ASSESSMENT FOR ADULT SOCIAL CARE AND SUPPORT SERVICES**

Consideration has been given to recommending the Council to approve the implementation of the policy on Charging and Financial Assessment for Adult Care and Support Services following extensive consultation.

The alternative option to that being recommended, but which was discounted, included continuation of the current charging policy and maintaining a charging cap on the weekly contribution rate at a level aligned to the residential care fee rate (circa £500 in Gateshead).

- RESOLVED -
- (i) That the Council be recommended to approve the proposed policy for Charging and Financial Assessment for Adult Care and Support Services as set out in appendix 2 to this report.
  - (ii) That appropriate arrangements be made for Councillors to review the impact of the new policy after 12 months of operation and regular monitoring reports be submitted to Portfolio meetings.

The above decisions have been made for the following reasons:

- (A) To meet the statutory requirements of the Care Act 2014 and the regulations made under it.
- (B) To provide a transparent, consistent and fair framework for the provision for charging and financial assessment for all adults receiving care and support services.

#### **C135 ESTABLISHMENT OF POST: DIRECTOR OF JOINT COMMISSIONING, PERFORMANCE AND QUALITY (CARE, WELLBEING & LEARNING)**

Consideration has been given to recommending the Council to approve the establishment of the post of Director of Joint Commissioning, Performance & Quality, to ensure the Care, Wellbeing & Learning Group has the strategic capacity to jointly commission (with



Newcastle Gateshead CCG) Children's, Adults' and Public Health services.

- RESOLVED -
- (i) That the Council be recommended to approve the deletion of the current post of Service Director, Health and Social Care Commissioning & Quality Assurance and the creation of the post of Director of Joint Commissioning, Performance & Quality - Service Director Band 3.
  - (ii) That the joint working arrangements be subject to a 12 month review following implementation.

The above decisions have been made for the following reasons:

- (A) To enable the Care, Wellbeing and Learning Group, in partnership with the Newcastle Gateshead CCG, to identify and deliver opportunities for integrating services with the explicit aim of improving the health and wellbeing outcomes of Gateshead's population.
- (B) To enable continued improvement in the strategic management of commissioned services and to enable the delivery of all social care and public health services in a more efficient and effective way.

## **C136 REVIEW OF THE CONSTITUTION**

Consideration has been given to recommending the Council to approve a number of amendments to the Constitution.

- RESOLVED -
- That the Council be recommended to approve the proposed changes to the Council's Constitution as set out in appendix 2 to the report.

The above decision has been made to ensure that the Constitution remains fit for purpose and that its aims and principles are given effect.

## **C137 HOUSING REVENUE ACCOUNT AND HOUSING CAPITAL PROGRAMME**

Consideration has been given to recommending the Council to approve:

- (a) the Housing Revenue Account (HRA) budget for 2018/19, including proposed savings;
- (b) the proposed rent changes from 1 April 2018, in line with the Government's policy on rent setting;
- (c) the detailed proposals for fees and charges; and
- (d) the proposed Housing Capital Programme for the next five years (2018/19 to 2022/23).

- RESSOLVED -
- That the Council be recommended to:
- (i) Approve the Housing Revenue Account as set out in appendix 2 to the report, including The Gateshead Housing Company management fee, the repairs and maintenance budget and savings as detailed in appendix 3 to the report.

- (ii) Approve the weekly rent reduction of 1% from 1 April 2018.
- (iii) Approve the fees and charges schedule as detailed in appendix 4 to the report.
- (iv) Approve the Housing Capital Programme for the five years 2018/19 to 2022/23 as detailed in appendix 5 to the report.

The above decisions have been made for the following reasons:

- (A) To set a Housing Revenue Account for 2018/19 that is not in debit as required under the Local Government and Housing Act 1989 (Part VI).
- (B) To realise the Council's policies and objectives in relation to Housing Strategy in order to maintain and enhance Council Housing provision in Gateshead.

#### **C138 CAPITAL PROGRAMME AND PRUDENTIAL INDICATORS 2017/18 – THIRD QUARTER REVIEW**

Consideration has been given to the latest position on the 2017/18 capital programme and Prudential Indicators at the end of the third quarter to 31 December 2017.

RESOLVED -

That the Council be recommended to:

- (i) Approve that all variations to the 2017/18 Capital Programme as detailed in appendix 2 to the report be agreed as the revised programme.
- (ii) Approve the financing of the revised programme.
- (iii) Note that the capital expenditure and capital financing requirement indicators have been revised in line with the revised budget and that none of the approved Prudential Indicators set for 2017/18 have been breached.

The above decisions have been made for the following reasons:

- (A) To ensure the optimum use of the Council's capital resources in 2017/18.
- (B) To accommodate changes to the Council's in-year capital expenditure plans.
- (C) To ensure performance has been assessed against the approved Prudential Limits.

#### **C139 REVENUE BUDGET 3RD QUARTER REVIEW 2017/18**

Consideration has been given to the latest monitoring position on the 2017/18 revenue budget at the end of the third quarter to 31 December 2017.

RESOLVED - That the Council's revenue expenditure position at 31 December 2017, as set out in appendix 1 to the report be approved.

The above decision has been made to contribute to sound financial management and the long term financial sustainability of the Council.

#### **C140 COUNCIL TAX BASE AND BUSINESS RATES FORECAST 2018/19**

Consideration has been given to the council tax base for 2018/19 for the Parish of Lamesley and the whole of the Borough of Gateshead and also to a Business Rate forecast for 2018/19.

- RESOLVED -
- (i) That pursuant to the report and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended by Local Authorities (Calculation of Council Tax Base)(Amendment)(England) Regulations 2012 the amount calculated by Gateshead Council as its council tax base for the year 2018/19 shall be 51,462.4.
  - (ii) That pursuant to the report and in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended by Local Authorities (Calculation of Council Tax Base)(Amendment)(England) Regulations 2012 the amount calculated as being the Parish Council of Lamesley's council tax base for the year 2018/19 shall be 1,212.1.
  - (iii) That the business rates forecast for 2018/19 is £41.267 million.

The above decisions have been made for the following reasons:

- (A) To assist the Council in its financial planning and budget setting.
- (B) To set a council tax base and a business rates forecast for 2018/19 in accordance with statutory requirements.

#### **C141 COUNCIL PLAN - SIX MONTH ASSESSMENT OF PERFORMANCE AND DELIVERY 2016/17**

Consideration has been given to the Council Plan – Six Month Assessment of Performance and Delivery report for 2017/18.

- RESOLVED -
- (i) That the recommendations of all the Council's Overview and Scrutiny Committees in relation to the 2017/18 six month performance report, as set out in appendix 3 to the report be approved.
  - (ii) That the Council has met its performance objectives and is addressing the outcomes in delivering the Council Plan 2015-2020.

The above decisions have been made to ensure performance supports the delivery and achievements of the Council Plan 2015-2020.

## **C142 RESPONSES TO CONSULTATION**

Consideration has been given to responses to a number of recent consultations.

RESOLVED - That the responses to the following consultations be endorsed:

- Homelessness Reduction Act – Code of Guidance – Department for Communities and Local Government (DCLG)
- Improving Access to Social Housing for Victims of Domestic Abuse – DCLG
- Working Together to Safeguard Children – Department for Education
- Proposals for changes to gaming Machines and Social Responsibility Measures – Department for Digital, Culture, Media and Sport
- Provisional Local Government Funding Settlement – DCLG

The above decision has been taken to enable the Council to contribute responses to the consultations.

## **C143 PRIMARY ADDITIONALLY RESOURCED MAINSTREAM SCHOOL (ARMS) PROVISION**

Consideration has been given to progress in relation to:

- (a) the development of the proposed pilot of Primary Additionally Resourced Mainstream School (ARMS) provision, as well as proposed changes to existing ARMS provision; and
- (b) the further development and implementation of ARMS attached to Gateshead Primary Schools.

- RESOLVED -
- (i) That the further development and implementation of the pilot model Special/Mainstream Host School (SMHS) which will provide specialist inclusive teaching for children and young people in the primary sector with Autism/Social Communication Difficulties be approved.
  - (ii) That the developments in relation to the existing primary ARMS provision intentions be approved and they together with the approved host model agreed at (i) above to be the subject of an update report to Cabinet during the spring term 2018.
  - (iii) That consultation to commence in relation to the phasing out/closure of High Spenn and Eslington ARMS.
  - (iv) That it be noted a review of the Secondary ARMS provision will be undertaken and will be the subject of a further report to Cabinet in early Summer 2018.

The above decisions have been made for the following reasons:

- (A) To meet the Council's statutory duty to promote high

educational standards and to make effective use of resources.

- (B) To comply with School Organisation legislation.

#### **C144 NOMINATION OF LOCAL AUTHORITY SCHOOL GOVERNORS**

Consideration has been given to the nomination of Local Authority Governors to schools seeking to retain their Local Authority governor in accordance with The School Governance (Constitution) (England) Regulations.

- RESOLVED - (i) That the nomination of the following Local Authority Governors for a period of four years from the date indicated be approved:

<b>School</b>	<b>Nomination</b>	<b>Date from</b>
Front St Primary	Mrs Sandra McCall	19 December 2017
White Mere Primary	Cllr S Green	1 January 2017

- (ii) That it be noted the term of office is determined by the school Instruments of Government.

The above decision has been made to ensure the School Governing Bodies have full membership.

#### **C145 GATESHEAD COUNCIL PANDEMIC INFLUENZA PLANNING**

Consideration has been given to the Council's Pandemic Influenza Plan.

- RESOLVED - That the Council's Pandemic Influenza Plan as set out in appendix 2 to the report be endorsed.

The above decision has been made for the following reasons:

- (A) To ensure compliance with the Council's statutory duties under the Civil Contingencies Act 2004.
- (B) To ensure that the Council has robust arrangements in place to prepare for, mitigate and respond to the impacts of an outbreak of pandemic Influenza.

#### **C146 CLEAN BUS TECHNOLOGY FUND 2017**

Consideration has been given to endorsement of the bid for funding made to the Government's Clean Bus Technology Fund on the 17 November 2017 in relation to improving engine emissions from buses in Gateshead.

- RESOLVED - That the action taken by the Strategic Director, Communities and Environment, in accordance with Schedule 5, Part 2 – General Delegations to Managers, paragraph 4 (e) of the Constitution, in submitting the bid for funding from the Clean Bus Technology Fund to the Department for Environment Food & Rural Affairs, by the deadline of 17 November 2017, be endorsed.

The above decision has been made to support a sustainable transport system capable of supporting the borough's environmental, social and economic objectives.

**C147      PROPERTY TRANSACTION - SURRENDER AND NEW LEASE OF CRAYMER DYKES DURHAM ROAD, GATESHEAD**

Consideration has been given to accepting the surrender of the current lease of Cramer Dykes from Springfield Cars Limited ("the Tenant") and the grant of a new 125 year lease to the Tenant.

- RESOLVED -      (i)      That the surrender of the current lease of Cramer Dykes from Springfield Cars Limited and the grant of a new 125 year lease to the Tenant, from a date to be agreed, at a rent of £23,716 per annum, with a 5 year rent review pattern, be approved.
- (ii)      That the Strategic Director, Corporate Services and Governance be authorised to agree the detailed terms.

The above decisions have been made to manage resources in accordance with the provisions of the Corporate Asset Strategy and Management Plan.

**C148      PROPERTY TRANSACTION - SURRENDER AND NEW LEASE OF LAND AT ELYSIUM LANE, BENSHAM TRADING ESTATE, GATESHEAD**

Consideration has been given to accepting the surrender of the current lease of land at Elysium Lane from Alan Vincent Sales ("the Tenant") and the grant of a new 125 year lease to the Tenant.

- RESOLVED -      (i)      That the surrender of the current lease of land at Elysium Lane from Alan Vincent Sales and the grant of a new 125 year lease to the Tenant from a date to be agreed, at a rent of £1,725 per annum, with a 5 year rent review pattern be approved.
- (ii)      That the Strategic Director, Corporate Services and Governance be authorised to agree the detailed terms.

The above decisions have been made to manage resources in accordance with the provisions of the Corporate Asset Strategy and Management Plan.

**C149      PETITIONS SCHEDULE**

Consideration has been given to the latest update on petitions submitted to the Council and the action taken on them.

- RESOLVED -      That the petitions received and the action taken on them be noted.

The above decision has been made to inform the Cabinet of the progress of action on petitions received.

**C150 EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED - That the press and public be excluded from the meeting during consideration of the remaining business in accordance with paragraph 3 of Schedule 12A to the Local Government Act 1972.

**C151 SALE OF OLD TOWN HALL QUARTER**

Consideration has been given to the grant of a 250 year lease of the Old Town Hall Quarter to Dinosauria Ltd.

- RESOLVED -
- (i) That the grant of a 250 year lease of the Old Town Hall Quarter as shown edged black on the site plan attached to the report, to Dinosauria Ltd for the sum detailed in the report and on such detailed terms to be agreed by the Strategic Director, Corporate Services and Governance, following consultation with the Strategic Directors, Communities & Environment and Corporate Resources, and the Leader of the Council be approved.
  - (ii) That detailed terms to include, as a minimum:
    - provisions relating to financial due diligence;
    - appropriate pre-conditions relating to investment in the site and development timescales (including surrender of the lease if development does not proceed within a set timescale);
    - limitations on alienation (including an option for the Council to have first refusal of the lease should the scheme not be completed or fail, and any other disposal of the site requiring the Council's prior consent); and
    - user restrictions applying to the site, subject to Council agreement to vary (including the car parking management to be aligned with the Council's).
  - (iii) That the development of a place making strategy for the Old Town Hall Quarter within the context of a wider strategy for Gateshead Urban Core be approved.

The above decisions have been made for the following reasons:

- (A) To meet the aspirations of the Council as set out in the Urban Core Area Action Plan.
- (B) To dispose of a surplus asset and realise a capital receipt.

**C152 SALE OF 5.032HECTARES (12.43ACRES) OF LAND AT BLEACH GREEN, BLAYDON**

Consideration has been given to the revised conditional sale of 5.032 hectares (12.43acres) of land to Keepmoat Homes Limited at the Bleach Green housing estate.

The alternative option to that being recommended, but which was discounted, included remarketing the site.

- RESOLVED -
- (i) That the revised conditional sale of the land, as shown edged

black on the site plan attached to the report, to Keepmoat Homes Limited (KHL) for the purchase price as set out in the report, subject to vacant possession, detailed planning approval for the provision of new housing, including 15% affordable housing and KHL to start on site within 6 months of approval of the sale be approved.

- (ii) That the engineering review of the development costs with the external consultant to continue.
- (iii) That the Strategic Director, Corporate Services & Governance be authorised to agree a schedule of costs following the results of the engineering review and it be noted that this may result in an increase in the purchase price.

The above decisions have been made for the following reasons:

- (A) To support the proposed compulsory purchase order to acquire all remaining legal estates and interests within the land.
- (B) To provide new dwelling houses on the former Bleach Green housing estate.

Copies of all reports and appendices referred to in these minutes are available online and in the minute file. Please note access restrictions apply for exempt business as defined by the Access to Information Act.

The decisions referred to in these minutes will come into force and be implemented after the expiry of 3 working days after the publication date of the minutes identified below unless the matters are 'called in'.

Publication date: 25 January 2018

**Chair.....**





**REPORT TO CABINET**  
**20 February 2018**

**TITLE OF REPORT:**            **Tenders for the Supply of Goods and Services**

**REPORT OF:**                **Mike Barker, Strategic Director, Corporate Services and Governance**

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**Purpose of the Report**

1.     The purpose of this report is to ask Cabinet to consider the tenders received for:
  - i)     Framework for the Boarding, Kennelling and Collection of Animals
  - ii)    Further Competition for Microsoft 365 Licenses.
2.     The background to these contracts is contained in the attached appendices.

**Proposal**

3.     Cabinet is asked to agree and note the recommendations below.

**Recommendations**

4.     It is recommended Cabinet agree:
  - i)     the tender from Cleadon Kennels be accepted for the Framework for the Boarding, Kennelling and Collection of Animals, for a 24 month period with the option to extend for a further 2 x 12 month periods; and
  - ii)    the tender from Trustmarque Limited be accepted for the Further Competition for Microsoft 365 Licenses for the duration of the current Microsoft Enterprise Subscription Agreement, which is due to expire on 31 December 2019.

For the following reason:

A comprehensive evaluation of the tenders received has been undertaken. The recommended tender is the most economically advantageous tender submitted.

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**CONTACT:** Andrea Tickner extension: 5995

### Policy Context

1. The Framework for the Boarding, Kennelling and Collection of Animals has been organised in accordance with the Council's Consolidated Procurement Policy.

### Background

2. The contract is being arranged on behalf of Communities and Environment. The contract is for a 24 month period with the option to extend for a further 2 x 12 month periods.
3. This Framework Contract is for the boarding, kennelling and collection of animals, stray or otherwise. The Framework is split into 4 Lots corresponding to the three Local Authority areas involved;

Lot 1 - Gateshead

Lot 2 - South Tyneside

Lot 3 - Sunderland

Lot 4 - Lots 1 - 3 combined

4. The estimated annual value of the contract is £55,000 across the 3 authorities. The value to Gateshead is approximately £15,000 per annum.
5. A tenders was received from the following company:

### Cleadon Kennels, South Tyneside

A comprehensive evaluation of the tender has been undertaken against the following criteria:

- Mandatory requirements: Grounds for Exclusion, Modern Slavery Act 2015, Insurance, Compliance with Equality Legislation, Environmental Management, Health and Safety.
- Contract approach including Previous Experience, Methodology and Sustainability.
- Value for money.

### Consultation

6. There has been no external consultation

### Alternative Options

7. The anticipated value of this contract exceeded the threshold requiring competitive tenders to be invited in accordance with the EU Public Procurement Directives; therefore there are no alternative options.

## **Implications of Recommended Option**

### **8. Resources:**

**a) Financial Implications –** The Strategic Director, Corporate Resources, confirms that there are no additional financial implications arising from this report. The estimated total value of the contract is £60,000 which is based upon an estimated commission payable to the Consultant only in the event of the Consultant generating income for the Council.

**b) Human Resources Implications – Nil**

**c) Property Implications - Nil**

**9. Risk Management Implication – Nil**

**10. Equality and Diversity Implications –** The recommended tenderer meets the legal obligations of the Equality Act 2010.

**11. Crime and Disorder Implications – Nil**

**12. Health Implications - Nil**

**13. Sustainability Implications – Nil**

**14. Human Rights Implications - Nil**

**15. Area and Ward Implications -Nil**

## APPENDIX 2

### Policy Context

1. The call off contract for Microsoft 365 Software Licenses has been organised in accordance with the Council's Consolidated Procurement Policy.

### Background

2. The contract is being arranged on behalf of IT Services. The term of this contract will be the term of the Microsoft Enterprise Subscription Agreement – The Council's current Microsoft Enterprise Subscription Agreement is due to expire 31st December 2019.
3. The purpose of this contract is to provide the Council with a single supplier for all Microsoft Licenses. This will cover any license for Cloud based or on-premise Microsoft Technologies, as well as desktop or server based licenses.
4. The estimated annual value of the contract is £553,980
5. Tenders were received from the following companies:  
  
Comparex, York  
Insight Direct UK, Uxbridge  
Phoenix Software, Yorkshire  
Trustmarque, York
6. A comprehensive evaluation of the tenders has been undertaken against the following criteria:
  - Contract approach including Pre-Sales Service, License Needs Assessment, Service and Support, Order validation, License Level optimisation.
  - Value for Money

### Consultation

7. There has been no external consultation

### Alternative Options

8. Alternative options were reviewed however the timescales and anticipated value of this contract meant that a call off from a compliant procurement framework was the best solution for the Council.

### Implications of Recommended Option

9. **Resources:**

a) **Financial Implications –** The Strategic Director, Corporate Resources, confirms that there are no additional financial implications arising from this report

b) **Human Resources Implications – Nil**

**c) Property Implications - Nil**

- 10. Risk Management Implication – Nil**
- 11. Equality and Diversity Implications –** The recommended tenderer meets the legal obligations of the Equality Act 2010.
- 12. Crime and Disorder Implications – Nil**
- 13. Health Implications - Nil**
- 14. Sustainability Implications – Nil**
- 15. Human Rights Implications - Nil**
- 16. Area and Ward Implications -Nil**

**Background Information**

- 17.** The documents that have been relied on in the preparation of the report include:  
The received tenders.

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**TITLE OF REPORT:** Heat Tariffs for Gateshead HEIGHTs Project

**REPORT OF:** Paul Dowling, Strategic Director, Communities and Environment

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### **Purpose of the Report**

1. To approve the heat tariffs chargeable to residents of the Gateshead HEIGHTs project.

### **Background**

2. The Gateshead HEIGHTs (High Rise Energy Infrastructure for Gateshead Housing Tenants) project will install new district heat and/or power systems to 7 High Rise Housing blocks in the Town Centre and Harlow Green, as follows:
  - Regent Court – heat only supplied direct to residents from town centre district energy scheme.
  - Ripley, Willerby, Acomb, Bedale courts – heat only, supplied from Ground Source Heat pumps.
  - Stretford, Barford – heat supplied from gas combined heat and power plant, direct to residents, and electricity offered separately (through a licenced supplier).
3. With heat supply to the first customer due to commence in February 2018, the Council is required to establish the heat tariffs chargeable to customers of the scheme.

### **Proposal**

6. For all HEIGHTs customers, heat will be supplied through a newly installed heat exchanger unit. Customers will have a heat meter, and smart prepayment unit, fitted, to ensure customers only pay for the heat they use.
7. The project is funded from the Council's capital receipts arising from previous Right to Buy disposals, and EU grant funding. The heating scheme is estimated to cost £13m, with ca £5m paid for by EU and other grants. The scheme has financial conditions applied to it as follows:
  - the scheme cannot make a profit due to EU funding rules
  - The scheme aims to reduce residents' energy costs by at least 10%
  - The Council is seeking to fully recover the initial £8m investment, over the lifetime of the scheme.
8. The following heat tariffs have been set to meet all of the conditions outlined above:

### **Acomb, Bedale, Barford, Stretford, Ripley and Willerby Courts**

- Customers receive heat at a price set 5% below the average night-rate electricity tariff (Economy 7, which is their current heating fuel), equivalent to 7.985p/kWh, inclusive of VAT in the first year
- In addition, customers can switch away from the expensive day rate economy 7 tariff
- No extra standing charge is proposed as part of the heat supply
- We estimate total energy costs will be reduced on average by 19%

### **Regent Court**

- Customers receive heat at the same price as their current cost of heat, from a gas boiler (which is their current heating fuel), equivalent to 4.94p/kWh, inclusive of VAT in the first year.
- Gas supplies are to be disconnected, to improve safety, and remove the gas standing charge, which will provide a saving of £75 - £100 per year
- No extra standing charge is proposed as part of the heat supply
- We estimate heating costs will be reduced by 19%, and total energy costs by 10%

9. Heat prices will be adjusted annually in line with the relevant benchmark tariff. If schemes start to over or under recover in any year, heat tariffs will be adjusted for the following year, to ensure profits or losses do not accumulate.

### **Recommendations**

14. It is recommended that Cabinet approves the heat tariffs as set out in appendix 2a to this report and as summarised above at paragraph 8.

For the following reasons:

- (i) To ensure the residents of the HEIGHTS scheme can benefit from lower cost heat.
- (ii) To ensure the HEIGHTs scheme recovers its operating and construction costs over its lifetime.
- (iii) To ensure ERDF grant obligations are met.

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**CONTACT:** Paul Dowling      Extension: 3402



### Policy Context

1. On a local level, the proposals will contribute to the delivery of many targets within Vision 2030, strategic interventions within the Council Plan, the Council's Climate Change Strategy and other Council strategies and commitments, specifically:
  - Helping to alleviate fuel poverty for residents, by providing lower cost heat
  - Reducing energy consumption and carbon emissions of homes and public buildings in the borough
  - Reducing carbon emissions of homes and public buildings.
2. The proposal will also accord with the provisions of the Corporate Asset Strategy and Management Plan 2015 – 2020. In particular; ensuring that the Council's properties are fit for purpose and the continuous improvement of the sustainability of the Council's assets.

### Background to Heat Supply Arrangements

3. For all customers, heat, both for space heating, and hot water needs, will be supplied through a newly installed heat exchanger unit. Customers will have a heat meter, and smart prepayment unit fitted, to ensure customers only pay for the heat they use.
4. Payment can be made in many ways:
  - Top-up prepayment cards at Paypoint outlets
  - On-line top up, via debit/credit card, either via a website or smartphone app
  - Direct debit of a standard monthly amount
5. The Council has engaged Switch2 to manage the heat metering, billing and customer liaison. Switch2 currently provide this service to over 70,000 heat customers across 500 different schemes nationwide, and have a complete service package, both for the Council and customers. Switch 2 will collect all incomes received from prepayment units, and pass this on to the Council.
6. In terms of progress to commencing heat supplies to residents, construction of the HEIGHTs scheme is progressing well, as follows:

#### *Regent Court*

- a. Plant room due for completion mid February 2018
- b. First external pipe risers complete
- c. First customer heat connections due mid-late February, with all 160 flats due to be connected by Sept 2018

#### *Harlow Green*

- d. Plant rooms in construction – Acomb, Bedale, Barford and Stretford due to be operational from mid April 2018
- e. Ripley/Willerby plant room due to be operational by July 2018
- f. Heat connections will commence mid April, with all customers (ca. 470) connected in a phased manner over 7 months to Nov 2018

7. Due to this progress, the Council needs to set the heat tariffs chargeable to customer, once heat supply commences.

### **Proposed Heat Tariffs**

8. The project is funded from the use of the Council's capital receipts arising from previous Right to Buy disposals, and EU grant funding. The heating scheme is estimated to cost £13m, with ca £5m paid for by EU and other grants. The scheme has several requirements:
- EU funding rules mean the scheme cannot make a profit
  - The Council wants to reduce residents' energy costs by at least 10%
  - The Council is seeking to fully recover its initial £8m investment, over the lifetime of the scheme
9. The heat tariffs proposed to meet these requirements, and their impact on residents bills, are outlined in Appendix 2a as follows:

#### *Harlow Green blocks*

- Customers receive heat at a price set 5% below the rate for night-rate electricity (which is their current heating fuel)
- In addition, customers can switch away from the expensive day rate economy 7 tariff
- No extra standing charge is proposed as part of the heat supply
- We estimate total energy costs will be reduced by 19%, on average, or ca. £260 per year

#### *Regent Court*

- Customers receive heat at the same price as their current cost of heat, from a gas boiler (which is their current heating fuel)
- Gas supplies are to be disconnected, to improve safety, and remove the gas standing charge.
- No extra standing charge is proposed as part of the heat supply
- We estimate heating costs will be reduced by 19%, and total energy costs by 10% on average, or ca. £81 per year.

10. Heat prices will be adjusted annually in line with the benchmark tariff – Night rate electricity tariff for Harlow Green Blocks, and the gas tariff for Regent Court. If schemes start to over or under recover in any year, heat tariffs will be adjusted for the following year, to ensure profits or losses do not accumulate.

### **Financial model update**

11. The HEIGHTs project is part of a wider scheme, being delivered under a single contract, by Wilmott Dixon Construction. The works commenced in September 2017, and subject to no significant delays being encountered, are due to complete by November 2018.
12. The wider scheme is comprised of 3 main elements:

- a. HEIGHTs project – installation of new heating systems and heat network. This element receives a £4.5m ERDF grant, with remainder funded from capital receipts
- b. Ground Source Heat Pumps (GSHP) – installation of new heating plant for 4 of the blocks, 100% funded by the Council from capital receipts (no ERDF grant)
- c. Fabric improvements – window, roof and façade replacement across the 7 blocks, all funded 100% by the Housing Revenue Account (no ERDF grant)

13. The current cost projection of the scheme elements are shown below

	<b>HEIGHTS – Energy Scheme</b>	<b>GSHP – Energy Scheme</b>	<b>Total</b>
Construction cost	£10.53m	£2.69m	£13.22m
Council funding	£5.67m	£2.69m	£8.36m
ERDF grant	£4.56m		£4.56m
ECO Funding	£0.30m		£0.3m
Leaseholder contributions	n/a*		

\*Leaseholder contribution of ££0.126m are expected towards the HEIGHTs element, but are treated as revenue income under ERDF rules

\*\* In addition to the HEIGHTs energy scheme, ca. £7.7m of investment is being made to improve windows, roofs across the blocks. This element does not need to be recovered by heat charges.

14. The total Council investment in the HEIGHTs and GSHP schemes amounts to £8.36m. Appendix 2b illustrates the projected 25 year cashflows for each of these elements, and subject to the proposed heat tariffs, conservative assumptions around customer energy use, energy price inflation, both schemes broadly cover all operating costs and recovery of the Council's initial investment over 25 years. A small loss of £0.2m is projected overall and the schemes will not generate surplus income in the following way:

- a. HEIGHTs - incomes from heat sales, and some electricity generation seek to cover all operating costs (purchase of gas and power) whilst recovering the Council's initial investment in full
- b. GSHP – incomes from receipt of Renewable Heat Incentive and provision of heat to main plant rooms cover all operating costs, whilst recovering the Council's initial investment in full.

15. To monitor scheme finances, the 4 locations (Acomb/Bedale, Barford/Stretford, Ripley/Willerby, and Regent Court) will be monitored individually by the Energy Services Team. Income will be used to cover the costs of the scheme. This enables ERDF to audit each block in isolation in the first 3 years of operation to ensure the terms of the ERDF grant are not breached.

### **Alternative Options**

**31 Set lower heat tariffs.** In this scenario, whilst residents would benefit from reduced bills, the Council is unlikely to recover the full costs of the scheme.

- 31 Set higher heat tariffs.** In this scenario, the Council would recover costs sooner and be able to generate financial reserves to offset future financial risks which may be incurred in the event that income generation is lower than expected, but this could lead to potential grant clawback from ERDF. Also, savings to residents would be reduced or removed which would be contra to one of the core objectives of the scheme.

### **Consultation**

- 31 Cabinet Members for Housing and Economy together with ward councillors have been consulted and support the proposals.

### **Implications of Recommended Option**

#### **32. Resources:**

- a) **Financial Implications** – The Strategic Director, Corporate Resources, confirms that the heat tariffs proposed represent the optimal way for the Council to meet its objectives outlined in Section 6 above and supports a base case model which is anticipated to generate sufficient revenue income to meet the ongoing operating costs and recover the Council's initial investment in the scheme construction costs in full.

To comply with the ERDF funding conditions, ERDF auditors will monitor the scheme to confirm that no profit has been generated by the scheme, this will include compliance audits in each of the first three years of operation. The risk of clawback is assessed as low as any additional revenue generated above current projections will be used to either reduce future year's tariffs to residents or make additional repayments to the Council...

- b) **Human Resources Implications** – Scheme administration will be provided by existing staff within Energy Services, and non-specialists scheme maintenance is expected to be required from Construction Services.
- c) **Property Implications** - The scheme will provide a modernised heating system for 7 tower blocks included in the scheme including new wet distribution systems, radiators and heat meters within resident's flats. It will also provide low carbon heat and power supplies to 3 Council buildings, and 1 external partner.

- 33. Risk Management Implications** – As with other energy projects the Council is delivering, there are a number of significant risks inherent in delivering energy projects. In addition, seeking ERDF grant funding adds further risk to the project. The current risks, and how they are mitigated, are below:

- State Aid. State Aid was considered at length, within the final grant application, but analyses showed the project not to be considered as State Aid.

- Cashflow. Scheme incomes and costs are based on the best knowledge available at the present time. However there is a risk that incomes could be less than projected for the following reasons:
  - i. Voids increased, leading to less heat use – model assumes 5% void level.
  - ii. Customers use less heat than estimated – heat use estimates have been conservative, and backed up by meter readings where possible, and factor in efficiencies arising from the fabric improvements.
  - iii. Renewable Heat Incentive is not achieved – at present, the Council can register the scheme once GSHP systems are commissioned. To date, the Government continues to support GSHP schemes, and shows no sign in reducing tariffs available.
  - iv. Costs are subject to energy price inflation. However, heat tariffs will be adjusted in line with energy fluctuations, mitigating cost increases to some extent.
- Grant Clawback. Should the scheme make surplus income, the Council would need to pay back up to 50% of net income, in the first 3 years. However, we project that all surpluses will need to be used to recover the Council's initial investment.
- Construction Cost increase. At present, works are broadly on budget, and the scheme is 5 months into a 15 month build programme. However, should costs increase, there is a risk that it will take longer than 25 years for the Council to fully recover the capital receipts invested in the scheme. The most significant risk to construction is currently access to flats to complete the internal works without delay. Internal works are due to commence in April 2018, and significant resident liaison has been provided to maximise access as much as possible.
- Leaseholder contributions. The Council has confirmed, via a tribunal hearing, that it is entitled to seek costs totalling £0.126m from the 62 leaseholders for the HEIGHTs scheme. Various means are being offered, to help leaseholders cover this cost. However, not all the works can be mandated, and there is a risk that not all leaseholders will participate in the heating replacement works (except in Regent Court, where participation is mandatory, to ensure gas is removed from the block).

**34. Equality and Diversity Implications** – The heat and power supplies will be offered to all residents across the named blocks, with tenant liaison services supporting the engagement of all customers groups, including all equality and diversity groups. Customers will be allowed to register as vulnerable, to benefit from additional protection (e.g. increased emergency credit)

**35. Crime and Disorder Implications** – None.

**36. Health Implications** – The quality and standard of maintenance of the properties and the heating scheme will contribute to the health and wellbeing of the residents.

- 37. **Sustainability Implications.** - The scheme will reduce domestic carbon emissions in Gateshead by reducing energy consumption and replacing existing heating with lower carbon alternatives.
- 38. **Human Rights Implications** - Nil
- 39. **Area and Ward Implications** - The schemes are in the Bridges Ward, Central area (Regents, Leisure Centre Cluster), Chowdene Ward South area (Harlow Green blocks).

#### **Background Information**

- 40. ERDF Low Carbon grant funding applications, Cabinet Report, July 2016. ERDF grant award, Nov 2016, Fabric Scheme contract award, March 2017.

## Appendix 2a. Heat tariff tables

	Ripley and Willerby Courts	Barford/ and Stretford Courts	Acomb and Bedale Courts	Regent Court
<b>CURRENT ENERGY COSTS</b>				
Cost per flat, £/yr	£1,291	£1,291	£1,291	£908
Electricity standing charge, £/yr	£74	£74	£74	£74
Heat standing charge, £/yr				£74
Day electricity tariff, p/kWh	20.17	20.17	20.17	20.17
Heat tariff, p/kWh	8.4045	8.4045	8.4045	4.940
<b>FUTURE COSTS UNDER THE HEIGHTS SCHEME</b>				
Cost per flat, £/yr	£1,031	£1,031	£1,031	£827
Electricity standing charge, £/yr	£74	£74	£74	£74
Heat standing charge, £/yr		£0		
Day electricity tariff, p/kWh	16.28	16.28	16.28	16.28
Heat tariff, p/kWh	8.0	8.0	8.0	4.9
<b>SAVINGS TO RESIDENTS</b>				
Reduction in electricity day tariff, %	19%	19%	19%	19%
Discount on heat tariff, %	5.0%	5.0%	5.0%	0.0%
Discount on heat standing charge	0%	0%	0%	100%
Total Saving per year, £/yr	£260	£260	£260	£81
Total Saving per year, %	20%	20%	20%	9%

## Appendix 2b. 25 year financial cashflow projection

All figures in £000s	ERDF scheme – HEIGHTS	Non-ERDF scheme – Ground Source Heat pumps	Total
Costs			
Repayment of Council investment over 25years	5,674	2,689	7,913
Central Plant Refurbishment costs	150		150
Heat costs	2,557		2,557
Gas Costs	2,767		2,767
Electricity Costs	936	1,908	2,843
Operating Costs - Maintenance	2,935	157	3,092
<b>Total costs</b>	<b>15,017</b>	<b>4,754</b>	<b>19,772</b>
Income			
Heat income	-12,540	-1,254	-13,794
Electricity Income			
Leaseholder Income	-126		-126
RHI Income		-3,881	-3,881
Electricity Export income	-1,751	0	-1,751
<b>Total Income</b>	<b>-14,417</b>	<b>-5,135</b>	<b>-19,552</b>
<b>Total Cashflow</b>	<b>600</b>	<b>-381</b>	<b>219</b>

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**TITLE OF REPORT:** Procurement of a Heat Supplier for ERDF Energy projects  
**REPORT OF:** Paul Dowling, Strategic Director, Communities & Environment

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### **Purpose of the Report**

1. To request approval for use of the negotiated procedure without prior publication to award heat supplier contracts to the Gateshead Energy Company for the following two district energy schemes.
  - Leisure Centre mini-district heat network
  - Regent Court

### **Background**

2. The Council has been successful in securing funding for the following projects within the low carbon theme (Priority Axis 4 – Low Carbon Economy) of the European Regional Development Fund (ERDF)..
  - Bringing Plastic District Heating Technology to the UK Market
  - High-rise Energy Infrastructure for Gateshead Housing Tenants (HEIGHTS)
3. Both projects will see new heating networks installed within buildings. Six Harlow Green blocks are being installed with their own on-site, low carbon source of heat generation, which will provide heat to the blocks. However, the two following sites do not have the space to house low-carbon, on-site heat generation sources and therefore require heat to be supplied from an external district heating provider:
  - a. Leisure Centre mini-district heat network
  - b. Regent Court
4. The Council's specification for a heat supplier is that they must be able to:
  - a. Provide a lower-carbon form of heat than conventional gas boilers
  - b. Provide this heat at a lower cost than conventional gas boilers
  - c. Provide from an off-site source, as there is no space on site to accommodate low carbon heat generation plant
5. The procurement of the heat supplier needs to comply with both the Public Contract Regulations, and the European Structural Investment Fund (ESIF) procurement guidelines.

### **Proposal**

6. In considering suitable suppliers, the Council has satisfied itself that there is only one supplier that can meet its specification, which is Gateshead Energy Company (GEC). This is for the following reasons:

- a. GEC is the only operator of a district heating scheme in the vicinity, with the capacity to provide heat to these two sites
  - b. GEC is the only heat provider that already has a source of lower carbon, lower cost heat which can be supplied through a district heating system
  - c. It would not be commercially viable for a third party to establish new district heating connections and off-site low carbon generation plant.
- 7. The Council's specification has been met as follows, based on heat supply offers from GEC:
  - a. Low carbon heat supply – heat can be supplied at a carbon content of 0.06 kg CO<sub>2</sub> / kWh, compared to heat supplier from a conventional gas boiler at 0.217 kg CO<sub>2</sub>/kWh. This represents a 75% reduction in carbon emissions
  - b. Lower cost heat supply – heat can be supplied at a 5% discount to the prevailing gas price (adjusting for boiler efficiency), and will be adjusted annually in line with gas price fluctuations.
- 8. In light of the above, it is proposed that GEC be appointed as the Council's heat supplier for these 2 sites, using the negotiated tender route without prior publication considering suitable suppliers. Improper use of the negotiated tender route in EU funded project does carry the risk of 25% grant clawback (up to £530k in this case), but for the reasons in this report, the Council believes it is justified to do so.
- 9. The heat supply contracts would be 10 years in length, and with the option to extend for a further 10 years. The contract value for each supply over 10 years (excluding inflation) is estimated to be as follows:
  - a. Leisure Centre cluster: £950,000
  - b. Regent Court: £350,000
- 10. These costs are fully recovered, by generating savings from avoided gas use in Council buildings, or by selling heat on to residents and external customers.

## **Recommendation**

- 11. It is recommended that Cabinet:
  - (i) Approves the award of contracts to GEC, using the negotiated tender route, as outlined above.
  - (ii) Notes that subject to approval of the contracts to GEC, the Council will advertise its intention to enter into contracts, via a Voluntary Ex Ante Notice, published in OJEU and should the statutory 10 day notice pass without challenge, the Council will be free to enter into contracts, without fear of challenge from other suppliers.
- 12. For the following reasons:
  - (i) To secure a lower carbon heat source, and thus continue to reduce carbon emissions for the borough.
  - (ii) To secure a lower cost heat source, to continue to reduce Council and residents energy costs.
  - (iii) GEC is the only operator of a district heating scheme in the vicinity, with the capacity to provide heat to these two sites.

- (iv) GEC is the only heat provider that already has a source of lower carbon, lower cost heat which can be supplied through a district heating system.
- (v) It would not be commercially viable for a third party to establish new district heating connections and off-site low carbon generation plant.

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**CONTACT:** Jim Gillon, Energy Services Manager Ext. 3923,

**Policy context**

1. The proposed activity is consistent with the overall objectives for Gateshead as set out in Vision 2030 and the Council Plan, by developing lower cost forms of energy, to both generate revenue savings which will help the Council close the budget gap, reduce residents energy costs which reduces fuel poverty, whilst supporting schemes that help to reduce the Council's and the borough's carbon emissions and become more sustainable.

**Background**

2. Gateshead Council has already constructed its own District Heat network, within the Gateshead District Energy Scheme. This scheme is now operated by the Gateshead Energy Company (GEC), a limited company that is wholly owned by Gateshead Council, under a 40-year concession contract that was approved by Cabinet in March 2016 and signed in April 2016.
3. In addition, the Council has entered into long term energy supply contracts with GEC for the supply of heat and power to Council buildings on the network, including Gateshead Civic Centre, Shearlegs Road Depot, Park Road Depot. These contracts were entered into on the following basis
  - The Council required new supplies of low-carbon energy, at a discount to market rates, to buildings with Gateshead town centre that had been generated offsite from low-carbon sources.
  - It had satisfied itself that GEC, which operates the Gateshead District Energy Scheme, was the only supplier with the technical and commercial ability to offer this specification.
  - Following publication of a voluntary transparency notice, of the Council's intention to award the contract to GEC, no responses or enquiries were received in the statutory period following the notice.
  - The Council therefore proceeded to award the contract to GEC.
4. The Council has been successful in securing funding for two following projects within the low carbon theme (Priority Axis 4 – Low Carbon Economy) of the European Regional Development Fund (ERDF)
  - Bringing Plastic District Heating Technology to the UK Market
  - High-rise Energy Infrastructure for Gateshead Housing Tenants (HEIGHTS)
5. Both projects will see new heating networks installed within building. Some of the schemes (e.g. 6 Harlow Green blocks) are being installed with their own on-site, low carbon source of heat generation, which will provide heat to the blocks
6. The following two sites do not have the space to house low-carbon, on-site heat generation sources (See Appendix 2a), with all land within the site boundary required for car parking, landscaping or access, and therefore require heat to be supplied from an external district heating provider
  - a. Leisure Centre mini-district heat network
  - b. Regent Court

## Proposal

7. The requirements for heat supply to the 2 sites are as follows:

- a. Regent Court district heat network (part of the Gateshead HEIGHTs scheme). This scheme is retrofitting the 160 flats at Regent Court with a new wet distribution network within the block, which will allow connection to a district heat network. The exact requirements are as follows:
  - Heat capacity required: 2MW peak demand
  - Heat volume: 1,600,000 kWh/yr
  - Estimated contract value: £35,000 / yr
  - Point of connection: Flat 14, Regent Court
- b. Gateshead Leisure Centre cluster mini-district heat network. This scheme ("Bringing Plastic District Heat technology to the UK") will bring 5 existing public buildings (Gateshead Leisure Centre, Gateshead Central Library, Prince Consort Road offices, Shipley Art Gallery, Sunderland Talmudical College) onto a new mini-district heat network, trialling a new type of plastic district heat pipe. The exact requirements are as follows:
  - Heat capacity required: 2.3MW peak demand
  - Heat volume: 3,600,000 kWh/yr
  - Estimated contract value: £95,000 / yr
  - Point of connection: Gateshead Civic Centre Boiler House

8. The Council's specification for a heat supplier is that they must be able to:

- Provide a lower-carbon form of heat than conventional gas boilers
- Provide this heat at a lower cost than conventional gas boilers
- Provide from an off-site source, as there is no space on site to accommodate low carbon heat generation plant

9. The above specification is considered reasonable for the following reasons:

- To meet Council priorities on reducing carbon emission of its own operations, and of the borough
- To provide cost savings to Council services, and to residents / customers served by these heat networks.
- Due to site constraints (see Appendix 2a), the Council cannot offer space within those sites to house low carbon heat generation plant, and so requires an off-site source of heat, supplied through district heating.

10. The Council has again considered potential suppliers that could provide heat to the above, and concluded that Gateshead Energy Company (GEC) is the only economic operator that is in a technical and commercial position to provide the Council's specified requirements, for the following reasons:

- GEC is the only supplier that currently operates an existing district heating network within the immediate vicinity (in both cases, within 50m of the connection points), and at the required operating temperature. Another operator would need to install new district heat infrastructure (which can cost £1000 –

1500 per metre to install). See Appendix 2b for details of the nearest district heating networks.

- GEC is the only supplier that currently operates a low-carbon heat generation plant in the vicinity. As a built up town centre, the availability of sites to host a new plant room is low, and the requirements for them to adhere to tightening air quality standards are significant. A new operator would likely need to acquire existing land and obtain planning permission, to house plant room for heat generation, which is costly to install (assuming ca. £500 - 1000 per kW installed).
- Commercial viability. Considering both of the above, even if planning and land availability constraints could be overcome, the costs for another operator to come into the town centre, and install both pipework and heat generation plant, would be significant, and unlikely to be commercially viable, considering the relatively small values of heat to be supplied.

11. For these reasons, as before, the Council has determined, to the best of its knowledge, that only GEC is currently able to supply the services required by the Council.
12. According to ESIF National Procurement Requirements (ESIF-GN-1-001), when “*there is only one supplier capable of providing the relevant goods, works or services due to technical, artistic or copyright reasons.*”, the negotiated tender process without prior publication can be used as an appropriate means of procuring and contracting with a supplier
13. This approach is not without risk. Under ESIF guidance, the Council faces potential grant clawback of up to 25% of grant funding (which equates to ca. £250k for Plastic Pipes and £280k for Regent Court) for any improper use of the negotiated tender procedure. However, for the above reasons, the Council believes use of the negotiated tender is justified in this occasion.
14. For these reasons, the proposal is to negotiate tenders without prior publication, with GEC, and to enter into long term heat supply contracts on the following terms:
  - Lower cost heat supplied at 5% discount to the prevailing gas market price, (adjusted for typical boiler losses (15%) and including any levies/taxes due for the end customers)
  - Low carbon heat supplied from good quality gas-fired combined heat and power, at no more than 0.06 kg CO<sub>2</sub> / kWh
  - Minimum contract length is 10 years.
  - All other terms in line with those already agreed for other energy supply contracts between the Council and GEC.
15. Subject to approval of this report, the Council would advertise its intention to enter into contracts, via a Voluntary Ex Ante Notice, published in OJEU. Should the statutory 10 day notice pass without challenge, the Council would be free to enter into contracts, without fear of challenge from other suppliers.

## Consultation

16. The Cabinet Members for Housing and Economy have been consulted.

## Alternative Options

17. As set out above, the Council has determined that for technical reasons GEC is the only supplier capable of supplying the services required by the Council. This in itself does not preclude the Council from carrying out an open tender procedure and advertising the opportunity via an OJEU notice and for completeness this option is considered below:
18. Following the open tender process, the contract would need to be advertised under OJEU, given it is classed as a services contract, which for a nominal 5 year contract term, would equate to a contract value of ca. £1.30m (which is over the limit requiring advertisement in OJEU).
19. The Council's Energy Services Team would be responsible for developing tender documents, and then scoring them, supported by Corporate Procurement.
20. In parallel, the Council's Energy Services Team, working under its SLA with GEC, would need to prepare bids to submit to the Council's procurement team, to bid for the opportunity to supply heat. The bid details would need to be agreed by GEC's board of directors, who are also acting as senior Council Officers
21. The advantages and risks of this approach are as follows:
- **Advantages.** Carrying out an open tender procedure would avoid any potential clawback by ERDF/ESIF for any perceived improper use of the negotiated tender procedure without prior publication. .
  - **Risks.** Under ESIF guidance, the Council faces potential grant clawback for any irregularities in procuring services for ERDF projects. Where there are potential conflicts of interest, clawback risk is up to 100% of the grant award. There are felt to be two significant areas that represent conflict of interest in this route:
    - a. officers working within the same team both writing and bidding for and open tender opportunity
    - b. senior officers acting both as company director for the bidding party (GEC) and as signatories for Council
22. For these reasons, the alternative option is thought not to comply with public procurement regulations, and ESIF procurement guidelines, and so has been rejected.
23. **Resources:**
- a) **Financial Implications** –The proposal commits the Council to purchasing £1.3m of heat (excluding inflation) over the contract term, however it is anticipated that these costs will be recovered over the life of the assets. There is a risk of up to £0.5m in potential grant clawback if the Council is deemed to have use the procurement route improperly, but the Council believes this not to be the case.

b) **Human Resources Implications** – None.

c) **Property Implications** – none

**24. Risk Management Implications –**

- The main risks arise from potential challenge from ERDF audit leading to grant clawback, as outlined above. In addition, there is a risk of potential legal challenge from an aggrieved heat supplier. However, the Council plans to advertise its intention to award these contracts.

**25. Equality and Diversity Implications** – None arising directly from this report.

**26. Crime and Disorder Implications** – None arising directly from this report.

**27. Sustainability Implications** – The procurement aims to secure a lower carbon heat supplier for these sites, thus contributing to reductions in carbon emissions.

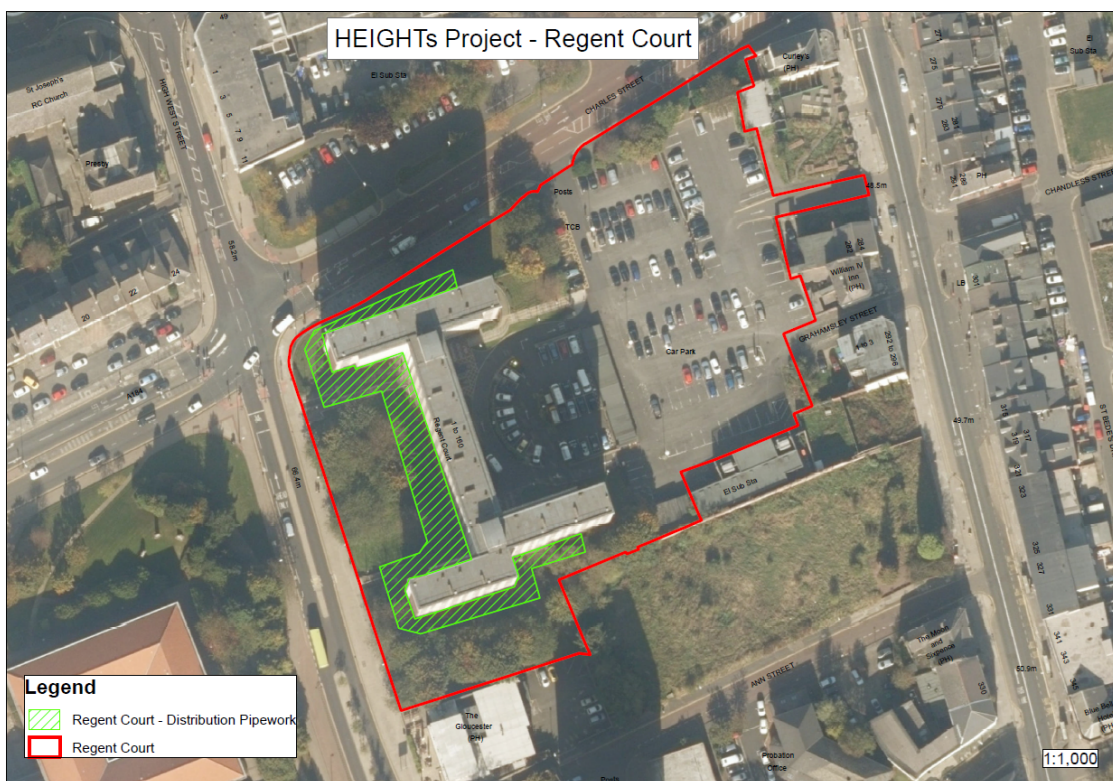
**28. Human Rights Implications** – None arising directly from this report.

**29. Area and Ward Implications** – these proposals affect Bridges Ward, Saltwell and Bensham Ward, Chowdene Ward.



## Appendix 2a Site Plans

Site plans for the two sites requiring heat supply, to demonstrate the space constraints for both sites.



**Appendix 2b. Nearby district heating schemes**

<b>District Heating network</b>	<b>Location</b>	<b>Distance</b>	<b>Operator</b>
Gateshead District Energy Scheme	Gateshead Town Centre	Within 50m of sites	Gateshead Energy Company
QE Hospital, Gateshead	Sheriff Hill, Gateshead	3.5km from sites, and 90m higher elevation	QE Hospital Trust
Riverside Dene	Elswick, Newcastle	3.5km from sites, and across River Tyne	Vital Energi
The Rise	Scotswood, Newcastle	5.0km from sites, and across River Tyne	Eon
Newcastle University	Newcastle City Centre	3.0km from sites, and across River Tyne	Newcastle University
Northumbria University	Newcastle City Centre	3.0km from sites, and across River Tyne	Northumbria University
Byker Wall	Byker, Newcastle	5.0km from sites, and across River Tyne	Byker Wall Housing Association

**TITLE OF REPORT: Budget and Council Tax Level 2018/19**

**REPORT OF:**           **Sheena Ramsey – Chief Executive**  
                              **Darren Collins - Strategic Director, Corporate Resources**

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**Purpose of Report**

1. To request Cabinet to recommend to Council on 22 February 2018 the Budget and Council Tax level for 2018/19. As part of the council tax setting process, Cabinet is also asked to recommend to Council the prudential indicators and Minimum Revenue Provision (MRP) Statement set out in this report. The Council budget forms a key element of the Council's strategic approach to making Gateshead a place where everyone thrives.

**Background**

2. On 22 September 2016, Council agreed the acceptance of the Government offer of a multi-year financial settlement to 2019/20 and the approval of an efficiency plan for submission to Government. 2018/19 represents year three of the four year settlement.
3. On 20 July 2017, the Council agreed the Medium Term Financial Strategy (MTFS) that covered the period 2018/19 to 2022/23 which presented a challenging financial position over the medium term and identified a funding gap of over £88.044 million over the five-year period with £41.876 million of the gap in the first two years. The MTFS identified a funding gap of £20.609 million to be closed for 2018/19.
4. On 21 November 2017, Cabinet approved the basis for undertaking public consultation on budget proposals for 2018/19 which took place between 21 November 2017 and 12 January 2018, amounting to an annual saving of around £13.670 million.
5. On 23 November 2017, Council agreed the local council tax support scheme for 2018/19 which continues to support a minimum contribution rate of 8.5% for working age benefit claimants that will continue to assist over 12,000 households.
6. On 19 December 2017, the Government announced the provisional local government finance settlement for 2018/19. The Secretary of State also announced revised referendum principles. In relation to the financial year beginning in April 2018, the Secretary of State determined (and the House of Commons has approved) a referendum threshold of 6% (comprising 3% for expenditure on adult social care and 3% for other expenditure) for adult social care authorities.
7. On 23 January 2018, Cabinet agreed the council tax and business rates base forecasts for 2018/19.
8. On 6 February 2018, the final local government funding settlement was announced. Overall funding was in line with expectations but the Government also announced an additional £150 million in 2018/19 for an Adult Social Care Support Grant allocated according to relative needs.
9. This report represents the final stage of the budget setting process in determining the budget and council tax level for 2018/19.

## Proposal

10. The budget proposals approved for consultation have been reviewed to reflect the responses to consultation. This report proposes a budget in 2018/19 that includes £13.650 million of savings which closes the funding gap for the year, in response to Government funding reductions and service demand pressures.
11. In the 2017 financial settlement the Government announced flexibility to Councils allowing the option to increase the social care precept by 3% for 2017/18 and 2018/19 but not exceeding 6% over the original three-year period up to 2019/20.
12. The proposed budget will result in a council tax increase of 2.99% for residents of the Borough of Gateshead in respect of Gateshead Council expenditure and an additional council tax increase of 2% for residents of the Borough of Gateshead in respect of the Government's charge for adult social care expenditure.
13. This will result in a combined council tax increase of 4.99% for residents of the Borough of Gateshead (excluding precepts from the Police and Crime Commissioner, Fire Authority and Lamesley Parish) resulting in a £1.03 a week rise for the majority of council tax payers in Gateshead living in the lowest value properties (Band A) or £1.54 a week for those in Band D. This report recommends a 4.99% council tax increase in the Councils Band D council tax for 2018/19.
14. The proposed base budget for 2018/19 before savings is £217.116 million. Available funding for 2018/19 is £203.466 million based on the settlement including an amount of £0.708 million in respect of the Government Adult Social Care grant. Including a council tax increase of 4.99%, council tax income and collection fund transfers and the use of a specific earmarked reserve results in a budget savings requirement of £13.650 million. This can be summarised as follows:

<b>Budget Savings Requirement 2018/19</b>	<b>£m</b>
Net Budget brought forward into 2018/19	202.649
Plus, Inflation, Cost Pressures and Revenue Investment	14.467
<b>Equals Provisional Net Budget</b>	<b>217.116</b>
Budget Savings Requirement	(13.650)
<b>Proposed Net Budget 2018/19</b>	<b>203.466</b>
Funded by;	
Local Funding (Council Tax and Business Rates)	(129.212)
Strategic Revenue Investment Reserve	(1.337)
Government Funding	(72.917)
	<b>(203.466)</b>

15. In developing the proposed budget for 2018/19 the Council recognises the impact of the recommended council tax increase on some of the most vulnerable in society and particularly those on fixed incomes. However, a combination of continued cost pressures and significant funding reductions has resulted in locally raised revenue becoming increasingly important in the funding of vital services. The increase in council tax is therefore being proposed to protect the delivery of essential Council services to the residents of Gateshead. The Council will continue to provide the current council tax support scheme that enables targeted support for those residents that are likely to be most affected by the increase.



## Recommendations

16. Cabinet is requested to make the following recommendations to Council:
- (1) That Gateshead's Band D council tax for 2018/19 is increased by 4.99% (including a 2% adult social care Government charge) to £1,686.63.
  - (2) The revenue estimates of £203.466 million for 2018/19 are approved.
  - (3) The use of £1.337 million Strategic Revenue Investment Reserve in 2018/19 be approved.
  - (4) That the indicative schools funding presented in Appendix 2 be agreed.
  - (5) To note the conclusions of the Strategic Director, Corporate Resources in respect of the robustness of budget estimates and adequacy of reserves.
  - (6) That the prudential and treasury indicators set out in Appendix 6 to this report be agreed.
  - (7) That the method of calculating the Minimum Revenue Provision (MRP) for 2018/19 as set out in Appendix 7 be approved.
  - (8) That the options included in the budget (following the outcome of consultation) in Appendix 2 be noted.
  - (9) That it be noted that at its meeting on 23 January 2018, Cabinet agreed the following amounts for the year 2018/19 in accordance with regulations made under Section 31B (3) of the Local Government Finance Act 1992 as amended by the Localism Act 2011: -
    - (a) **51,462.4** being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax base for the year;
    - (b) **1,212.1** for Lamesley Parish being the amount calculated by the Council, in accordance with regulation 6 of the Regulations, as the amount of its Council Tax base for the year for dwellings in those parts of its area to which special items relate.
  - (10) That the following amounts be now calculated by the Council for the year 2018/19 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992, as amended by the Localism Act 2011 ('the Act'): -
    - (a) **£574,850,562** being the aggregate total of the expenditure amounts, which the Council estimates for the items, set out in Section 31A (2) of the Act taking into account the precept issued by Lamesley Parish Council
    - (b) **(£488,041,760)** being the aggregate total of the income amounts, which the Council estimate for the items, set out in Section 31A (3) of the Act
    - (c) **£86,808,802** being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year including Lamesley Parish Council

- (d) **£1,686.8394** being the amount at (c) above, all divided by the amount at (9)(a) above, calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of its Council Tax for the year including Lamesley Parish Council
- (e) **£10,815.00** being the aggregate amount of all special items (Lamesley Parish Council) referred to in Section 34(1) of the Act
- (f) **£1,686.6292** being the amount at (d) less the result given by dividing the amount at (e) above by the amount at (9)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Lamesley Parish Council) relates
- (g) Part of the Council's area: Lamesley Parish  
**£1,695.5492** being the amounts given by adding to the amount at (f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (9)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items (Lamesley Parish Council) relate

(h)

Valuation Band	Lamesley Parish £	All other parts of the Council's area £
A	5.95	1,124.42
B	6.94	1,311.82
C	7.93	1,499.23
D	8.92	1,686.63
E	10.91	2,061.44
F	12.89	2,436.24
G	14.87	2,811.05
H	17.84	3,373.26

being the amounts given by multiplying the amounts at (f) and (g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (11) That it be noted that for the year 2018/19, the Police and Crime Commissioner for Northumbria, and Tyne and Wear Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below: -

Valuation Band	Police and Crime Commissioner for Northumbria £	Tyne and Wear Fire and Rescue Authority £
A	73.55	53.29
B	85.81	62.18
C	98.07	71.06
D	110.33	79.94
E	134.85	97.71
F	159.37	115.47
G	183.88	133.23
H	220.66	159.88

- (12) That, having calculated the aggregate in each case of the amounts at (10) (h) and (11) above, the Council in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2018/19 for each of the categories of dwellings shown below: -

Valuation Band	Lamesley Parish £	All other parts of the Council's area £
A	1,257.21	1,251.26
B	1,466.75	1,459.81
C	1,676.29	1,668.36
D	1,885.82	1,876.90
E	2,304.91	2,294.00
F	2,723.97	2,711.08
G	3,143.03	3,128.16
H	3,771.64	3,753.80

- (13) That under section 52ZB of the Local Government Finance Act 1992 (as amended by the Localism Act 2011), the Council's relevant basic amount of council tax for 2018/19 is not excessive in accordance with the principles determined under section 52ZC of the Act.

For the following reason:

- To fulfil the Council's statutory duty to set the Budget and Council Tax for 2018/19.

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**CONTACT:** Darren Collins, extension 3582

## Policy Context

1. The Council has approached the budget consultation for 2018/19 within a framework for achieving the Council's new strategic approach 'Making Gateshead a Place Where Everyone Thrives'. The Council recognises there are huge financial pressures on not just Council resources, but those of partners, local businesses and residents. To deliver on the new strategic approach over the next five years, the Council will need to be resolute in its determination to make Gateshead a place where everyone thrives. This means the Council's decision-making including resource allocation through the budget will be policy and priority led and driven.
2. In order to strengthen the Council's financial position to deliver on the new strategic approach, there needs to be consideration of other ways to generate income and be self-sufficient including changes in local taxation, fees and charges and trading activities as well as prioritising and supporting economic growth within the borough. The Council will also seek to address and manage the huge pressures created by increasing demand for Council services along with the identification of efficiencies and savings.
3. The Medium Term Financial Strategy (MTFS) provides the financial planning framework for supporting the allocation of available resources to deliver strategic plans. It also ensures a sustainable Gateshead through the best use of available resources to deliver services and long term financial sustainability for the Council. This strategic financial approach is built around the four MTFS themes of economic growth, income generation, management of demand and efficiencies / savings.

## Background

4. The Council is operating within a context of unprecedented pressure on local authority budgets. Medium term financial planning is taking place against the background of significant funding cuts for local Government alongside Government plans for major local Government finance reforms. In addition, the Council, in common with most local authorities, is continually subject to unfunded financial pressures, including workforce management, waste management, and demand for social care and welfare reform as well as implementation of the national living wage. This environment will challenge the ability of the Council to respond to the needs of Gateshead residents and the wider community.
5. The Government's methodology for funding local authorities is increasingly linked to the performance of the local economy in the local authority area via new homes bonus funding arrangements, business rate retention and local council tax reduction schemes.
6. The Council's budget estimates for 2018/19 attached at Appendix 2 have been prepared in accordance with the Medium Term Financial Strategy (MTFS) framework and the outcome of the consultation.



## **Considerations**

7. In finalising the budget and council tax for 2018/19, the following issues require consideration and are set out in the body of this appendix:-
  - Medium Term Financial Strategy context;
  - Final settlement 2018/19;
  - Projected revenue outturn 2017/18;
  - Budget guidance and base budget requirements 2018/19;
  - Budget proposals 2018 following consultation;  
(See also appendix 2 and 3)
  - Projected Business rates 2018/19;
  - Council tax 2018/19;
  - Adequacy of reserves and robustness of budget estimates;  
(See also appendix 4 and 5)
  - Approval of prudential indicators for 2018/19 (see also appendix 6);
  - Minimum Revenue Provision (MRP) (see also appendix 7).

## **Medium Term Financial Strategy**

8. The Council has adopted a long-term approach to its strategic and financial planning. The Medium Term Financial Strategy (MTFS) was updated and agreed by Cabinet in July 2017 and is based on a financial forecast over a rolling five-year timeframe from 2018/19 to 2022/23. The MTFS sets the financial context for the Council's resource allocation process and budget setting.
9. The Council's MTFS to 2022/23 outlines an estimated funding gap of £88.044m for the next five years (2017/18 to 2021/22) with a £20.609m financial gap in 2018/19. The hugely challenging financial context will continue over the medium term and the general uncertainty around the economy is adding to the potential for financial volatility and risk. The Council's MTFS will be fully reviewed in July 2018.

## **Final Settlement 2018/19**

10. The provisional local Government finance settlement for 2018/19 was announced on 19 December 2017. The Council was notified in January that top up grant was to be adjusted in the final settlement due to a change in the data provided by the Valuations office.
11. On 6 February 2018, the final local Government funding settlement was announced. Overall funding was in line with expectations but the Government also announced an additional £150m in 2018/19 for an Adult Social Care Support Grant allocated according to relative needs. Of this national sum Gateshead will receive £0.708m in grant.
12. The Council accepted the Governments offer of a multi-year settlement to 2019/20 to aid financial planning until the end of Parliament. Funding for 2018/19 marks the third year under the arrangement. Those authorities who did not accept the funding offer have only been given allocations within the settlement for 2018/19 and will be subject to an ongoing annual settlement process.

13. The settlement includes details of core grants including revenue support grant and business rates 'top up' grant. The table below highlights the 2018/19 reduction in the Settlement Funding Assessment (SFA). It is important to note that the retained business rates figure in the settlement below is a 'notional' figure published by the Government at the time of settlement and is not used for budget setting as it significantly understates the actual level of funding reduction.

**Table 1 2018/19 Settlement Funding Assessment**

Funding Stream	Actual	Settlement	Variance
	2017/18 £m	2018/19 £m	
SFA -Revenue Support Grant RSG	(27.783)	(21.423)	6.360
SFA -Retained Business Rates	(40.666)	(41.267)	(0.601)
SFA -Top Up Grant	(13.936)	(14.770)	(0.834)
<b>Total SFA</b>	<b>(82.385)</b>	<b>(77.461)</b>	<b>(4.924)</b>

*\* Differences in calculations may occur due to roundings*

14. Table 1 above highlights that the SFA was reduced by 6% (£4.924m) in 2018/19 based on Government figures.
15. Core Spending Power is a Government measure that includes business rates, council tax, new homes bonus and the improved better care fund. It excludes education grant, public health grant, better care funding and other grants. The change in spending power for Gateshead from the base year of 2015 up to 2019 is quoted as a reduction of -0.2% (compared to an England average of +2.1%) or £0.422m.
16. This Government analysis is not considered a true reflection of the actual position and it is important to note the following points:
- The Government's future council tax figures assume a total 8.3% increase in council tax funding in 2018/19. The Government figures include and require that a local area can not only grow its base substantially year on year but that its residents will be willing and able to pay uplifts year on year. This moves the funding for essential Council services from Central Government to local residents. This does not consider the mix of a Council's tax base and residents ability to pay.
  - Business rates also include notional projections of growth per year. The retained rates that Gateshead Council will have available for funding will depend on the extent to which business growth can be supported in the area as well being influenced by the significant loss of income through the cost of appeals, refunds, changes in collection rates and the impact of rate avoidance.
  - New homes bonus allocations are notional future estimates and are not guaranteed.
  - Figures include £17.959m over 2018/19 to 2019/20 for the improved BCF (Better Care Fund) which aims to redress some balance of need and unlike other BCF monies will be paid directly to local authorities. However, the funding will only impact towards the end of Parliament when it is needed now. In addition, including improved BCF as additional funding is misleading as this does not identify that spending may also need to increase to meet additional burdens associated with the funding. This funding comes with conditions attached.

- Only potential funding has been considered in the Government projection with no consideration given of the impact of increasing costs in Adult and Children's social care from increased demand, contractual inflationary increases and the costs of implementing the national living wage and also similar cost pressures in other Council services arising from inflation, pay increases, changes in national insurance contributions and additional transfers of responsibilities.
  - The Government analysis does not take account of the levels of deprivation or needs of an area resulting in more demand for services such as children's social care, homelessness and welfare support. More affluent areas benefit more from increases in their council tax bases and residents are more able to contribute to the cost of their service provision.
17. In summary overall Council funding continues to fall significantly, with core grants expected to reduce year on year in the potential move to local authorities retaining 75% of rates collected in 2020/21. It is still uncertain what other specific grants will disappear as a result of the new funding reforms announced in the provisional settlement but it has been confirmed that public health grant will be removed in 2020/21 with responsibilities delivered via rates funding.

### **Schools Funding**

18. Schools and early years funding is provided via ring-fenced resources (Dedicated Schools Grant and the Pupil Premium). Most Children's Services Funding is included within the SFA.
19. Government will introduce the first ever national funding formula for schools and high needs block DSG funding in 2018/19 at a local authority level. There will be a transitional phase to help smooth the implementation of the new school's formula for 2018/19 and 2019/20 where local authorities will still have a role in setting their local mainstream schools funding formulas.
20. National education policy is subject to major change leading to a great deal of uncertainty about the future role of Councils in education, and in future levels of funding for schools and Councils. Further Government consultation and legislation is expected in the near future.

### **Projected Revenue Outturn 2017/18**

21. The agreed net revenue budget for 2017/18 is £202.649m. On 23 January 2018, Cabinet received a report on projected spending taking into account performance to 31 December 2017. The 2017/18 projected outturn is £203.282m, which results in a projected over spend of £0.633m for the year.
22. Given the significant financial challenges ahead, work is being undertaken in year to reduce costs, increase income and achieve underspends wherever feasible. This is good financial management that aids financial sustainability. The Council has an exceptionally strong track record of delivering the outturn on the revenue account within budget.
23. The final outturn position will be reported to cabinet in June 2018 and it is expected that the outturn will be delivered within original budget estimates.

## Base Budget Requirement 2018/19

24. The following key assumptions have been made in development of the 2018/19 budget;
- A reduction in revenue support grant of £6.360m (23%)
  - An estimation of funding available to support the budget from retained business rates and section 31 business rates grant based on the NNDR1 return to Government.
  - An increase to £86.798m in the amount of council tax income receivable (excluding Lamesley) arising from growth in the tax base (£0.850m) and agreement of the proposed council tax increase (£4.128m).
  - Contractual inflation and modest amounts of general inflation on areas such as utilities, insurance premiums and business rates payable by the Council. (£1.971m)
  - An amount held to meet the cost of the anticipated pay award in line with national offer and specific cost pressures resulting from pensions and Council plans in respect of the National Living Wage (£4.358m).
  - Provision has been made in the budget for the North East Combined Authority Transport Levy of £11.037m (£0.254m decrease) and for the Environment Agency of £0.166m (£0.003m increase).
25. The base budget for 2018/19 before budget savings is £217.116m. This is an increase of £14.467m on the current year budget reflecting new burdens, inflation and service pressures outlined in the MTFS as shown below;

	MTFS NET Budget £m	REVISED NET Budget £m
<b>Base 2018/19</b>	<b>202.649</b>	<b>202.649</b>
General Inflation (inc Utilities,salary etc)	0.950	0.894
Contractual Inflation	2.350	1.077
Council wide Pressures (Pensions,Living Wage etc)	4.321	4.498
Social Care Demand Pressures	3.618	3.618
Other Service Demand Pressures	0.650	1.301
Strategic Investment (Capital programme)	2.066	1.742
Strategic Revenue Reserve Investment	0.000	1.337
	<b>216.604</b>	<b>217.116</b>

26. Growth in the Council budget has been kept to a minimum with provision being made in a contingency of £8.4m (4% of total net budget) to manage risks in relation to the ongoing contribution to the costs of managing the workforce, demand pressures, and any unforeseen in year cost pressures. The potential cost of the pay award (£3.3m in 2018/19) has been held here pending formal agreement.
27. The base budget figures and proposals are presented in Appendix 2, including all comparative figures for 2017/18.

## **Budget Proposals 2018 – Outcome of Consultation**

28. At its meeting on 21 November 2017, Cabinet approved the public consultation which set out the budget proposals to bridge an estimated funding gap of £20.609m by 2019. The responses to the consultation and impact assessments are included at Appendix 3.
29. The consultation issues raised through the budget process have been considered. Following consideration of many factors including the consultation responses themselves, the deliverability and impact of the budget options, the overall financial position of the Council, and priorities identified in the Council's strategic approach, it is proposed to take forward the budget options with the following mitigations and adjustments;
- Total Saving of £0.180m be agreed but budget mitigation of £0.116m is proposed within Policy, Performance and Communications to allow Council priorities to be delivered whilst balancing staffing reductions.
  - Total Saving £0.400m be agreed for Supported Housing but budget mitigation of £0.350m is proposed to allow time for further reviews of contracts to be undertaken and part year implementation of plans.
  - £0.020m removal of budget option proposing increased charging for replacement bins to allow for a full review of the charging policy
30. Despite the huge financial challenge, the Council continues to look ahead and strive to achieve sustainable economic growth and wellbeing for residents, whilst supporting vulnerable people and building capacity within communities.

## **Projected Business Rates 2018/19**

31. As part of the 2018/19 settlement, the Government provided a baseline figure for retained business rates. The National Non-Domestic Rates Return 1 (NNDR1) 2018/19 submitted to the Ministry of Housing, Communities and Local Government on 31 January 2018 estimated that the Council's retained element will be £39.385m (adjusted for cost of collection) which is £1.882m lower than the baseline estimated in the Government's final settlement. An additional estimate of £3.522m is included in the base budget funding in relation to reliefs which are reimbursed through a S31 grant.

## **Council Tax 2018/19**

### **Statutory Requirements: Calculation of Council Tax Requirement**

32. Section 30 of the Local Government Finance Act 1992 requires the Council to set an amount of Council Tax for each financial year for each category of dwellings in its area. The council tax must be set before the 11 March in the preceding financial year. For a category of dwellings, the amount of Council Tax is the aggregate of: -
- (i) the amount of tax in relation to the year that the authority itself has calculated, and
  - (ii) the sum of the amounts of tax in relation to the year that major precepting authorities have calculated in precepts issued to the authority by major precepting authorities.

33. Sections 31A, 31B and 34 to 36 of the 1992 Act (the 1992 Act) require the Authority to calculate its own amount of tax for each category of dwellings in its area, reflecting its council tax requirement. In calculating its council tax requirement, the Authority must make the following calculations: -
34. (1) In relation to each financial year a billing authority in England must make the calculations required by the section 31A of the 1992 Act.
- (2) The Authority must calculate the aggregate of: -
- (a) the expenditure which the authority estimates it will incur in the year in performing its functions and will charge to a revenue account, other than a Business Improvement District (BID) Revenue Account, for the year in accordance with proper practices;
  - (b) such allowance as the Authority estimates will be appropriate for contingencies in relation to amounts to be charged or credited to a revenue account for the year in accordance with proper practices;
  - (c) the financial reserves which the Authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure;
  - (d) such financial reserves as are sufficient to meet so much of the amount estimated by the Authority to be a revenue account deficit for any earlier financial year as has not already been provided for;
  - (da) any amounts which it estimates will be transferred in the year from its general fund to its collection fund in accordance with regulations under section 97(2B) of the 1988 Act;
  - (e) any amounts which it estimates will be transferred in the year from its general fund to its collection fund in accordance with section 97 (4) of the Local Government Finance Act 1998 (the 1988 Act);
  - (f) any amounts which it estimates will be transferred from its general fund to its collection fund pursuant to a direction under section 98(5) of the 1988 Act and charged to a revenue account for the year.
- (3) The aggregate of: -
- (a) the income which it estimates will accrue to it in the year and which it will credit to a revenue account, other than a BID Revenue Account, for the year in accordance with proper practices;
  - (aa) any amounts which it estimates will be transferred in the year from its collection fund to its general fund in accordance with regulations under section 97(2A) of the 1988 Act;
  - (b) any amount which it estimates will be transferred in the year from its collection fund to its general fund in accordance with section 97 (3) of the 1988 Act;

- (c) any amounts which it estimates will be transferred from its collection fund to its general fund pursuant to a direction under section 98(4) of the 1988 Act and will be credited to a revenue account for the year, and
  - (d) the amount of the financial reserves which the authority estimates it will use in order to provide for the items mentioned in subsection (2)(a), (b), (e) and (f) above.
- (4) If the aggregate calculated under (2) above exceeds that calculated under (3) above, the authority must calculate the amount equal to the difference; and the amount so calculated is to be its council tax requirement for the year.
- (5) In making the calculation under subsection (2) above the authority must ignore payments which must be met from its collection fund under section 90(2) of the 1988 Act or from a trust fund and, subject to paragraphs (da), (e) and (f) of subsection (2) above, sums which have been or are to be transferred from its general fund to its collection fund.
- (6) In estimating under subsection (2)(a) above the authority must take into account: -
  - (a) the amount of any expenditure which it estimates it will incur in the year in making any repayments of grants or other sums paid to it by the Secretary of State, and
  - (b) the amount of any precept issued to it for the year by a local precepting authority and the amount of any levy or special levy issued to it for the year.
- (7) But (except as provided by regulations under section 41 of the 1992 Act or regulations under section 74 or 75 of the 1988 Act) the authority must not anticipate a precept, levy or special levy not issued.
- (8) For the purposes of subsection (2)(c) above an authority's estimated future expenditure is: -
  - (a) that which the authority estimates it will incur in the financial year following the year in question, will charge to a revenue account for the year in accordance with proper practices and will have to defray in the year before the following sums are sufficiently available: -
    - i. sums which will be payable for the year into its general fund and in respect of which amounts will be credited to a revenue account for the year in accordance with proper practices, and
    - ii. sums which will be transferred as regards the year from its collection fund to its general fund, and
  - (b) that which the authority estimates it will incur in the financial year referred to in paragraph (a) above or any subsequent financial year in performing its functions and which will be charged to a revenue account for that or any other year in accordance with proper practices.

- (9) In making the calculation under subsection (3) above the authority must ignore: -
- (a) payments which must be made into its collection fund under section 90(1) of the 1988 Act or to a trust fund, and
  - (b) subject to paragraphs (aa), (b) and (c) of subsection (3) above, sums which have been or are to be transferred from its collection fund to its general fund.
- (10) The Secretary of State may by regulations do either or both of the following: -
- (a) alter the constituents of any calculation to be made under subsection (2) or (3) above (whether by adding, deleting or amending items);
  - (b) alter the rules governing the making of any calculation under subsection (2) or (3) above (whether by deleting or amending subsections (5) to (9) above, or any of them, or by adding other provisions, or by a combination of those methods).
- (11) Calculations to be made in relation to a particular financial year under this section must be made before 11 March in the preceding financial year, but they are not invalid merely because they are made on or after that date.
- (12) This section is subject to section 52ZS of the 1992 Act (which requires a direction to a billing authority that the referendum provisions in chapter 4ZA of the 1992 Act are not to apply to the authority for a financial year to state the amount of the authority's council tax requirement for the year).

### **Calculation of Basic Amount of Tax**

- (13) In relation to each financial year a billing authority in England must calculate the basic amount of its council tax by applying the formula: -

$$\frac{R}{T}$$

where: -

R is the amount calculated (or last calculated) by the authority under section 31A (4) of the 1992 Act as its council tax requirement for the year;

T is the amount which is calculated by the authority as its council tax base for the year and, where one or more major precepting authorities have power to issue precepts to it, is notified by it to those authorities ("the major precepting authorities concerned") within the prescribed period.

- (14) Where the aggregate calculated (or last calculated) by the authority for the year under subsection (2) of section 31A does not exceed that so calculated under subsection (3) of that section, the amount for item R above is to be nil.
- (15) The Secretary of State must make regulations containing rules for making for any year the calculation required by item T above; and a billing authority must make the calculation for any year in accordance with the rules for the time being effective (as regards the year) under the regulations.



- (16) Regulations prescribing a period for the purposes of item T above may provide that, in any case where a billing authority fails to notify its calculation to the major precepting authorities concerned within that period, that item must be determined in the prescribed manner by such authority or authorities as may be prescribed.
- (17) The Secretary of State may by regulations do either or both of the following: -
- (a) alter the constituents of any calculation to be made under subsection (13) (whether by adding, deleting or amending items);
  - (b) provide for rules governing the making of any calculation under that subsection (whether by adding provisions to, or deleting or amending provisions of, this section, or by a combination of those methods).

### **Council Tax Bandings**

35. There are eight council tax bands ranging from Band A for dwellings valued at less than £40,000 on 1 April 1991 to Band H for dwellings valued at more than £320,000 on that date. Within an authority, the council tax for each valuation band is a fixed ratio to that for Band D. Dependent on their assigned council tax band dwellings pay a proportion of the Band D council tax set for the authority and local authorities set their council tax based on the number of Band D equivalent properties in their area. Bands are assigned by the Valuation Office Agency (VOA).
36. Band D council tax is the usual standard measure of council tax and is the council tax payable on a Band D dwelling occupied as a main residence by at least two adults, before any reductions due to discounts, exemptions or local council tax support schemes. This definition is widely regarded as a benchmark when comparing council tax levels in different areas or over time. In addition to measuring council tax by Band D it can also be measured in average council tax per dwelling terms.

### **Council Tax Increase**

37. Against the backdrop of continued Government funding reductions, new burdens and spending pressures which cumulatively are having a significant impact on the Council's ability to deliver its priorities during 2018/19, this report recommends that Gateshead Council agrees a council tax increase of 4.99% (including a 2% adult social care charge) This will mean the Council will be exempt from the Government's excessiveness principles as the proposed increase is less than 6%.

### **Local Council Tax Support Scheme**

38. The Council's approach is to operate a support scheme within the funding available and to mitigate the impact on working age claimants by utilising council resources. The current scheme results in more than 12,000 council tax payers falling into the protected groups that will continue to pay no more than 8.5% of their council tax (around £101 per year/£1.94 per week).

## Council Tax Referendums

39. A council tax bill is made up of many different elements. Alongside the element to fund Council services which includes the costs of Councils pay in levies or special levies to any number of bodies, there can be precepts which consist of council tax that will be redistributed to bodies to provide specific services to the area. For Gateshead these are for the Police and Crime Commissioner for Northumbria, the Tyne and Wear Fire and Rescue Authority and Lamesley Parish.
40. Each year ministers set out in advance what they deem to be an excessive tax rise. This report has been prepared in accordance with published guidance “The referendums relating to council tax increases (Principles) (England) report 2018/19” and the principles outlined in annex A of the guidance.
41. For the referendum regime, the Localism Act 2011 defined a new measure - the relevant basic amount of council tax. The ‘relevant basic amount’ is a measure that aims to focus purely on the element of the council tax bill relating to Council services. It is calculated by subtracting any levy or special levy payments from the overall council tax requirement then dividing that figure by the council tax base.
42. Under section 52ZB of the Local Government Finance Act 1992, each billing authority and precepting authority must determine whether its relevant basic amount of council tax for the financial year (the year under consideration) is excessive. A referendum is triggered by whatever the Secretary of State says is an excessive increase in the ‘relevant basic amount of council’ tax.
43. Under section 52ZC of the 1992 Act, the question of whether an authority’s relevant basic amount of council tax is excessive must be decided in accordance with a set of principles determined by the Secretary of State. A set of principles may contain one principle or two or more principles and must constitute or include a comparison between the authority’s relevant basic amount of council tax for the year under consideration and its relevant basic amount of council tax for the financial year immediately preceding the year under consideration.
44. For authorities with adult social care responsibilities the referendum cap is set at 6% and above. This comes with conditions requiring the authority to evidence that the additional funds raised from the flexibility will be applied for social care purposes and will be required in subsequent years of the Parliament.
45. Therefore for 2018/19, the relevant basic amount of council tax of an authority which belongs to the category in paragraph 2(a) of the Secretary of State Report ‘The Referendums Relating to Council Tax Increases (Principles) (England) Report 2018/19’ “any relevant local authority” is excessive if the authority’s relevant basic amount of council tax for 2018/19 is 6% (comprising 3% for expenditure on adult social care and 3% for other expenditure) or more than 6% greater than its relevant basic amount of council tax for 2017/18.
46. For 2018/19, the relevant basic amount of council tax of an authority which belongs to the category in paragraph 2(d) of the Secretary of State Report ‘The Referendums Relating to Council Tax Increases (Principles) (England) Report 2018/19’ made under section 52ZD (1) of the 1992 Act “any relevant police and crime commissioner” is excessive if the authority’s relevant basic amount of council tax for 2018/19 is more than £12 greater than its relevant basic amount of council tax for 2017/18.

47. Where a major precepting authority determines that its council tax increase is excessive it must notify the billing authority to which it issues a precept. The billing authority will then be required to make arrangements to hold a referendum in relation to the precepting authority's council tax increase. The costs of holding the referendum are the sole responsibility of the authority which triggered it. Consequently, billing authorities are entitled to recover from a precepting authority the expense incurred in holding a referendum on its behalf.
48. No principles are specified for local precepting authorities (Lamesley Parish), although the Secretary of State may revisit this issue in future. However, the usual general administrative law principles will apply to the Parish Council's own decision setting the budget i.e. they must act reasonably; they will have to take the decision based on all material considerations, discarding immaterial considerations and the incurring of expenditure must be relevant to the needs of the Parish as well as being in accordance with their own financial rules.
49. The consequences of setting an increase in the relevant basic amount of council tax which is excessive would mean that the Council would have to make arrangements to hold a referendum and make "substitute calculations" of a relevant basic amount of council tax which does not exceed the excessiveness principles. The substitute calculations would automatically take effect in the event that voters reject the Council's increase.
50. Under section 52ZB of the 1992 Act the proposed council relevant basic amount of council tax for 2018/19 is not excessive in accordance with the principles determined under section 52ZC of the Act.

#### **Council Tax Requirement 2018/19**

51. The Localism Act 2011 requires the Council to set a council tax requirement.
52. The Council's budget for 2018/19 totals £203.466m after budget savings (net of schools spending). The use of £1.337m earmarked reserves reduces this to £202.129m.
53. In calculating the Council's council tax requirement as required by the legislation, the Lamesley Parish precept must be added to the figure above.
54. The Parish of Lamesley has issued a budget precept for 2018/19 of £10,815, which is a 3% increase on the 2017/18 precept of £10,500. This increase was agreed at the Parish Council meeting on 8 January 2018.
55. In arriving at the Council's council tax requirement, general grants such as Settlement Funding Assessment (revenue support grant, retained business rates and top up grant), other grants in revenue spending power and public health must be deducted.
56. Any amount transferred from the collection fund to the general fund in relation to council tax must also be deducted. For 2018/19 this figure has been estimated to be £3.028m.

57. The Council Tax Requirement 2018/19, based on an increase of 4.99%, can now be summarised as follows: -

	£
<b>Net Budget 2018/19 Gateshead Council</b>	203,465,965
<b>Less - Use of Earmarked Reserves</b>	(1,337,000)
<b>Add - Lamesley Parish Precept</b>	10,815
<b>Budget Requirement 2018/19 (including Lamesley Parish Precept)</b>	202,139,780
<b>Less - Settlement Funding Assessment (SFA)*</b>	(75,578,438)
Public Health	(16,516,000)
Other Grants	(20,207,556)
<b>Balance to be raised locally</b>	89,837,786
<b>Transfer from Collection Fund (Council Tax)</b>	(3,028,984)
<b>Council Tax Requirement (including Lamesley Parish Precept)</b>	<b>86,808,802</b>

*\*Includes transfer from Collection Fund for retained business rates*

### Council Tax Resolution

58. The council tax for Gateshead is calculated by dividing the council tax requirement by the council tax base of 51,462.4 (agreed at Cabinet on 23 January 2018). This calculation gives a basic amount of council tax of £1,686.84. However, from this figure, the legislation requires the Parish element to be deducted (£0.21). This gives a Band D Council Tax for Gateshead of £1,686.63. Section 36 of the 1992 Act requires the council tax to be calculated by reference to Band D, although 90% of households in Gateshead are in Bands A to C.
59. The amount payable for dwellings in different valuation bands is calculated using the following proportions for each valuation banding: -

A	6/9
B	7/9
C	8/9
D	9/9
E	11/9
F	13/9
G	15/9
H	18/9

Thus, giving the following council tax amounts for the Gateshead area, (including a 2% precept to fund adult social care but excluding other precepts)

Valuation Band	Gateshead Council £
A	1,124.42
B	1,311.82
C	1,499.23
D	<b>1,686.63</b>
E	2,061.44
F	2,436.24
G	2,811.05
H	3,373.26

60. The council tax for the Parish area is calculated by dividing the Parish precept by the council tax base for the Parish area (agreed at the Cabinet meeting on 23 January 2018). This calculation gives a Band D precept of £8.92 for Lamesley Parish area in 2018/19 which is an increase of 8.4% from 2017/18.
61. These result in the following additional council tax amounts for the Lamesley Parish area (excluding Police and Crime Commissioner and Fire precepts):

Valuation Band	Lamesley Parish £
A	5.95
B	6.94
C	7.93
D	<b>8.92</b>
E	10.91
F	12.89
G	14.87
H	17.84

62. To these must be added the precepts of the Police and Crime Commissioner (PCC) for Northumbria and the Tyne and Wear Fire and Rescue Authority. The PCC have agreed to increase the Band D charge by the £12 permitted under the current referendum principles. The Tyne and Wear Fire and Rescue Authority precept was agreed at an increase of 2.99%. These are as follows: -

Valuation Band	Police and Crime Commissioner for Northumbria £	Tyne and Wear Fire and Rescue Authority £
A	73.55	53.29
B	85.81	62.18
C	98.07	71.06
D	<b>110.33</b>	<b>79.94</b>
E	134.85	97.71
F	159.37	115.47
G	183.88	133.23
H	220.66	159.88

These precepts result in a Band D council tax (excluding Lamesley Parish Precept) of £1,876.90 which has increased from £1,782.36 in 2017/18.

63. These result in the following total council tax amounts (including precepts).

Valuation Band	Lamesley Parish £	All other parts of the Council's area £
A	1,257.21	1,251.26
B	1,466.75	1,459.81
C	1,676.29	1,668.36
D	<b>1,885.82</b>	<b>1,876.90</b>
E	2,304.91	2,294.00
F	2,723.97	2,711.08
G	3,143.03	3,128.16
H	3,771.64	3,753.80

## **Adequacy of Reserves and Robustness of Budget Estimates**

64. The Council keeps a level of reserves to strengthen its financial position so that it has sufficient reserves and balances to protect against the risk of any uncertainties or unforeseen events without jeopardising key services and delivery outcomes. This is considered best practice and demonstrates sound financial planning. The Council's policy on reserves is outlined in the Medium Term Financial Strategy (MTFS).
65. The Local Government Act 2003 requires the Strategic Director, Corporate Resources to undertake an assessment of the robustness of budget estimates and the adequacy of reserves.
66. In assessing the robustness of the budget, the Strategic Director, Corporate Resources has considered the following issues:
  - The general financial standing of the Council
  - The adequacy of the budget monitoring and financial reporting arrangements
  - The adequacy of the Council's internal control system
  - The future budget pressures faced by the Council, as identified in the Council's MTFS
  - The impact of reduced income and funding
  - The proposed Capital Programme
  - The delivery of agreed budget savings
67. In addition to the above, the Strategic Director, Corporate Resources has undertaken a risk assessment of the underlying budget assumptions applied to income and expenditure estimates. This includes an assessment of the estimates for inflationary increases. Further details are shown at Appendix 4.
68. The Strategic Director, Corporate Resources has also considered the adequacy of reserves to cover any potential financial risks faced by the Council. The Council's general and earmarked reserves are maintained at a prudent level and are subject to continuous review. Appendix 5 to this report shows the opening balances as at 1 April 2017 and an estimate of reserves through to 31 March 2019 subject to the proposals in this report. The position on reserves will be further reviewed following revenue outturn in June 2018 and as part of the review of the MTFS. It is likely that reserves will need to be replenished over the MTFS period.
69. The Council maintains a general fund reserve which acts as a contingency and allows the Council to meet any unforeseen expenditure. This currently stands at £17.873m. This figure includes £5.473m LMS Schools reserves which are ring-fenced and £12.400m General Reserve which is above the minimum level of 3% net revenue budget agreed by Cabinet and Council in July 2017 as part of the MTFS.
70. Some reserves are agreed by Council to be set earmarked and held for specific strategic purposes. This may be to help achieve key priorities, for example the economic growth reserve to achieve growth and support the local economy, or held for specific purposes primarily to mitigate unforeseen events, risks or provide insurance. Other reserves are ring fenced and committed to be used for specific projects or activities, usually prescribed by Government, and cannot support the general Council budget such as school's reserves, developer contributions and the Public Health reserve.

71. Reserves can only be used once and are therefore not a sustainable source of financing without placing the Council's financial position at risk. This is an area of interest to external audit who will look at both how the Council has planned to use and actually uses its reserves. Due to the reduced funding from Government coupled with increasing demand, the Council will be required and is intending to, find a permanent solution to the funding gap, rather than a short-term solution by using reserves, a fundamental principle of the MTFS.
72. The Strategic Director, Corporate Resources confirms that, after taking account of these issues, the revenue estimates are considered robust and that the level of reserves is considered adequate to cover the financial risks faced by the Council in the medium term. This assessment is based on the requirement that spending will be reduced to meet the funding gap in the MTFS as any shortfall will put the Council's sustainable financial position at risk.

### **Workforce Management**

73. The Council has policies, procedures and guidance in place to manage changes in the workforce whether they come from budgetary pressures or other operational or organisational changes. These have been successfully applied in the past but the extent of the savings required to balance the budget has put pressure on all budgets, including staffing.
74. The proposals within the budget will result in significant organisational change in many services across the Council, and changes in the way the Council delivers services and works for and with, the community.
75. The Council remains a major employer and it will continue its existing good employment practices and further develop its commitment to its workforce, as set out in the Workforce Strategy and Plan 2015 to 2020 including: employee engagement, learning and development, and health and well-being. The Council will continue to work with employees and trade unions to protect priority services and ensure, as part of the Workforce Strategy, that employees have the skills they need to work efficiently and effectively. Through the application of the Council's commissioning framework, new ways in which to deliver best value for the community will be considered, including new business models and delivery vehicles.
76. The Council remains committed to seeking to avoid compulsory redundancies (CRs), and wherever possible it will continue to support employees who wish to volunteer for redundancy (VR). The Council has a successful track record of redeploying staff and it will continue to support employees at risk of redundancy to seek external job opportunities, become self-employed, or start a new business and generally to manage these major changes in life.
77. In light of the required savings the Council gave notice in February 2018 to the Department of Business Innovation and Skills (Form HR1) of the number of anticipated redundancies. In November 2017, it also issued Section 188 "notice of potential redundancy letters" to employees. Throughout the consultation period, the Council has worked with trade union representatives and employees to discuss possible ways forward that avoid or reduce the number of redundancies required, and in particular compulsory redundancies; actual numbers are therefore expected to be lower than the figures originally anticipated. The cost of redundancies will require a significant one-off cost in terms of redundancy payments and pension costs. The majority of redundancy costs will need to be met from revenue or reserves.
78. The proposed FTE reductions before mitigations is 57.3 FTE of which an estimated 4 FTE are considered potential compulsory redundancies.

## **Prudential and Treasury Indicators**

79. CIPFA's Prudential Code is a professional code of practice to support local authorities in taking decisions about capital investment. All local authorities are required to have regard to the Prudential Code under the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 made under Section 3 of the Local Government Act 2003 and the Code of Practice for Treasury Management in the Public Services. The Prudential Framework for Local Authority Capital Investment was introduced from 1 April 2004 and was refreshed in 2017 to include a greater focus on non-treasury investments and commercial activities the Council may undertake.

The key objectives of the Codes are: -

- To ensure that the capital investment plans of local authorities are affordable, prudent and sustainable;
- To ensure that treasury management decisions are taken in line with good professional practice and in full understanding of the risks involved and how these risks will be managed to levels that are acceptable to the Council;
- To ensure consistency with the organisational strategy and resources and ensure that decisions are being made with sufficient regard to the long term financial implications and potential risks to the Council. Effective financial planning, option appraisal, risk management and governance processes are essential in achieving a prudential approach to capital expenditure, investment and debt.

The Prudential Code and the Code of Practice for Treasury Management in the Public Services sets out a range of prudential and treasury indicators that need to be agreed by the Council.

In setting and revising prudential and treasury indicators, the Council is required to take account of the following issues: -

- affordability, including the impact on council tax;
  - prudence and sustainability;
  - value for money;
  - stewardship of assets and asset management planning;
  - service objectives;
  - practicality.
80. Appendix 6 to this report details the prudential indicators required under the Prudential Code and the Code of Practice for Treasury Management in the Public Services recommended for approval.

## **Minimum Revenue Provision (MRP)**

81. MRP is the amount that needs to be charged to revenue to reflect the repayment of debt. It is proposed that the Council continues to use the annuity method for charging MRP in respect of PFI contracts and the asset life method on self-financed expenditure. The Council's annual MRP statement for 2018/19 is attached at Appendix 7.



## Consultation

82. Section 65 of the 1992 Act requires the Council to consult with persons or bodies subject to non-domestic business rates in Gateshead about spending proposals. A meeting was held with the North-East Chamber of Commerce on 29 January 2018.
83. There has been public consultation on budget proposals for 2018/19 and the responses are included at Appendix 3 of this report.
84. Councillors have been consulted on the draft budget proposals through Corporate Advisory Groups, portfolio meetings and briefing sessions. The trade unions have also been fully consulted on all proposals within the report.

## Alternative Options

85. There are no alternative options. The Council is statutorily required to agree a lawful budget each year. To not identify savings in order to bridge the funding gap, would be to jeopardise this requirement and put the Council's financial sustainability at risk.

## Implications of Recommended Option

### 86. Resources

- a. **Financial Implications** – The Strategic Director, Corporate Resources confirms that these are set out in the report and appendices. Budget proposals outlined in the report have been prepared in the context of the financial position identified in the MTFS agreed by Cabinet on 18 July 2017 and the outcome of the consultation.
- b. **Human Resource Implications** – Implications for the Council's workforce are considered within the report.
- c. **Property Implications** – The Strategic Director, Corporate Services and Governance confirms the implications for the Council's asset portfolio will be set out in detail in future separate reports. The Council will continue to implement its Asset Management Strategy and seek to reduce the costs associated with buildings and property.

87. **Risk Management Implications** – Appendix 4 to this report is a financial risk assessment of the budget. This seeks to capture risks and identify mitigation where possible. Overall the financial context faced by the Council, as identified in the MTFS, poses significant risks to the Council's continued ability to provide essential services to the residents of Gateshead over the medium term. This risk is mitigated to an extent by effective financial management and planning that supports delivery of council priorities identified within the new strategic approach.

88. **Equality and Diversity Implications** – Appendix 3 provides an overview of the Equality Impact Assessments (EIA's) which are available on the Council's website.

89. **Crime and Disorder Implications** – The Council has a legal duty under Section 17 of the Crime and Disorder Act 1998 to carry out all its various functions with "due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area". Individual proposals have been assessed as to their impact on crime and disorder and no direct impacts have been identified.

90. **Health Implications** – Appendix 3 highlights health and wellbeing impact as well as a carers impact assessment.
91. **Sustainability Implications** – The proposals in this report will ensure a sustainable financial position for the Council.
92. **Human Rights Implications** – The implications of the Human Rights Act must be considered in any decision that involves a change of policy or function, or a Service change that arises from the choices. These will be identified, where necessary, in the EIAs which are available on the Council's website.
93. **Area and Ward Implications** – The proposals in this report cover the whole of Gateshead.

## REVENUE BUDGETS 2018/19

Budget 2017/18 £000	Group and Service (Net Budgets)	Budget Pre Savings 2018/19 £000	Proposed Savings 2018/19 £000	Proposed Budget 2018/19 £000
	<b><u>Care, Wellbeing and Learning</u></b>			
22,581	Social Work - Children & Families	24,242	(1,871)	22,371
5,690	Early Help & Education	6,170	(140)	6,030
7,541	Commissioning & Quality Assurance	7,961	(588)	7,373
1,422	Learning & Schools	1,511	(150)	1,361
61,060	Adult Social Care	64,320	(3,987)	60,333
16,952	Public Health	16,952	(848)	16,104
	<b><u>Communities and Environment</u></b>			
399	Housing General Fund	525	(33)	492
3,747	Development, Transport & Public Protection	4,013	(442)	3,571
(1,068)	Council Housing, Design & Technical Services	(786)	(214)	(1,000)
4,672	Commissioning & Neighbourhoods	5,177	(190)	4,987
13,168	Street Scene	13,808	(530)	13,278
993	Economic Development	1,036	(186)	850
	<b><u>Office of the Chief Executive</u></b>			
1,679	Policy, Performance & Communications	1,815	(180)	1,635
	<b><u>Corporate Services and Governance</u></b>			
678	Legal, Democratic & Property Services	734	(539)	195
4,065	Human Resources & Litigation	4,162	(475)	3,687
243	Corporate Commissioning & Procurement	251	(61)	190
	<b><u>Corporate Resources</u></b>			
1,639	Corporate Finance	1,779	(244)	1,535
3,361	Customer & Financial Services	3,649	(509)	3,140
0	Housing Benefits	0	0	0
3,317	IT Services	3,524	(495)	3,029
8,608	Trading & Commercialisation	9,448	(1,768)	7,680
1,378	Other Services	1,419	0	1,419
4,708	Contingencies	8,404	0	8,404
27,112	Capital Financing Costs	28,762	0	28,762
(2,773)	Investment & Trading Income	(2,986)	(200)	(3,186)
	<b><u>Levies</u></b>			
163	Environment Agency	166	0	166
11,291	Tyne & Wear ITA	11,037	0	11,037
23	Port of Tyne	23	0	23
<b>202,649</b>	<b>Total Net Budget</b>	<b>217,116</b>	<b>(13,650)</b>	<b>203,466</b>
	<b><u>Financed By</u></b>			
(82,813)	Settlement Funding Assessment (SFA)	(75,578)		(75,578)
(18,426)	Other Grants	(20,208)		(20,208)
(16,952)	Public Health	(16,516)		(16,516)
(81,820)	Council Tax (Excluding Parish Precept)	(86,798)		(86,798)
(2,638)	Collection Fund	(3,029)		(3,029)
	Earmarked Reserves	(1,337)		(1,337)
<b>(202,649)</b>	<b>Total Funding</b>	<b>(203,466)</b>	<b>0</b>	<b>(203,466)</b>

## SCHOOLS - ESTIMATES 2018/19

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Dedicated Schools Grant (Indicative)	140,583	(140,583)	0	145,208	(145,208)	0
Use of Schools Reserves	232	(232)	0	0	0	0
Less: Recoupment for Academies and commissioned Non-Maintained Special Schools	(39,668)	39,668	0	(47,680)	47,680	0
Total Retained in Council	101,147	(101,147)	0	97,528	(97,528)	0
Less: DSG funding allocated to High Needs, Early Years and other service areas	(25,925)	25,925	0	(25,405)	25,405	0
<b>Schools Budget (Maintained)</b>	<b>75,222</b>	<b>(75,222)</b>	<b>0</b>	<b>72,123</b>	<b>(72,123)</b>	<b>0</b>
Pupil Premium	9,748	(9,748)	0	9,014	(9,014)	0
Less: Academies Recoupment	(2,543)	2,543	0	(2,810)	2,810	0
<b>Pupil Premium (Maintained)</b>	<b>7,205</b>	<b>(7,205)</b>	<b>0</b>	<b>6,204</b>	<b>(6,204)</b>	<b>0</b>
<b>TOTAL SCHOOLS BUDGET 2018/19</b>						<b>0</b>

1. The Council will also receive an indicative £145m Dedicated Schools Grant (DSG), ring-fenced for the education of children. From this amount the Department for Education (DfE) will recoup the funding for academies in Gateshead and externally commissioned High Needs places, which is estimated to be £48m. Funding for schools and the providers of early years education is distributed on a formulaic basis in accordance with the Schools and Early Years Finance (England) Regulations. Funding for 2 year olds is estimated at £2.2m 2018/19 and will be confirmed in July 2018 based on actual take up.

2. In addition, the Pupil Premium for 2018/19 will be £1,320 for primary school children and £935 for secondary school children. This amount is paid per pupil entitled to a free school meal at any time in the last six years. Looked After Children receive Pupil Premium Plus at £2,300 per eligible child. Service Children Pupil Premium is £300 per eligible pupil. The estimated entitlement for schools in Gateshead is £9.0m, of which an estimated £2.8m will be recouped for academies.

Early Years Pupil Premium for eligible 3 and 4 year olds has been confirmed at £302 per pupil for a full financial year. This will be paid on a participation basis of £0.53 per hour and the DfE have provided an estimated allocation within the DSG of £0.145m.

**CARE, WELLBEING & LEARNING - ESTIMATES 2018/19**

**SOCIAL WORK - CHILDREN & FAMILIES**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Social Work - Children & Families	23,952	(1,371)	<b>22,581</b>	25,613	(1,371)	<b>24,242</b>
<b>Section 2 - Savings</b>						
<b><u>Managing Demand</u></b>						
Early intervention demand reduction model				(671)	0	(671)
<b><u>Cost Saving</u></b>						
Intensive family support to reduce the number of Looked After Children				(250)	0	(250)
Whole system re-engineering within Children's Services				(450)	0	(450)
<b><u>Income Generation</u></b>						
Development of a formal framework with NewcastleGateshead CCG				0	(500)	(500)
				<b>(1,371)</b>	<b>(500)</b>	<b>(1,871)</b>
<b>Total Social Work - Children &amp; Families 2018/19</b>				<b>24,242</b>	<b>(1,871)</b>	<b>22,371</b>

**CARE, WELLBEING & LEARNING - ESTIMATES 2018/19**

**EARLY HELP & EDUCATION**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Early Help & Education	26,253	(20,563)	<b>5,690</b>	26,427	(20,257)	<b>6,170</b>
<b>Section 2 - Savings</b>						
<b><u>Managing Demand</u></b>						
Service restructure				(100)	0	(100)
<b><u>Cost Saving</u></b>						
Review of Toy Library provision				(22)	0	(22)
Business Support review				(18)	0	(18)
				<b>(140)</b>	<b>0</b>	<b>(140)</b>
<b>Total Early Help &amp; Education 2018/19</b>				<b>26,287</b>	<b>(20,257)</b>	<b>6,030</b>

**CARE, WELLBEING & LEARNING - ESTIMATES 2018/19**

**COMMISSIONING & QUALITY ASSURANCE**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Commissioning & Quality Assurance	7,910	(369)	<b>7,541</b>	8,330	(369)	<b>7,961</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Review of supported housing				(400)	0	(400)
Review of prevention services				(50)	0	(50)
Removal of a policy officer post				(43)	0	(43)
Change Programme				(58)	0	(58)
<b><u>Income Generation</u></b>						
Joint Commissioning Unit				0	(37)	(37)
				<b>(551)</b>	<b>(37)</b>	<b>(588)</b>
<b>Total Commissioning &amp; Quality Assurance 2018/19</b>				<b>7,779</b>	<b>(406)</b>	<b>7,373</b>

**CARE, WELLBEING & LEARNING - ESTIMATES 2018/19**

**LEARNING & SCHOOLS**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Learning & Schools	26,137	(24,715)	<b>1,422</b>	25,798	(24,287)	<b>1,511</b>
<b>Section 2 - Savings</b>						
<b><u>Income Generation</u></b>						
Increased trading				0	(150)	(150)
				<b>0</b>	<b>(150)</b>	<b>(150)</b>
<b>Total Learning &amp; Schools 2018/19</b>				<b>25,798</b>	<b>(24,437)</b>	<b>1,361</b>



**CARE, WELLBEING & LEARNING - ESTIMATES 2018/19**

**ADULT SOCIAL CARE**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Adult Social Care	88,348	(27,288)	<b>61,060</b>	91,608	(27,288)	<b>64,320</b>
<b>Section 2 - Savings</b>						
<b><u>Managing Demand</u></b>						
Reduction in Adult Social Care demand				(1,850)	0	(1,850)
Deprivation of liberty safeguard referrals				(150)	0	(150)
Develop specialist dementia Extra Care services				(50)	0	(50)
Review of low level domiciliary care packages				(250)	0	(250)
<b><u>Cost Saving</u></b>						
Recommission Extra Care to independent sector				(150)	0	(150)
Directly provided domiciliary care and management structures				(540)	0	(540)
Integration of Community Links into core delivery				(104)	0	(104)
Reduction in staffing budgets for directly provided Independent Supported Living				(120)	0	(120)
Review of multiple carer domiciliary care packages				(275)	0	(275)
<b><u>Income Generation</u></b>						
Trading and income generation				0	(498)	(498)
				<b>(3,489)</b>	<b>(498)</b>	<b>(3,987)</b>
<b>Total Adult Social Care 2018/19</b>				<b>88,119</b>	<b>(27,786)</b>	<b>60,333</b>

**CARE, WELLBEING & LEARNING - ESTIMATES 2018/19**

**PUBLIC HEALTH**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Public Health	16,967	(15)	<b>16,952</b>	16,967	(15)	<b>16,952</b>
<b>Section 2 - Savings</b>						
<b><u>Managing Demand</u></b>						
NHS Health Checks				(88)	0	(88)
<b><u>Cost Saving</u></b>						
Making Every Contact Count				(500)	0	(500)
Sexual Health				(130)	0	(130)
Substance Misuse				(50)	0	(50)
Substance Misuse: Carers				(80)	0	(80)
				<b>(848)</b>	<b>0</b>	<b>(848)</b>
<b>Total Public Health 2018/19</b>				<b>16,119</b>	<b>(15)</b>	<b>16,104</b>
<b>Public Health expenditure in other service areas</b>						<b>412</b>
<b>Public Health ringfenced budget 2018/19</b>						<b>16,516</b>

**COMMUNITIES & ENVIRONMENT - ESTIMATES 2018/19**

**HOUSING GENERAL FUND**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Housing General Fund	1,596	(1,197)	<b>399</b>	1,636	(1,111)	<b>525</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Expenditure Efficiencies				(33)	0	(33)
				<b>(33)</b>	<b>0</b>	<b>(33)</b>
<b>Total Housing General Fund 2018/19</b>				<b>1,603</b>	<b>(1,111)</b>	<b>492</b>

**COMMUNITIES & ENVIRONMENT - ESTIMATES 2018/19**

**DEVELOPMENT, TRANSPORT & PUBLIC PROTECTION**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Development, Transport & Public Protection	8,993	(5,246)	<b>3,747</b>	9,161	(5,148)	<b>4,013</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Service restructure				(132)	0	(132)
Reduction of Northumbria Safer Roads Initiative contribution				(60)	0	(60)
<b><u>Income Generation</u></b>						
Increased income generation				0	(250)	(250)
				<b>(192)</b>	<b>(250)</b>	<b>(442)</b>
<b>Total Development, Transport &amp; Public Protection 2018/19</b>				<b>8,969</b>	<b>(5,398)</b>	<b>3,571</b>

**COMMUNITIES & ENVIRONMENT - ESTIMATES 2018/19**

**COUNCIL HOUSING, DESIGN & TECHNICAL SERVICES**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Council Housing, Design & Technical Services	129	(1,197)	<b>(1,068)</b>	464	(1,250)	<b>(786)</b>
<b>Section 2 - Savings</b>						
<b><u>Income Generation</u></b>						
Additional income contributions from Housing Revenue Account, District Energy Scheme & Scape				0	(214)	(214)
				<b>0</b>	<b>(214)</b>	<b>(214)</b>
<b>Total Council Housing, Design &amp; Technical Services 2018/19</b>				<b>464</b>	<b>(1,464)</b>	<b>(1,000)</b>

**COMMUNITIES & ENVIRONMENT - ESTIMATES 2018/19**

**COMMISSIONING & NEIGHBOURHOODS**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Commissioning & Neighbourhoods	6,766	(2,094)	<b>4,672</b>	7,238	(2,061)	<b>5,177</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Staffing efficiencies				(90)	0	(90)
Reduction of Gateshead Fund contribution				(100)	0	(100)
				<b>(190)</b>	<b>0</b>	<b>(190)</b>
<b>Total Commissioning &amp; Neighbourhoods 2018/19</b>				<b>7,048</b>	<b>(2,061)</b>	<b>4,987</b>

**COMMUNITIES & ENVIRONMENT - ESTIMATES 2018/19**

**STREET SCENE**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Street Scene	19,054	(5,886)	<b>13,168</b>	19,694	(5,886)	<b>13,808</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Staffing efficiencies				(100)	0	(100)
Weekend working practices				(37)	0	(37)
Household Waste Recycling Centres				(25)	0	(25)
Public conveniences				(60)	0	(60)
Transport Services				(25)	0	(25)
<b><u>Income Generation</u></b>						
Increased income from fees and charges				0	(203)	(203)
Highways design income				0	(80)	(80)
				<b>(247)</b>	<b>(283)</b>	<b>(530)</b>
<b>Total Street Scene 2018/19</b>				<b>19,447</b>	<b>(6,169)</b>	<b>13,278</b>

**COMMUNITIES & ENVIRONMENT - ESTIMATES 2018/19**

**ECONOMIC DEVELOPMENT**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Economic Development	3,549	(2,556)	<b>993</b>	3,369	(2,333)	<b>1,036</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Reduction in senior management and consolidation of teams, reduction in staff training budgets				(69)	0	(69)
<b><u>Income Generation</u></b>						
Increased rental income				0	(117)	(117)
				<b>(69)</b>	<b>(117)</b>	<b>(186)</b>
<b>Total Economic Development 2018/19</b>				<b>3,300</b>	<b>(2,450)</b>	<b>850</b>



OFFICE OF THE CHIEF EXECUTIVE - ESTIMATES 2018/19

POLICY, PERFORMANCE & COMMUNICATIONS

Section 1 - Net Cost of Current Levels of Service						
	2017/18			2018/19		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Policy, Performance & Communications	1,683	(4)	<b>1,679</b>	1,819	(4)	<b>1,815</b>
<b>Section 2 - Savings</b>						
<b>Cost Saving</b>						
Review of service and reduction in supplies & services budgets				(180)	0	(180)
				<b>(180)</b>	<b>0</b>	<b>(180)</b>
<b>Total Policy, Performance &amp; Communications 2018/19</b>				<b>1,639</b>	<b>(4)</b>	<b>1,635</b>

**CORPORATE SERVICES & GOVERNANCE - ESTIMATES 2018/19**

**LEGAL, DEMOCRATIC & PROPERTY SERVICES**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Legal, Democratic & Property Services	4,811	(4,133)	<b>678</b>	4,867	(4,133)	<b>734</b>
<b>Section 2 - Savings</b>						
<u><b>Cost Saving</b></u>						
Staff efficiencies & member's pension legislation changes				(170)	0	(170)
<u><b>Income Generation</b></u>						
Property income				0	(369)	(369)
				<b>(170)</b>	<b>(369)</b>	<b>(539)</b>
<b>Total Legal, Democratic &amp; Property Services 2018/19</b>				<b>4,697</b>	<b>(4,502)</b>	<b>195</b>

**CORPORATE SERVICES & GOVERNANCE - ESTIMATES 2018/19**

**HUMAN RESOURCES & LITIGATION**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Human Resources & Litigation	4,863	(798)	<b>4,065</b>	4,960	(798)	<b>4,162</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Staffing and service budget efficiencies				(241)	0	(241)
Change Programme				(199)	0	(199)
<b><u>Income Generation</u></b>						
Health and Safety traded income generation.					(35)	(35)
				<b>(440)</b>	<b>(35)</b>	<b>(475)</b>
<b>Total Human Resources &amp; Litigation 2018/19</b>				<b>4,520</b>	<b>(833)</b>	<b>3,687</b>

**CORPORATE SERVICES & GOVERNANCE - ESTIMATES 2018/19**

**CORPORATE COMMISSIONING & PROCUREMENT**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Corporate Commissioning & Procurement	751	(508)	<b>243</b>	760	(509)	<b>251</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Staffing efficiencies				(61)	0	(61)
				<b>(61)</b>	<b>0</b>	<b>(61)</b>
<b>Total Corporate Commissioning &amp; Procurement 2018/19</b>				<b>699</b>	<b>(509)</b>	<b>190</b>

**CORPORATE RESOURCES - ESTIMATES 2018/19**

**CORPORATE FINANCE**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Corporate Finance	2,958	(1,319)	<b>1,639</b>	2,960	(1,181)	<b>1,779</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Consolidating working practices and service review				(115)	0	(115)
Change Programme				(54)	0	(54)
<b><u>Income Generation</u></b>						
Increased SLA income				0	(75)	(75)
				<b>(169)</b>	<b>(75)</b>	<b>(244)</b>
<b>Total Corporate Finance 2018/19</b>				<b>2,791</b>	<b>(1,256)</b>	<b>1,535</b>

**CORPORATE RESOURCES - ESTIMATES 2018/19**

**CUSTOMER & FINANCIAL SERVICES**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Customer & Financial Services	6,976	(3,615)	<b>3,361</b>	7,002	(3,353)	<b>3,649</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Systems development & organisational review				(453)	0	(453)
<b><u>Income Generation</u></b>						
Increased traded income generation				0	(56)	(56)
				<b>(453)</b>	<b>(56)</b>	<b>(509)</b>
<b>Total Customer &amp; Financial Services 2018/19</b>				<b>6,549</b>	<b>(3,409)</b>	<b>3,140</b>

**CORPORATE RESOURCES - ESTIMATES 2018/19**

**HOUSING BENEFITS**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Housing Benefits	80,665	(80,665)	<b>0</b>	80,665	(80,665)	<b>0</b>
<b>Total Housing Benefits 2018/19</b>						
				<b>80,665</b>	<b>(80,665)</b>	<b>0</b>

**CORPORATE RESOURCES - ESTIMATES 2018/19**

**IT SERVICES**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
IT Services	5,894	(2,577)	<b>3,317</b>	6,072	(2,548)	<b>3,524</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Restructure of staffing resources, supplies & services, recommissioning/decommissioning of contracts				(483)	0	(483)
<b><u>Income Generation</u></b>						
Increased income generation				0	(12)	(12)
				<b>(483)</b>	<b>(12)</b>	<b>(495)</b>
<b>Total IT Services 2018/19</b>				<b>5,589</b>	<b>(2,560)</b>	<b>3,029</b>



**CORPORATE RESOURCES - ESTIMATES 2018/19**

**TRADING & COMMERCIALISATION SERVICE**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Trading & Commercialisation Service	26,201	(17,593)	<b>8,608</b>	27,312	(17,864)	<b>9,448</b>
<b>Section 2 - Savings</b>						
<b><u>Cost Saving</u></b>						
Reduction in Culture Programme & contributions to Shipley, TWAM, BALTIC, Sage & NGI				(150)	0	(150)
Review of Facilities Management structure & East Gateshead Business Watch				(152)	0	(152)
Review use of public estate				(90)	0	(90)
<b><u>Income Generation</u></b>						
Increased Income generation through cultural events				0	(76)	(76)
Development of trading performance in Catering & Facilities Management				0	(370)	(370)
Increased Leisure income based on facility business plans				0	(700)	(700)
Increased income from use/sponsorship of public assets				0	(230)	(230)
				<b>(392)</b>	<b>(1,376)</b>	<b>(1,768)</b>
<b>Total Trading &amp; Commercialisation Service 2018/19</b>				<b>26,920</b>	<b>(19,240)</b>	<b>7,680</b>

**CORPORATE RESOURCES - ESTIMATES 2018/19**

**OTHER SERVICES**

<b>Section 1 - Net Cost of Current Levels of Service</b>						
	<b>2017/18</b>			<b>2018/19</b>		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Capital Financing	27,112	0	<b>27,112</b>	28,762	0	<b>28,762</b>
Trading & Investment Income	0	(2,773)	<b>(2,773)</b>	0	(2,986)	<b>(2,986)</b>
Contingencies	4,708	0	<b>4,708</b>	8,404	0	<b>8,404</b>
Other Services	1,461	(83)	<b>1,378</b>	1,502	(83)	<b>1,419</b>
<b>Total</b>	<b>33,281</b>	<b>(2,856)</b>	<b>30,425</b>	<b>38,668</b>	<b>(3,069)</b>	<b>35,599</b>
<b>Section 2 - Savings</b>						
<b><u>Income Generation</u></b>						
Corporate trading & investment Income				0	(200)	(200)
				<b>0</b>	<b>(200)</b>	<b>(200)</b>
<b>Total Other Services 2018/19</b>				<b>38,668</b>	<b>(3,269)</b>	<b>35,399</b>

SUMMARY OF BUDGET SAVING PROPOSALS BY THEME		AMOUNT £000s
Managing Demand Budget Saving Proposals		(3,159)
Income Generation Budget Saving Proposals		(4,172)
Cost Saving Budget Saving Proposals		(6,319)
<b>TOTAL Budget Saving Proposals</b>		<b>(13,650)</b>

<b>Managing Demand</b>	<b>(3,159)</b>
<b>Adult Social Care</b>	<b>(2,300)</b>
Reduction in Adult Social Care demand	(1,850)
Deprivation of liberty safeguard referrals	(150)
Develop specialist dementia Extra Care services	(50)
Review of low level domiciliary care packages	(250)
<b>Early Help &amp; Education</b>	<b>(100)</b>
Service restructure	(100)
<b>Public Health</b>	<b>(88)</b>
NHS Health Checks	(88)
<b>Social Work - Children &amp; Families</b>	<b>(671)</b>
Early intervention demand reduction model	(671)
<b>Cost Saving</b>	<b>(6,319)</b>
<b>Adult Social Care</b>	<b>(1,189)</b>
Recommission Extra Care to independent sector	(150)
Integration of Community Links into core delivery	(104)
Reduction in staffing budgets for directly provided Independent Supported Living	(120)
Review of multiple carer domiciliary care packages	(275)
Directly provided domiciliary care and management structures	(540)
<b>Commissioning &amp; Neighbourhoods</b>	<b>(190)</b>
Staffing efficiencies	(90)
Reduction of Gateshead Fund contribution	(100)
<b>Commissioning &amp; Quality Assurance</b>	<b>(551)</b>
Review of supported housing	(400)
Review of prevention services	(50)
Removal of a policy officer post	(43)
Change Programme	(58)
<b>Corporate Commissioning &amp; Procurement</b>	<b>(61)</b>
Staffing efficiencies	(61)
<b>Corporate Finance</b>	<b>(169)</b>
Consolidating working practices and service review	(115)
Change Programme	(54)
<b>Customer &amp; Financial Services</b>	<b>(453)</b>
Systems development & organisational review	(453)
<b>Development, Transport &amp; Public Protection</b>	<b>(192)</b>
Service restructure	(132)
Reduction of Northumbria Safer Roads Initiative contribution	(60)
<b>Early Help &amp; Education</b>	<b>(40)</b>
Review of Toy Library provision	(22)
Business Support review	(18)
<b>Economic Development</b>	<b>(69)</b>
Reduction in senior management and consolidation of teams, reduction in staff training budgets	(69)
<b>Housing General Fund</b>	<b>(33)</b>
Expenditure Efficiencies	(33)
<b>Human Resources &amp; Litigation</b>	<b>(440)</b>
Staffing and service budget efficiencies	(241)
Change Programme	(199)
<b>IT Services</b>	<b>(483)</b>
Restructure of staffing resources, supplies & services, recommissioning/decommissioning of contracts	(483)
<b>Legal, Democratic &amp; Property Services</b>	<b>(170)</b>
Staff efficiencies & member's pension legislation changes	(170)
<b>Policy, Performance &amp; Communications</b>	<b>(180)</b>
Review of service and reduction in supplies & services budgets	(180)
<b>Public Health</b>	<b>(760)</b>
Making Every Contact Count	(500)
Sexual Health	(130)
Substance Misuse	(50)
Substance Misuse: Carers	(80)
<b>Social Work - Children &amp; Families</b>	<b>(700)</b>
Whole system re-engineering within Children's Services	(450)
Intensive family support to reduce the number of Looked After Children	(250)
<b>Street Scene</b>	<b>(247)</b>
Staffing efficiencies	(100)
Weekend working practices	(37)
Household Waste Recycling Centres	(25)
Public conveniences	(60)
Transport Services	(25)
<b>Trading &amp; Commercialisation Service</b>	<b>(392)</b>
Review of Facilities Management structure & East Gateshead Business Watch	(152)
Review use of public estate	(90)
Reduction in Culture Programme & contributions to Shipley, TWAM, BALTIC, Sage & NGI	(150)

<b>Income Generation</b>	<b>(4,172)</b>
<b>Adult Social Care</b>	<b>(498)</b>
Trading and income generation	(498)
<b>Commissioning &amp; Quality Assurance</b>	<b>(37)</b>
Joint Commissioning Unit	(37)
<b>Corporate Finance</b>	<b>(75)</b>
Increased SLA income	(75)
<b>Council Housing, Design &amp; Technical Services</b>	<b>(214)</b>
Additional income contributions from Housing Revenue Account, District Energy Scheme & Scape	(214)
<b>Customer &amp; Financial Services</b>	<b>(56)</b>
Increased traded income generation	(56)
<b>Development, Transport &amp; Public Protection</b>	<b>(250)</b>
Increased income generation	(250)
<b>Economic Development</b>	<b>(117)</b>
Increased rental income	(117)
<b>Human Resources &amp; Litigation</b>	<b>(35)</b>
Health and Safety traded income generation.	(35)
<b>IT Services</b>	<b>(12)</b>
Increased income generation	(12)
<b>Learning &amp; Schools</b>	<b>(150)</b>
Increased trading	(150)
<b>Legal, Democratic &amp; Property Services</b>	<b>(369)</b>
Property income	(369)
<b>Social Work - Children &amp; Families</b>	<b>(500)</b>
Development of a formal framework with NewcastleGateshead CCG	(500)
<b>Street Scene</b>	<b>(283)</b>
Highways design income	(80)
Increased income from fees and charges	(203)
<b>Trading &amp; Commercialisation Service</b>	<b>(1,376)</b>
Increased Income generation through cultural events	(76)
Development of trading performance in Catering & Facilities Management	(370)
Increased Leisure income based on facility business plans	(700)
Increased income from use/sponsorship of public assets	(230)
<b>Trading &amp; Investment Income</b>	<b>(200)</b>
Corporate trading & investment Income	(200)
<b>Total</b>	<b>(13,650)</b>

## Feedback in relation to Gateshead Council's Budget Consultation 2018/19

### Introduction

1. Following on from previous years, the Council has sought views on its budget setting priorities for 2018/19.
2. With an estimated funding gap of £20.6m identified for 2018/19, the Council developed its draft budget proposals based on a combination of efficiencies, cost reductions and income generation. Proposals were also identified where the Council would like to work differently with partners and others to achieve the right outcomes for those people and families who require more support than others.
3. There were 56 draft budget proposals presented for consultation at the Cabinet meeting on 21 November 2017, with a closing date of 12 January 2018.

### Method

4. As in previous years, the use of video and animation films were used to provide context to the financial position the Council continues to face in order to balance its budget. To complement this work, a budget quiz was also devised to help inform residents of these challenges.
5. The full budget consultation document was available via the Council's website, with feedback enabled via the Council's consultation portal. Paper copies of the budget consultation form were also available on request and placed council buildings such as libraries and leisure centres. Alternative formats were also available on request.
6. Promotion of the consultation was carried out using social media, Gateshead TV screens and Gateshead Now and was also publicised through local press and media and through Council News.
7. A series of Corporate Advisory Groups were held for councillors to consider and comment on the context, approach and the draft budget proposals. A summary of their views is shown below:
8. Discussions have been held with key stakeholders including trade unions, partner, community and voluntary organisations, as well as the North-East England Chamber of Commerce.

### Overview of feedback

9. As in previous years, there has been acknowledgement of the financial challenges facing the Council and recognition that it is becoming more and more difficult to sustain the current levels of service provision without the need for change. There is concern of the potential impact on carers and the ability of the voluntary and community sector, as well as NHS services, to deliver their already stretched services, however there is a willingness to work positively together to achieve the best outcomes for local people.

## **Councillors**

10. A summary of the main points raised from the Corporate Advisory Groups is provided below:
- Acknowledgment that implementing the budget proposals may present some challenges
  - Noted that Central Government policy continues to influence how the Council is financed and supported
  - Noted that the early intervention model is designed to reduce long term costs
  - Noted that the heavy reliance on residential care cannot be sustained and that additional ways to support people in their own homes needed to be identified.
  - Acknowledged that new business premises provide increased business rates of the Council and provide increased prosperity as businesses move into Gateshead.

## **Public Consultation**

11. The following data has been gathered following the Council's use of its website, social media and emails:
- Council budget webpage:
  - Gateshead Now email – two editions sent to 31,000 recipients with a total of 640 clicks.
  - Budget video viewed on Youtube 353 times.
  - Leader's video viewed on Youtube 238 times.
  - Twitter posts received 5,840 impressions, 191 engagements and 25 retweets.
  - Facebook posts achieved a reach 15,954, reactions, comments and shares 232 and 1,139 post clicks. Budget video viewed 5,800 times on Facebook.
12. 269 people accessed the budget quiz with over 77% indicating they were better informed of the financial challenges facing the Council.
13. There were 125 respondents to the question regarding Council Tax. The Council could increase Council Tax to help continue providing much needed services. For example, an increase of just 1.99% would mean someone living in a band A property would pay an extra £21.31 per year, and someone in a band D would pay an extra £31.97 per year. 75 (60%) said Yes, they would accept an increase, 50 (40%) said No, the Council Tax should not increase.
14. There were 128 comments received via the consultation portal. A small number of letters and emails relating to specific proposals have also been received from members of the public which were forwarded to the appropriate lead officer for their consideration.

15. The response rate of 10 and above attributed to an individual budget proposal has been included in this report, as identified below:
- 32 comments against reducing funding to TWAM, Baltic, Sage and NGI (28 comments specifically related to the Shipley Art Gallery)
  - 27 comments against the Community Links proposal
  - 16 comments against financial reductions in health prevention activity (linked to the Making Every Contact Count proposal and work previously undertaken by Labriut Healthy Living Centre)
  - 14 comments against budget reduction of the Gateshead Fund
16. The Council also received written representation from Dean Taxis, Gateshead Health NHS Foundation Trust, NewcastleGateshead Clinical Commissioning Group, Healthwatch Gateshead and Newcastle Council for Voluntary Service. A summary of their comments is provided below:

**Newcastle Council for Voluntary Service** promoted the Council's budget consultation through their own networks and hosted a meeting of voluntary sector organisations with Council officers on 27 November 2017. They also provided a written response to the budget consultation and had discussions with Chief Officers regarding the social care and community resource proposals. They felt there was insufficient information available to provide comments on several proposals but did highlight that decisions should be based on the needs of the person, rather than budgets. They also felt it was important to consider impact on carers, as well as providers, when reviewing services. The VCS expressed their disappointment at the proposal to reduce the Gateshead Fund budget.

**Newcastle Gateshead Clinical Commissioning Group** provided specific feedback regarding having a clear framework in place relating to continuing healthcare contributions for children and young people. Their view was that funding areas the CCG has with the Council should be viewed in entirety.

They welcomed the proposal relating to Making Every Contact Count. They felt that both the Council and CCG needed to be assured that carer support services would continue as part of the alternative provision.

The CCG requested clarification on the proposal relating to Income Generation Adult Social Care.

**Healthwatch Gateshead** welcomed the proposals relating to managing demand however there were a number of areas where further clarification was sought, including health checks and reviews of care packages and the impact on carers. They were also supportive of efficiency proposals relating to children's social care and Making Every Contact Count. However they did note that in undertaking reviews and recommissioning of services, the Council should be mindful of whether there is a market which has been developed and quality assessed to offer a choice to service users who have to transfer to alternative providers. They suggested the Community Links service could be expanded to help mitigate potential withdrawal of care packages as outlined in other proposals. They also felt it was difficult to see how increased capacity will be achieved particularly for the 16 to 25 age group, if the proposed saving from the review of supported housing was approved.

Healthwatch Gateshead was also concerned about the potential reduction in the Gateshead Fund, citing that the Council will rely on the voluntary and community sector to provide community based services to help it achieve savings contained in other proposals.

**Dean Taxis** provided a response to the proposed increase in hackney carriage and private hire vehicle testing fees. They contested it would be an inappropriate consideration, taking into account legislative provisions.

**Gateshead Health NHS Foundation Trust** felt they needed to understand how the impact on other agencies of the proposed actions will be assessed and measured. They also indicated their concern regarding the proposals for children's services. The Trust would expect to be involved in the development of new models of care/provision. They were supportive of the principles of promoting independence.

### ***Other public consultation***

17. Over the past twelve months there have been a number of consultations undertaken by the Council that have helped to inform council policy, including:
- Supported Housing for Complex Needs
  - Strategic Review of Carers Services in Gateshead
  - Charging and Financial Assessment for Adult Care and Support Services
  - Additionally Resourced Mainstream School Provision
  - Adult Social Care – Assisted Travel Policy
  - Home to School Travel for those aged 16+
  - Home to School Travel for those aged under 16
  - Gateshead Funeral and Bereavement Services
  - Special Educational Needs and Disabilities Strategy
  - Safer Gateshead Survey
  - Engagement event for Unpaid Carers



## Equality Impact Assessment

The Public Sector Equality Duty requires public bodies to have due regard to the need to: eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010; advance equality of opportunity between people from different groups; and foster good relations between people from different groups.

The Council's budget planning framework is supported by the development of Equality Impact Assessments (EIAs) relating to the individual budget proposals. The EIAs identify any disproportionate impact in relation to the protected characteristics as described within the Equality Act 2010. The assessments also identify mitigation where applicable.

EIAs help the Council to arrive at informed decisions and to make the best judgements about how to target resources.

Several budget proposals were considered as having a positive or neutral impact. However, there were a few proposals where disproportionate impact was highlighted along with potential mitigation:

### Age

The **Supported Housing Supporting People** proposal was first consulted on as part of the Council's budget for 2017/18. There are 18 supported housing schemes which collectively have 140 beds available per night with over 400 different people accessing these services per annum. Services are generally for working age adults with limited numbers aged over 65 accessing these services. The main impact of this proposal will be for the age group 16 to 25.

Services have been remodelled to ensure that the most vulnerable young people receive support or are signposted to other services which can offer the support required. A review of the changes will take place 3 months after implementation to monitor impact.

The proposal to **review of the Toy Library** identified potential negative impact for families (primarily female carers) with young children. Options to continue the service are being considered, including relocating from Chowdene Children's Centre to Deckham Children's Centre where better economies of scale could be achieved. There are also plans to take the Toy Library out into the community so that more families can access this service.

The Council, in partnership with Newcastle Gateshead Clinical Commissioning Group, has undertaken a **review of Carers Services** in Gateshead to jointly commission a new all age service for Carers. Future service delivery will focus on ensuring Carers get the right help in the right place at the right time of need. It is the intention that the new contract will also include support for **Substance Misuse Carers Services**.

### Disability

The proposal to **review domiciliary care packages** has previously been consulted on. At the time of completing the equality impact assessment, there were 642 people in Gateshead receiving weekly domiciliary care support of 8 hours a week or less. In addition, there were 222 people receiving less than 5 hours of support each week. The aim of the review is to look at low level domiciliary care packages to establish if such support can be reduced or provided in a different way, for example by using telecare or befriending support.

The proposal to **integrate Community Links activity into core delivery** within the wider Adult Social Care provider service and council structures raised some concerns from the service users and volunteers who thought Community Links was to cease which would have had a negative impact. However, a letter has been sent to clarify that the Council is looking at different ways of providing this service and offered reassurance that the service would not be stopped.

### **Pregnancy and Maternity**

The proposal relating to the **review of the Toy Library** also identified potential negative impact for breastfeeding mothers. Based on 73 completed evaluations for the hiring of breast pumps from the Toy Library, 84% said that the hiring of the breast pump supported their breastfeeding journey. Options to continue the service are being considered, including relocating from Chowdene Children's Centre to Deckham Children's Centre where better economies of scale could be achieved. There are also plans to take the Toy Library out into the community so that more families can access this service.

Equality Impact Assessments are available for the budget proposals, via the Council's website [here](#).

### **Voluntary and Community Sector Impact Assessment**

Despite the financial challenges over recent years, the Council has maintained its recognition that a thriving and vibrant Voluntary and Community Sector (VCS) is vital to ensuring that residents enjoy a higher quality of life with opportunities to improve their own health and wellbeing, their families, neighbours and the wellbeing of the communities they live in.

It has maintained this through:

- The community development and engagement work provided by the Neighbourhood Management and Volunteering team including supporting ward councillors in their role as community champions and helping increase the level of external funding for voluntary and community organisations
- Supporting the growth and development of voluntary and community organisations through the Gateshead Fund (32 organisations to date in 2017/18 have been supported through the main Fund with funding totalling £244,345 and 60 groups have received a total of £34,363 through the Local Community Fund)
- Assisting access to specialist advice, advocacy and representation through its agreement with Newcastle Council for Voluntary Service; and
- Through the commissioning of independent and voluntary sector organisations to provide a range of support services to local people.

The feedback received from the VCS to the budget proposals has highlighted several issues from their perspective, including:

- the potential cumulative impact of the budget proposals on vulnerable residents and communities;
- the increasing pressure placed on them in terms of Central Government policy eg impact of Welfare Reform and changes in benefits, increase in the National Living Wage and pension auto-enrolment;
- increased demand from service users for their services;
- changes in contracts with VCS organisations; and
- the viability of some organisations.

The Council commissioned the Community Foundation Tyne & Wear and Northumberland to explore the potential to grow and develop the Gateshead Fund through partnerships across the public and private sector, as well as through philanthropy. The Council will be using the findings to help explore different opportunities to support and develop the VCS in the Borough.

During 2018 the Council will deliver a one-off £500,000 investment programme for the sector, looking to support organisations exploring and developing innovation and growth, helping to create new ways of working in communities. This will help the Council's aim to champion a stronger marketplace for services and explore new ways to see early help delivered within vulnerable communities. Liaison with the sector will commence soon.

In 2018 the Council will be procuring a new VCS infrastructure support service to ensure that voluntary organisations continue to have access to a representation and independent advocacy function.

**Director of Public Health Statement of Assessment of Impact on Health and Wellbeing of Gateshead Council's Budget Proposals (2018/19)****Purpose of report**

The Council is required to close a financial gap of around £21m for 2018/19, and proposals towards achieving this have been subject to public consultation. The report to Cabinet on 21 November 2017 recognised that these proposals could impact on the Council's ability to improve the health and wellbeing of Gateshead's residents. It also committed the Council to assessing this impact in order to inform the Budget and Council Tax Level 2018/19.

This paper:

- Provides an overview of the health impact of the Council's budget proposals;
- Highlights areas where there are specific risks to health and wellbeing, and outlines, where relevant, proposed mitigating actions;
- Comments on the overall impact of the proposals on the delivery of the Council's New Strategic Approach, and sets out key areas relevant for mitigation.

**Background**

Although progress that has been made in recent years in such areas as reducing smoking prevalence and tackling cardiovascular disease, the health of the people of Gateshead continues to be poor in comparison to most other areas of England on many measures across the life course – smoking prevalence, obesity, breastfeeding initiation, hospital admissions for alcohol-related conditions, life expectancy at birth and mortality rates for cardiovascular disease and cancer etc. Significant variances in life expectancy and health outcomes also continue to exist between communities within Gateshead itself. The most recent annual report of the Director of Public Health (DPH), 'It never rains but it pours' and our Joint Strategic Needs Assessment highlights these health inequalities whereby two babies born in Gateshead could have as much as a 10 year difference in life expectancy due entirely to the circumstances into which they are born. Those same babies could have as much as a 15 year difference in life expectancy when compared to the most affluent area in Britain.

Our health is the result of very many factors – our age and genetic inheritance are key determinants, along with the opportunities we have and the choices we make. These choices and opportunities are greatly influenced by where we live, our family and social environment, our education, our income, and the services we can access, including but not limited to the NHS. Many of the Council's activities impact on health and wellbeing, some more directly than others, by shaping the environment (for example through housing or economic development), or by providing or commissioning services (for example for those communities with the greatest level of need).

The NECA Commission's report 'Health and Wealth' highlighted how the health and wellbeing gap translates to continuing, significant pressures on our health and care system – pressures that will increase further in the future due to such factors as a growing elderly population, many of whom with multiple and complex long term needs, the financial challenges facing our local health and care economy and people's rising expectations. It also highlighted the strong links between health, wellbeing and productivity and the need to ensure that people have access to good quality work opportunities.

It is within this context that this assessment of the impact of the Council's budgetary proposals has been undertaken.

If we are to tackle health inequalities and improve the health of the population, we must combine universal approaches that reach the whole population with the targeting of those in greatest need – Sir Michael Marmot has described this as “proportionate universalism”.

The budget choices assessed in this statement are as set out in Appendix 3 to the Budget Consultation report to Cabinet, on 21 November 2017:

<http://democracy.gateshead.gov.uk/documents/g1632/Public%20reports%20pack%2021st-Nov-2017%2010.00%20Cabinet.pdf?T=10>

## **Overview of health impact assessment**

The health impact assessment (HIA) analysis has been completed to help the Council consider the positive and negative impact of the budget proposals on health and wellbeing in the widest sense. This includes:

- Direct impact on health, mental health and wellbeing – e.g. it would cause ill health, or affect social inclusion, independence and participation;
- Impact on social, economic and environmental living conditions that would indirectly affect health – e.g. it would affect housing, transport, child development, education, good employment opportunities, green space or climate change;
- Affecting people's ability to improve their own health and wellbeing – e.g. it will affect their ability to be physically active, choose healthy food, reduce drinking and smoking; or
- Leading to a change in demand for or access to health and social care services – e.g. Primary Care, Hospital Care, Community Services, Mental Health and Social Services

Impacts may be anticipated in the short, medium or long-term depending upon the nature of the activity itself. Impacts may be specific to individuals, or experienced across entire communities.

## **Impacts of proposals on health and wellbeing**

### **1. Managing Demand**

#### *Adult Social Care:*

The proposals relating to adult social care are consistent with the change in strategic direction for these services at a time when demand is expected to rise due to socio-demographic factors and the increasing complexity of people's needs e.g. working with high need clients with a view to improving their independence and reducing their needs for long term support; the development of specialist dementia extra care services as an alternative to residential care thereby allowing people with a dementia diagnosis to remain safely in their homes for as long as possible; and the review of domiciliary care packages with a view to supporting people with low level needs in different ways where appropriate. As part of this approach, it is intended to ensure that the resilience of communities is maximised.

The transition to new models of care inevitably gives rise to uncertainty and potential anxiety for current users and their carers. It is noted, however, that the emphasis on early intervention and seeking to meet people's needs in different ways whilst maintaining their independence should have a positive impact on the health and wellbeing of the local population in the longer-term.

The key mitigation for these proposals will therefore be the success in developing alternative models of care, the development of more targeted and alternative ways to meet people's needs in a safe and person centred way, for example through joint work with the NHS and increased community resilience through working in partnership with local communities and groups to support people to help themselves and reduce the demand on services.

#### *Children & Young People's Services:*

As with Adult Services, the proposals in respect of children and young people's services represent a continuation of the significant change in strategic direction that the Council has embarked upon. The emphasis on a whole system approach to early help support and measures to stop the escalation of issues should have a positive impact on the health and wellbeing of the local population. This approach, and the budget proposals which underpin it, sees intensive support structured around the individual and family, supported by joint working across health, social care and other partners e.g. to enable more young people to safely remain in the care of their families and to secure a net reduction in number of Looked after Children.

The key mitigations for the proposals relating to children and young people will be in the effective management of risk and the targeting of effort to those in greatest need whilst building resilience within family units as a result of the intensive support provided.

#### *Public Health:*

The proposed budget reduction for NHS Health Checks, which is a mandated service, is consistent with evidence showing a decline in uptake. However, the programme will continue to be implemented but with a particular focus on those most likely to be at risk of CVD.

The impact of the proposal will therefore be mitigated by targeting the NHS Health Checks programme, working in collaboration with the NHS to secure best value from the resources invested.

## **2. Efficiencies and Savings**

#### *Adult Social Care:*

As part of proposals to review domiciliary care packages, it is intended to revisit the needs of people who currently receive 'double carer' visits due to their moving and assisting requirements. Where there is the potential to invest in equipment which would enable care to be provided by one domiciliary care worker, this will be looked at (potentially supported by a family member where appropriate and feasible). Whilst it is envisaged that this will secure efficiencies and savings, it will also facilitate a less intrusive service, with associated benefits for clients.

Whilst the proposal to recommission the care provided in two extra care schemes would see a change in provider (i.e. from the Council, who currently provides the care directly, to the independent sector), it is anticipated that there will be no change for service users.

#### *Children & Young People's Services:*

Whilst the proposals to secure efficiencies and savings will see some changes in the way services are supported and provided through alternative methods of delivery, this does not necessarily translate to changes for service users e.g. proposals to reduce business support within the early help and education service, to eliminate waste and duplication across Children's services, and to look at alternative methods of delivery of the toy library.

The budget proposals also provide for intensive family support to enable looked after children to return home safely, where appropriate, which would enhance the wellbeing of those children and their families.

The key mitigations for the proposals relating to children and young people will be in the effective management of risk, the targeting of intensive support, the development of an enabling role and robust commissioning model, communication with those affected, and strong partnership working.

#### *Public Health:*

The savings proposal relating to substance misuse services stems from a new, more efficient service model that is being developed encompassing Clinical Support (the commissioning of specialist, clinical interventions), Treatment and Care (the provision of a variety of psychosocial interventions via a coordinated care plan) and Recovery, Abstinence and Wellbeing (proactively working with those towards the end of their treatment journey). In particular, there is an opportunity to configure the treatment system in a more integrated way which supports organisations in playing to specific strengths and yet work 'as one' in the pursuit of positive recovery outcomes for individuals, families and communities. A common performance framework with collective outcome measures will underpin this.

It is envisaged that the new model of delivery will deliver better value, improve the quality and safety of the service. The new model would also see the reallocation of some management costs to frontline services. However, the savings proposals may have some implications relating to the delivery of the wider agenda around substance misuse – e.g. the capacity to work proactively to address the needs of those with multiple and complex needs by working with partners including housing, community safety and other related services.

Whilst it is proposed to remove the budget for Making Every Contact Count (MECC), this would be replaced with temporary funding from the Public Health reserve, allowing the programme of work to continue in 2018/19. This would see a continuation of the new model introduced in 2017/18 which seeks to build capacity across the VCS and within communities. This would be supported through the delivery of MECC across health, social care and third sector agencies. It would also be consistent with the Council's new pledge to support our communities to support themselves and each other.

It is proposed that savings identified from the integrated sexual health service contract for 2018-19 would be achieved through a move from a tariff based contract to a block contract, as well as through provider identified efficiency savings. It is envisaged that there would be no impact upon service scope or delivery. As the provider will still be obliged to meet all aspects of the service specification at the agreed new price, it is anticipated that there will be no impact upon the health and wellbeing of service users.

The savings proposal relating to the removal of funding for substance misuse carers services has been factored into the overall budget envelope available for the recommissioning of carers services. It is envisaged that duplication and inefficiencies in the provision of carers services will be removed, leading to a more streamlined offer for carers e.g. around how and where to access the right support at the right time. The new offer will be driven by an outcomes based approach with providers responding in a flexible way to meet the changing needs of carers. This should ultimately have a positive impact on the health and wellbeing of carers, as well as those being cared for.

The impact of the Public Health proposals will be mitigated by working in collaboration with other Council services using a 'Health in all Policies' approach as well as the NHS to secure the best value from the resources available and to tackle the wider determinants of health. A strategic approach to prevention and early intervention will be taken, targeting those communities with the lowest life expectancy and healthy life expectancy in line with the recommendations of the DPH report 'It never rains but it pours'.

#### *Housing:*

The proposal to redesign supported housing provision in Gateshead for vulnerable adults and young people to ensure it is more outcome focused and that it promotes independent living should have a positive impact. It is also envisaged that the recommissioned service will reflect the need for increased capacity which would benefit service users.

#### *Road Safety:*

The proposal to reduce the Council's contribution to the Northumbria Road Safety initiative will be counter balanced by a proposal to set up a new Road Safety Partnership.

#### *Gateshead Fund:*

The proposal to reduce the financial contribution to the Gateshead Fund would see a reduction in the fund available to community and voluntary organisations. The key mitigation for the proposal would be in ensuring that available funds are targeted at those communities in greatest need consistent with the Council's pledges to tackle inequality so people have a fair chance and to support our communities to support themselves and each other. It is noted that the Local Community Fund would remain the same.



### *Street Scene:*

Whilst the environment is an important factor for health and wellbeing, the street scene proposals for 2018/19 should have minimal impact on health, for example a proposed reduction in weekend litter bin emptying; a proposed reduction in inspections of parks at weekends; and a proposed reduction of the opening times of household waste and recycling centres.

In mitigation of the proposal relating to weekend litter bin emptying, there would be a focus on shopping and high footfall areas.

### *Corporate Services:*

The proposal to review external communications, including how people receive messages and information from the Council, should have particular regard to how people who are vulnerable or 'just coping' can best interact with the Council.

The proposal to review the cashier function may see reduced operating hours for the cashiering service to encourage online and automated payments. It is noted that further consideration is being given to the closure of the cashiering service with customers being signposted to alternative ways to pay at non-Council establishments. As it is possible that people and families who are vulnerable and just coping rely disproportionately on the cashiering service because they may lack access to other facilities such as online banking, it will be important that alternatives can be accessed easily by these groups. It also needs to be borne in mind that face to face contact and interaction is often valued by vulnerable groups and older people generally, with associated social inclusion benefits.

The proposal for a reduction in culture programming may see a significant reduction in the commissioning of new public art and there would be a reduced level of overall cultural engagement. As there are positive links between art and participation in cultural activities and community wellbeing and identity, a reduction in the cultural programme could see a consequential reduction in those benefits for local people. It will be important that remaining activities, where possible, are targeted appropriately to those in vulnerable or just coping categories.

### **3. Income Generation**

There are a number of proposals to help 'grow the budget' through income generation measures for re-investment in priority services. This is important to counteract the significant reduction in budgets from government which is set to continue.

Proposals to generate income for re-investment are consistent with the Council's stated goal of making Gateshead a place where everyone thrives. However, where charging is being levied or increased, consideration should be given to the impact on the most vulnerable within our communities, with a targeted approach being taken where feasible to do so.

## **Impact on Council's New Strategic Approach**

It is noted that a long term approach is being taken to the Council's strategic and financial planning, using the policy directions from the Council's New Strategic Approach to inform and direct priorities.

The focus on early help for children and families is consistent with the Council's pledge to put people and families at the heart of everything we do and to tackle inequality so that all people have a fair chance. As part of the early help model, proposals to provide intensive support to families where required to increase their resilience is also consistent with the pledge to support our communities to support themselves and each other.

Similarly, the focus on prevention and early intervention across adult social care and public health generally, supporting people to remain well and independent for as long as possible, is also consistent with these pledges.

Many of the proposed mitigating actions to minimise the impact of the proposed budget reductions will require a whole system approach, working alongside local partners and communities, which is consistent with the pledge to work together and fight for a better future for Gateshead. Another key focus of mitigating actions put forward in relation to the savings proposals generally is the need to give particular consideration to the needs and circumstances of people and communities who are vulnerable or just coping who can often be disproportionately affected by proposed reductions in Council services.

## **Conclusion and recommendations**

The Council has put forward and consulted on proposals that will help it achieve its savings target for 2018/19. Some of these proposals could impact negatively on the health and wellbeing of the local population, as described in this paper, although it is important to note that there are mitigating actions the Council can take to reduce this impact and ensure that it can progress the five pledges it has made to make Gateshead a place where everyone thrives.

It must also be acknowledged that the Council has no choice but to reduce spend, and alternative proposals could have a greater impact on health and wellbeing and the scope to take forward the Council's New Strategic Approach.

It is recommended that the Council:

- Ensures that the mitigation measures proposed are taken forward in implementing the final budget;
- Notes and monitors the potential impact on health and wellbeing of its budget proposals.

## Financial Risk Assessment

Risk	Likelihood	Impact	Risk Management
Collection rates for retained business rates and council tax lower than anticipated	Possible	High	Impact mitigated by the review of bad debt provisions. Proactive approach to stimulating economic growth including pump priming from reserves. Regular monitoring of the collection fund ensures fund performance is reviewed. Collection rates are monitored by senior management.
Volatility of Business Rates funding given uncertainty around impact of appeals	Likely	High	Volatility of funding stream outside of Council control but impact mitigated by establishment of specific earmarked reserve and financial monitoring framework. Modelling of potential impacts is used to inform financial planning.
Pay Awards, fee increases and price inflation higher than assumed	Possible	Medium	Impact of potential increases mitigated by central contingency budget for pay, price increases and care fees.
Future spending plans underestimated	Possible	Medium	Service planning process identifies future budget pressures and these have informed the indicative budget forecasts and planned into the MTFS.
Anticipated savings/ efficiencies not achieved	Possible	High	Regular monitoring and reporting takes place but the size of the funding cuts increase the likelihood of this risk. This is mitigated by robust budgetary control. Non-achievement of savings requires compensating reductions in planned spending within services. Contingency sums and general reserve funds are available to cover any significant unforeseen events.
Income targets not achieved	Possible	Medium	Current economic climate likely to impact. Regular monitoring and reporting. Full review of fees and charges is undertaken on an annual basis.
Budget monitoring not effective	Unlikely	High	High risk budgets are monitored monthly. Regular monitoring and reporting in line with corporate framework. Action plans developed to address problem areas. Regular reports to senior management and Cabinet. Track record of delivering budget.
General and earmarked reserve balances are insufficient	Unlikely	High	A strategy to maintain the General Reserve at a minimum of 3% of the net revenue budget. Reserves are reviewed annually both in budget setting and in the Council's MTFS. The General Reserve is supplemented by earmarked reserves that are side aside to cover material risk or events.

Risk	Likelihood	Impact	Risk Management
Loss of principal deposit	Unlikely	Medium	Limited by the controls in the Treasury Management Strategy which prioritise security of deposit over returns. Impact limited due to the strategy of a diverse portfolio with top rated institutions and internal funding.
Interest rates lower than expected	Unlikely	Low	Regular review, monitoring and reporting on interest rates. Prudent assumptions on likely interest rates for 2018/19 and onwards have been incorporated into the MTFS.
Lack of internal controls	Unlikely	Medium	The risk that internal controls are not sufficient is mitigated by the Council's system of internal control, as set out in the Council's Constitution. The system of internal control is continuously reviewed by the Council's Internal Audit service, which reports on its planning and performance to the Audit & Standards Committee on a quarterly basis.
Revenue implications of capital financing exceed budget	Unlikely	Low	Capital bid framework identifies revenue implications and these are assessed and considered in scenario planning. Reduced capital programme reduces the risk. Monitoring of capital projects funding is reported to Cabinet on a quarterly basis as part of the capital monitoring process.  Using the Council's Treasury management advisors to assist in determining the most appropriate time to undertake new borrowing and rescheduling of existing loans.
Changes to Government policy including health and social care integration and welfare reform	Likely	High	Best estimates of funding impacts related to Government policy are factored into the MTFS. Estimates are prudent and based upon consideration of finance networks experience. Any specific areas of uncertainty are identified and subject to focussed activity and review.
Financial impacts of UK's vote to leave the European Union	Likely	Medium /High	Continue to work collaboratively with treasury advisors and financial networks to assess potential budget impacts whilst the Government attempts to ensure a smooth transition to a new economic relationship between the UK and the EU, including clarifying the procedures and broad objectives that will guide the process. Any known potential implications will be considered annually as part of the council's MTFS review.

## Conclusion;

Although the financial context continues to be increasingly challenging, the Council has a track record of identifying and delivering significant savings and achieving budget out-turn within agreed budget supported by a framework of effective financial planning. This approach will need to continue to ensure that a sustainable medium-term financial position can be maintained.

**ESTIMATED USE OF RESERVES**

<b>Gateshead Reserves</b>	<b>ACTUAL</b>		<b>ESTIMATED USE</b>		
	<b>Balance</b>		<b>Balance</b>		<b>Balance</b>
	<b>01-Apr-17</b>	<b>Movement</b>	<b>31-Mar-18</b>	<b>Movement</b>	<b>31-Mar-19</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
<b>General Fund</b>					
General Reserve	(12,400)		(12,400)		(12,400)
LMS (School) Budget Share Reserve	*(5,473)	2,500	(2,973)	2,500	(473)
<b>Total General Fund Reserve</b>	<b>(17,873)</b>	<b>2,500</b>	<b>(15,373)</b>	<b>2,500</b>	<b>(12,873)</b>
<b>Earmarked Reserves</b>					
Business Rates	(5,000)		(5,000)		(5,000)
Insurance	(3,000)		(3,000)		(3,000)
Grant Clawback	(1,314)	314	(1,000)	400	(600)
Workforce Development	(6,009)		(6,009)	2,000	(4,009)
Discretionary Social Fund	(781)	200	(581)	200	(381)
Budget Flexibility	(1,794)	1,393	(401)	355	(46)
Economic Growth, Culture and Place Shaping	(3,390)	160	(3,230)	1,100	(2,130)
Strategic Revenue Investment	(4,206)		(4,206)	1,337	(2,869)
Voluntary Sector	(500)	250	(250)	250	0
Anti Poverty	(1,000)	500	(500)	500	0
Developers Contributions	*(1,937)	300	(1,637)	300	(1,337)
DSG	*(3,167)	1,600	(1,567)	1,400	(167)
Unapplied Revenue Grants	*(3,642)	1,870	(1,772)	1,257	(515)
Public Health	*(2,431)	492	(1,939)		(1,939)
<b>Total Earmarked Fund Reserves</b>	<b>(38,171)</b>	<b>7,079</b>	<b>(31,092)</b>	<b>9,099</b>	<b>(21,993)</b>
<b>Total Reserves</b>	<b>(56,044)</b>	<b>9,579</b>	<b>(46,465)</b>	<b>11,599</b>	<b>(34,866)</b>

\* Ring fenced - not available to support the revenue budget & council tax requirement

**Note:** Reserves were reviewed as part of the MTFS and the 01 April 2017 position represents the revised position following this review.

**General Fund**

The General Fund is made up of two reserves as follows:

**General Reserve**

This acts as a contingency and allows the Council to meet any unforeseen expenditure. The Council is required to maintain a General Reserve of 3% of its net budget as a minimum which is circa £6m.

**Schools LMS**

Combined with the General Reserve, this reserve forms part the General Fund but use of this reserve is ring-fenced to schools and there is a duty to report planned use to Schools Forum. The reserve is made up of individual balances relating to each maintained school.

**Earmarked Reserves****Business Rates**

This reserve was created to mitigate the risk of current and future business rate valuation appeals and other risks associated with the business rates retention scheme.

**Insurance**

This reserve is to allow for possible claims against the Council which are not covered by external policies and to cover insured liability claims falling within the claims excess and policy stop loss.

**Grant Clawback**

This reserve is for grant received which may need to be repaid as a result of clawback of externally funded projects, such as European funded schemes. The balance required is based on a specific calculation related to exposure.

**Workforce Development**

This reserve is to fund redundancy costs and training and development in support of the workforce plan. This is the third recourse available to fund redundancy costs corporately after use of the provision and contingency.

**Discretionary Social Fund**

This reserve supports social fund activities following the end of the discretionary social fund grant. The Council is committed to utilising this fund in line with the original intent.

**Budget Flexibility**

This reserve was created in 2013/14 to allow for the effective management of budgets across financial years. This represents accountancy best practice and the balance will vary year on year.

**Economic Growth Culture and Place Shaping**

This reserve is to stimulate economic growth and to lever investment into the area to support Culture 2030. It provides funding to support a key theme underpinning the MTFs.

**Strategic Revenue Investment**

This reserve is to be used to support the financial strategy contained within the Council MTFs by allocating investment on a time limited short term basis in order to generate future savings, manage demand through investment in prevention strategies and to generate and maximise income. An amount of £1.337m has been identified to support the 2018/19 budget. There is likely to be further calls on the reserve in year.

**Voluntary Sector**

This reserve is to mitigate savings in the voluntary sector where appropriate, prepare the sector for increasing demand by increasing capacity and skills, and prepare the sector for the transition to any new operating arrangements.

**Anti-Poverty**

This reserve is to mitigate the impact of poverty and social exclusion. The reserve supports the Anti-Poverty Strategy and also assists in alleviating the impact of welfare reform and austerity on the residents of Gateshead, consistent with Council priorities. Usage to date relates to joint arrangements with Citizen's Advice Bureau (CAB) to tackle issues arising from Universal Credit.

**Earmarked Reserves – Ring Fenced****Developer Contributions**

This reserve consists of developer contributions in respect of agreed regeneration schemes following Section 38 and 106 agreements. The movement on the reserve will fluctuate depending on the use of the contributions to support regeneration schemes such as play areas in areas of new housing.

**Dedicated Schools Grant**

This reserve is ring-fenced for schools use and cannot be used for other priorities within the Council. Use of this reserve will be agreed by Schools Forum.

**Unapplied Revenue Grants / Receipts**

This reserve was created as a result of changes to the Accounting Code of Practice whereby unused grants and contributions, without conditions attached, should be appropriated to reserves to fund future expenditure rather than creating creditors on the Balance Sheet. The reserve represents an accounting treatment.

**Public Health**

The responsibility for Public Health transferred to local authorities on the 1 April 2013. The funding is ring-fenced for future Public Health use.

**PRUDENTIAL AND TREASURY INDICATORS**

1. The actual capital expenditure that was incurred in 2016/17 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are: -

	<b>2016/17 £000 Actual</b>	<b>2017/18 £000 Estimate</b>	<b>2018/19 £000 Estimate</b>	<b>2019/20 £000 Estimate</b>	<b>2020/21 £000 Estimate</b>	<b>2021/22 £000 Estimate</b>	<b>2022/23 £000 Estimate</b>
Non-HRA	45,914	58,514	75,382	62,427	37,055	27,738	14,325
HRA	19,147	31,352	28,280	15,110	15,590	15,840	15,845
<b>Total</b>	<b>65,061</b>	<b>89,866</b>	<b>103,662</b>	<b>77,537</b>	<b>52,645</b>	<b>43,578</b>	<b>30,170</b>

2. Estimates of the ratio of financing costs to net revenue stream for the current and future years, and the actual figures for 2016/17 are: -

	<b>2016/17 Actual</b>	<b>2017/18 Estimate</b>	<b>2018/19 Estimate</b>	<b>2019/20 Estimate</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>	<b>2022/23 Estimate</b>
Non-HRA	12.82%	14.89%	15.41%	18.57%	19.75%	20.14%	20.58%
HRA	43.44%	42.53%	45.60%	36.35%	34.79%	32.98%	33.95%

The estimates of financing costs include current commitments and the proposals in this budget report.

3. The actual Capital Financing Requirement at 31 March 2017 and estimates of the end of year Capital Financing Requirement (excluding PFI) for the Council for the current and future years are: -

	<b>31/03/17 £000 Actual</b>	<b>31/03/18 £000 Estimate</b>	<b>31/03/19 £000 Estimate</b>	<b>31/03/20 £000 Estimate</b>	<b>31/03/21 £000 Estimate</b>	<b>31/03/22 £000 Estimate</b>	<b>31/03/23 £000 Estimate</b>
Non-HRA	286,124	301,792	328,351	387,240	418,707	430,427	434,410
HRA	345,505	345,505	345,505	345,505	345,505	345,505	345,505
<b>Total</b>	<b>647,297</b>	<b>673,856</b>	<b>732,745</b>	<b>764,212</b>	<b>775,932</b>	<b>779,915</b>	<b>794,664</b>

4. The Capital Financing Requirement measures the Council's underlying need to borrow for a capital purpose. In accordance with best professional practice, the Council does not associate borrowing with particular items or types of expenditure. The Council has an integrated Treasury Management Strategy and has adopted the CIPFA Code of Practice for Treasury Management in the Public Services. The Council has, at any point in time, a number of cash flows both positive and negative, and manages its treasury position in terms of its borrowing and investments in accordance with its approved treasury management strategy and practices. In day to day cash management, no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all the financial transactions of the Council and not simply those arising from capital spending. In contrast, the Capital Financing Requirement reflects the Council's underlying need to borrow for a capital purpose.



5. CIPFA's Prudential Code for Capital Finance in Local Authorities includes the following as a key indicator of prudence: -

*"In order to ensure that over the medium-term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of Capital Financing Requirement in the preceding year plus the estimates of any additional Capital Financing Requirement for the current and next two financial years."*

The Strategic Director, Corporate Resources reports that the Council had no difficulty meeting this requirement in 2016/17, nor are any difficulties envisaged for the current or future years. This view takes into account current commitments, existing plans, and the proposals in this budget report.

The following table shows the actual external debt against the underlying capital borrowing need (the Capital Financing Requirement), highlighting any over or under borrowing.

	<b>31/03/17 £000 Actual</b>	<b>31/03/18 £000 Estimate</b>	<b>31/03/19 £000 Estimate</b>	<b>31/03/20 £000 Estimate</b>	<b>31/03/21 £000 Estimate</b>	<b>31/03/22 £000 Estimate</b>	<b>31/03/23 £000 Estimate</b>
Actual gross debt at 31 March	610,189	666,341	725,230	756,697	768,417	772,400	786,917
Capital Financing Requirement	647,297	673,856	732,745	764,212	775,932	779,915	794,664
Under / (over) borrowing	37,108	7,515	7,515	7,515	7,515	7,515	7,747

6. In respect of its external debt, it is recommended that the Council approves the following Authorised Limits for its total external debt gross of investments for the next five financial years, and agrees the continuation of the previously agreed limit for the current year since no change to this is necessary. These limits separately identify borrowing from other long-term liabilities. The Council is asked to approve these limits and to delegate authority to the Strategic Director, Corporate Resources within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities, in accordance with option appraisal and best value for money for the Council. Any such changes made will be reported to the Council at its next meeting following the change.

<b><i>Authorised Limit for External Debt</i></b>					
	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>
<b>Borrowing</b>	<b>875,000</b>	<b>905,000</b>	<b>910,000</b>	<b>910,000</b>	<b>925,000</b>

7. The Strategic Director, Corporate Resources reports that these Authorised Limits are consistent with the Council's current commitments, existing plans and the proposals in this budget report for capital expenditure and financing and with its approved treasury management policy statement and practices. The Strategic Director, Corporate Resources confirms that they are based on the estimate of most likely, prudent but not worst-case scenario, with sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the Capital Financing Requirement and estimates of cash flow requirements for all purposes. These limits include amounts in relation to The Gateshead Housing Company.
8. The Council is also asked to approve the following Operational Boundary for external debt for the same time period. The proposed Operational Boundary for external debt is based on the same estimates as the Authorised Limit, but reflects directly the Strategic Director, Corporate Resources estimate of the most likely, prudent but not worst-case scenario, without the additional headroom included within the Authorised Limit to allow, for example, for unusual cash movements, and equates to the maximum of external debt projected by this estimate. The Operational Boundary represents a key management tool for in year monitoring by the Strategic Director, Corporate Resources. Within the Operational Boundary, figures for borrowing and other long-term liabilities are separately identified. The Council is also asked to delegate authority to the Strategic Director, Corporate Resources within the total Operational Boundary for any individual year, to effect movement between the separately agreed figures for borrowing and other long-term liabilities, in a similar fashion to the Authorised Limit. Any such changes will be reported to the Council at its next meeting following the change. These limits include amounts in relation to The Gateshead Housing Company.

<b><i>Operational Boundary for External Debt</i></b>					
	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>
<b>Borrowing</b>	<b>850,000</b>	<b>880,000</b>	<b>885,000</b>	<b>885,000</b>	<b>900,000</b>

9. The Council's actual external debt at 31 March 2017 was £610.189m comprising £610.189m borrowing and no other long-term liabilities. It should be noted that actual external debt is not directly comparable to the Authorised Limit and Operational Boundary, since the actual external debt reflects the position at one point in time.
10. In taking its decisions on this budget report, the Council is asked to note that the Authorised Limit determined for 2018/19 (see paragraph 6 above) will be the statutory limit determined under Section 3(1) of the Local Government Act 2003.
11. The Council shall ensure that the revenue implications of capital finance, including financing costs, are properly taken into account within option appraisal processes, the capital programme and the medium-term forecast. In assessing affordability the Council will consider the council tax implications of its capital programme, borrowing and investment decisions.
12. The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services (2017), which requires key Treasury Management indicators.

13. The purpose of these indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk or likelihood of an adverse movement in interest rates or borrowing decisions impacting negatively on the Council's overall financial position. However, if these indicators were set to be too restrictive, they will impair the opportunities to reduce costs.
14. It is recommended that the Council sets upper and lower limits for the maturity structure of its fixed and variable rate borrowings as follows: -

<b>Upper and Lower Limits for the Maturity Structure of Fixed Rate Borrowings</b>		
	<b>Upper Limit</b>	<b>Lower Limit</b>
Under 12 months	30%	0%
12 months and within 24 months	30%	0%
24 months and within 5 years	40%	0%
5 years and within 10 years	40%	0%
10 years and within 20 years	40%	0%
20 years and within 30 years	40%	0%
30 years and within 40 years	50%	0%
40 years and within 50 years	50%	0%
50 years and above	30%	0%

<b>Upper and Lower Limits for the Maturity Structure of Variable Rate Borrowings</b>		
	<b>Upper Limit</b>	<b>Lower Limit</b>
Under 12 months	30%	0%
12 months and within 24 months	15%	0%
24 months and within 5 years	15%	0%
5 years and within 10 years	15%	0%
10 years and within 20 years	15%	0%
20 years and within 30 years	15%	0%
30 years and within 40 years	15%	0%
40 years and within 50 years	15%	0%
50 years and above	15%	0%

15. It is recommended that the Council sets an upper limit on its principal sums invested for periods longer than 365 days for 2018/19, 2019/20, 2020/21, 2021/22 and 2022/23 as follows: -

<b><i>Upper Limit on amounts invested beyond 365 days</i></b>					
	<b>2018/19 £000</b>	<b>2019/20 £000</b>	<b>2020/21 £000</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>
Investments	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

## **MINIMUM REVENUE PROVISION (MRP) STATEMENT 2018/19**

The Minimum Revenue Provision (MRP) is the charge made to the revenue account to reflect the repayment of borrowing where the Council has a positive Capital Financing Requirement (CFR). This is the mechanism by which council tax payers fund capital expenditure that has been supported by borrowing.

In accordance with regulations and statutory guidance issued by the Secretary of State under section 21 (1A) of the Local Government Act 2003, the Council is required to calculate an amount of MRP each year which is considered to be prudent. The guidance includes four options with the broad aim of a prudent provision being to ensure that debt is repaid over a period that is reasonably commensurate with the period where the capital expenditure is expected to provide benefits.

The legislation requires the Council to prepare a statement of its policy on making MRP before the start of each financial year.

### **Supported Borrowing MRP**

From 2017/18 MRP relating to capital expenditure financed from borrowing taken before 1 April 2008 is calculated at a fixed 2% of the opening CFR relating to capital expenditure incurred prior to 1 April 2008. This will make provision to fully repay the borrowing over a 50 year term.

### **Unsupported or Prudential Borrowing MRP**

MRP relating to capital expenditure financed from borrowing taken after 1 April 2008 will be calculated using the Asset Life method. This makes provision over the estimated life of the asset for which the borrowing is undertaken.

The MRP will normally commence in the financial year following the one in which the expenditure is incurred, but in accordance with the guidance an additional MRP holiday can be taken until the period in which the asset becomes operational, particularly in the case of complex major projects.

The estimated useful life is aligned to the Council's asset register where possible, however the Council does have the flexibility to assign an alternative life to capital expenditure, provided this satisfies the requirement to make a prudent provision and is considered to reasonably reflect the anticipated period of the benefits arising from the investment.

If no life can reasonably be attributed to an asset, such as freehold land, the life is taken to be a maximum of 50 years. However, in the case of freehold land on which a building or other structure is constructed, the life of the land may be treated as equal to that of the structure where this exceeds 50 years. The estimated life of the asset is determined in the year that MRP commences and is not usually subject to further revision.

Where borrowing is used to meet expenditure, which is treated as capital expenditure by virtue of a capitalisation direction, the life is set at a maximum of 20 years in accordance with the statutory guidance.

For assets with an expected life of less than 25 years, MRP is calculated using the Equal Instalment method. This makes a fixed provision each year over the life of the asset.

For assets with an expected life in excess of 25 years, primarily major projects and construction works to significant value assets, MRP is calculated using the annuity method. This approach is used where the flow of benefits from an asset is expected to increase over time, as the MRP is lower in earlier years and increases over the lifetime of the asset. The MRP is the principal element for the year of the annuity required to repay the capital investment in the asset that has been funded using borrowing.

### **Housing Revenue Account MRP**

In managing the HRA debt and considering the HRA business plan there is no mandatory requirement to make provision in the HRA for annual MRP payments. The provision to repay debt within the HRA is balanced with the need for investment in the stock and any voluntary provision to repay debt will be determined when closing the HRA subject to affordability considerations.

### **PFI Assets and assets held as Finance Leases**

For assets accounted for as on-balance sheet relating to PFI contracts and finance leases the MRP charge is based upon the annual principal payment specified within the financial model. No additional charges are included above those within the contract.

### **Long-Term Capital Loans**

The Council has provided capital loans within the Capital Programme to facilitate additional development within Gateshead, particularly relating to affordable housing. The annual repayments of the principal amounts are treated as capital receipts and set aside to reduce the Council's underlying need to borrow, rather than making a revenue MRP charge.

### **Voluntary Provision**

In accordance with the guidance, the Strategic Director, Corporate Resources has the discretion to make additional voluntary provision, subject to affordability considerations, which can result in reductions to the MRP charge for future years.

### **Projected MRP Charge**

An analysis of the projected MRP Charge for 2018/19 over the different calculation methodologies and components is set out in the table below:

<b>Projected MRP Charge 2018/19</b>		<b>£m</b>
Capital Programme	Investment funded by Supported Borrowing and Prudential Borrowing prior to 1 April 2008	2.6
	Asset Life Method – Equal Instalment	8.4
	Asset Life Method – Annuity Method	1.0
PFI	Annuity Method	3.1
Voluntary Provision	General Fund	0.0
	Housing Revenue Account	0.0
<b>Total Projected MRP Charge</b>		<b>15.1</b>

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**TITLE OF REPORT:** Capital Programme 2018/19 to 2022/23**REPORT OF:** Darren Collins, Strategic Director, Corporate Resources

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**Purpose of the Report**

1. Cabinet is asked to recommend that Council approve the proposed capital programme for the next five years to continue to provide significant levels of strategic investment to help deliver the Council's Medium Term Financial Strategy in order to maintain financial sustainability and support the Council's strategic approach to making Gateshead a place where everyone thrives.

**Background**

2. In line with good practice, the Council continues to set a rolling capital programme with an annual review. The capital programme has been prepared for the next five years to ensure that the financial implications can be incorporated within the Council's Medium Term Financial Strategy (MTFS) and is aligned to the delivery of the Council's priority outcomes, therefore each annual review builds on existing commitments.
3. The Council's existing MTFS, approved by Council in July 2017, maintained a provision to fund sufficient prudential borrowing to support the proposed capital programme. Prudential borrowing remains the only available source of funding for a number of schemes as the opportunity to secure external funding or generate capital receipts continues to be limited.
4. Local authorities are free to invest in General Fund capital schemes so long as their capital spending plans are affordable, prudent, and sustainable. There is an increasingly important link with the revenue budget, especially in the light of the significant reductions in available capital and revenue resources.
5. On 25 January 2018 Council approved the Housing Revenue Account (HRA) budget for 2018/19 and a five year capital programme. As part of self-financing, the housing capital programme must be supported from the resources available within the HRA. The position will continue to be reviewed on an annual basis to ensure that the level of capital investment can be supported. Investment within the housing capital programme remains a significant part of the Council's wider capital investment plans.

**Proposal**

6. The 2018/19 programme totals £102.9m, with £74.6m relating to the General Fund and £28.3m investment within the Housing Revenue Account and this is proposed to be recommended to Council for approval. Over the five years to 2022/23, the level of capital investment is forecasted to be £307m, of which £216.3m relates to General Fund schemes. Despite the current pressure on resources this represents a significant level of strategic investment in the Council's assets.
7. Capital investment has a significant impact on the local economy within Gateshead. The investment in schemes to encourage economic and housing growth in particular are

estimated to attract almost £470m of private investment to Gateshead over the lifetime of the schemes, helping to facilitate the development of over 700 new homes, in addition to those constructed by the Joint Venture and 100,000m<sup>2</sup> of commercial floor space with the potential to generate additional Business Rates and Council Tax of around £3m per annum when the schemes are fully developed.

8. The programme includes projects that are key to delivering the Council's priority outcomes and comprises:
  - Projects that enable wider regeneration and generate economic and housing growth within Gateshead;
  - Projects that are considered to be essential from a health and safety or statutory perspective;
  - Projects where the Council has made a previous commitment to fund and the planned investment remains a high priority;
  - Projects that improve the sustainability of the Council's assets and which help to improve energy efficiency and reduce carbon emissions;
  - Projects that attract significant amounts of external funding; and
  - Projects considered essential to deliver revenue savings and facilitate changes to the way that the Council delivers its key services.
9. The capital programme provides a framework for strategic investment and detailed business cases are required for a number of key schemes prior to the commencement of projects. This will ensure that the investments will contribute towards the achievement of budget savings and will not increase pressure on the Council's revenue budget.
10. There may be opportunities to include additional schemes in the capital programme should a business case demonstrate that capital investment will achieve savings to at least meet the associated borrowing costs to satisfy the prudential framework, or in the event that additional external resources, such as capital grants, developer contributions, Community Infrastructure Levy or capital receipts become available to support capital investment.
11. The proposed capital programme includes all commitments and schemes identified as high priority. The proposed capital programme is included in Appendix 2 and the provisional capital financing is set out in Appendix 3.

## **Recommendations**

12. Cabinet is asked to recommend that Council:
  - (i) Approve the capital programme for 2018/19, and the provisional programmes for 2019/20 to 2022/23, as set out in Appendix 2, subject to external funding approvals being received.
  - (ii) Note the provisional capital financing for the programme, as set out in Appendix 3, and delegate authority to the Strategic Director, Corporate Resources to enter into prudential borrowing which is consistent with the requirements of the capital programme and the Council's Treasury Management Strategy.
  - (iii) Note the position in relation to the additional flexibility regarding the application of capital receipts to fund the revenue costs of transformational projects outlined in Appendix 4 and agree to receive further updates to confirm specific investment plans as part of the capital programme monitoring reports during the year.



For the following reasons:

- (i) To continue to provide significant strategic investment to deliver the Council's priority outcomes.
- (ii) To assist with the medium and longer term financial sustainability of the Council.
- (iii) To maximise resources available within the Council's capital programme to assist in the delivery of the strategic approach to thriving within Gateshead.

## **Policy Context**

1. All Council capital expenditure is consistent with the Council's new strategic approach 'making Gateshead a place where everyone thrives'. This means that the Council's decision making, including the setting of the capital programme, will be policy and priority led and driven. The financial implications of the capital programme are incorporated within the Council's Medium Term Financial Strategy.

## **Background**

2. Details of potential future capital schemes for the 2018/19 to 2022/23 capital programme were considered alongside the schemes within the existing five-year capital programme. The capital and revenue implications of each proposed scheme were considered to ensure that they were affordable and could be accommodated within the level of revenue support available within the MTFS and HRA.
3. The basic principle of the prudential system is that local authorities are free to borrow so long as their capital spending plans are affordable, prudent and sustainable. There is, therefore, an explicit link with the Council's revenue spending plans which have been considered as part of the MTFS process and setting the 2018/19 revenue budget.
4. The self-financing implications have been considered as part of setting the HRA capital programme, and have been addressed as part of the process to set the HRA budget for 2018/19. The five year capital programme was updated to cover the period 2018/19 to 2022/23 and was agreed by Council on 25 January 2018.

## **Capital Programme 2018/19 to 2022/23 Scheme Selection**

5. The basis for considering the programme for 2018/19 was the current system for prioritising capital investment that gives priority to schemes which:
  - are consistent with the corporate strategic priorities;
  - generate economic and housing growth within Gateshead;
  - are essential from a health and safety perspective;
  - meet mandatory and/or statutory requirements;
  - relate to commitments from previous years which remain to be high priority;
  - address strategic maintenance needs of existing assets identified within the Council's Asset Management Plan;
  - assist the Council to deliver its core services;
  - maximise the availability of external funding for priority issues to enhance value for money; and
  - achieve efficiencies to assist the Council in meeting the required budget savings.
6. A number of schemes have been identified where delivery is considered to be essential to ensure the sustainability of key services. These have been included within the proposed capital programme and include the following schemes:
  - Delivery of the Council's Technology Plan;
  - Health and safety schemes;
  - Strategic maintenance of Council buildings and transport infrastructure; and
  - The replacement of fleet vehicles, including refuse collection vehicles.

7. A number of schemes which have been approved in previous capital programmes have ongoing commitments. All of these commitments have been reviewed in setting the capital programme to ensure they are still required in line with the Council's priorities and that they remain high priority.
8. Commitments include the continuation of significant investment in the following areas:
- **Economic Growth**  
Investment of £50m has been identified over the next five years within the Accelerated Development Zone to encourage Economic Growth within Gateshead, helping to facilitate development and generate additional income for the Council in the form of retained business rates. This includes almost £40m of investment to facilitate the proposed wider development of Gateshead Quays where the Council is currently working with our development partner Ask Real Estate and Patrizia UK to bring forward a significant mixed use development. In addition, the £12m office development at Baltic Business Quarter continues to progress with a planned completion date of June 2019.
  - **Investing in Decent Homes Improvements**  
Investment of over £60m has been set aside within the HRA over the five year period to undertake a rolling programme of improvements to the Council's housing stock in accordance with the decent homes standard. A further £13m of investment is also included over the same period aimed at undertaking general improvements to the housing stock, continuing to invest in heating upgrades, insulation measures and external improvement works. Major works have been identified amounting to almost £13m which are seeking to address long-term sustainability issues, which includes £5.3m to support the completion of an energy improvement scheme which is part-funded with £1.8m of European Regional Development Fund (ERDF) capital grant funding.
  - **Housing Regeneration**  
The Council continues to invest in assembling and preparing sites for future redevelopment. This includes the continuation of activity to support the delivery of schemes within the Council's Joint Venture, with over 150 homes completed to date and a further 160 being constructed at Birtley and Saltwell and planning permission has recently been received for the second bundle of sites which will construct a further 114 homes. £2.8m has also been included to support interventions to facilitate additional development of potential sites identified by the Council's Land Development Group as part of the Development Site Preparation allocation.
  - **Carbon Management and Sustainability**  
In addition to the capital funding to support the energy improvements to residential properties, £2.1m has been included within the capital programme to support the extension of the Energy Network and other energy efficiency works, which will provide low carbon energy solutions whilst generating revenue savings or additional revenue income for the Council. In addition, £3.6m has been retained within the capital programme to continue the Council's street lighting upgrade programme, replacing existing lanterns in residential areas with energy efficient LED lanterns.
9. All commitments identified as being high priority and a limited number of new schemes have been included in the proposed capital programme in Appendix 2.
10. The proposed capital programme allows for investment of £102.9m in 2018/19 and £307m over the five year programme.

## Capital Resources Available

11. The Council continues to maximise the use of external funding where possible and a number of capital grants have been included within the capital programme including:
  - £20.8m of Local Transport Plan and Sustainable Transport funding over the next five years to improve the Council's transport infrastructure in accordance with the principles set out in the Council's Highways Asset Management Plan;
  - An estimated £20m of externally funded investment in the Council's Schools, helping to address both condition and capacity issues as part of the School Condition and Basic Need programmes;
  - Over £4.2m of ERDF to support investment in energy efficiency schemes within the Council's residential properties.
12. In some cases, the external funding allocations are based upon provisional allocations and the detailed investment plans will be reviewed following confirmation of the specific external funding award to ensure that the proposed investment can be delivered within the available resources.
13. The Council has the ability to fund schemes through prudential borrowing. This allows the Council more flexibility to fund capital projects, however in practice this is limited by pressures on revenue budgets and the need to generate budget savings. An allowance has been made in the revenue budget for the costs associated with the level of prudential borrowing required to support the capital programme set out in Appendix 2.
14. The development of detailed business cases to support capital investment helps to ensure that the proposed capital schemes do not add to the existing funding gap. It is important to identify a guaranteed income stream or sufficient revenue savings to support the costs associated with prudential borrowing.
15. Capital investment within the Accelerated Development Zone area can be supported from the retention of all business rates arising as a result of the generation of economic growth. Work is ongoing with our development partners, Ask Real Estate and Patrizia UK, to develop a £200m mixed use scheme at Gateshead Quays which is expected to generate over £1.8m per annum of additional business rate income for the Council in addition to creating over 1,100 new jobs and generating over £29m each year for the region's economy.
16. The final source of funding currently available to support the capital programme is through the use of capital receipts received from the sale of Council land and buildings. The Council has a five year rolling programme of disposals which is used to identify the level of receipts available however a degree of uncertainty remains over when the receipts can be realised and on the final amounts that will be received. The difficulty in disposing of properties for their full market value and the reduced demand for development land is likely to continue in the medium term. In order to mitigate the volatility of capital receipts, capital receipt income is not included as an available capital resource at this stage. Upon confirmation of the amounts and timing of receipts, these will then be included within the capital programme, displacing planned borrowing or enabling the introduction of additional capital projects.
17. Following the November 2015 Spending Review, the Government announced that it would introduce additional flexibility for the period of the Spending Review to enable Local Authorities to use capital receipts from the sale of non-housing assets to fund the up-front revenue costs of service reform and transformation provided there is a clear link

to the generation of future ongoing revenue savings. Further information regarding the Council's ability to utilise this flexibility is set out in Appendix 4. In developing the capital programme and setting the revenue budget, potential schemes that may benefit from this flexibility have been considered to determine whether they are likely to include qualifying expenditure. At this stage it has been assessed that no schemes meet all of the qualifying criteria, however this will remain under review throughout the year.

### **Proposed Capital Programme 2018/19 – 2022/23**

18. Along with existing commitments, which account for around 77% of the planned investment, a number of additional projects have been proposed which are considered to be high priority. The following additional projects are recommended for inclusion within the capital programme:
  - **Loans to Facilitate Additional Housing Development**  
Additional loan facilities amounting to £34m have been provisionally included within the proposed programme to support the delivery of additional housing within Gateshead. These loan facilities relate to loans to the Gateshead Trading Company to fund the delivery of homes at Lyndhurst and Clasper. At this stage the amounts are based upon the estimated construction costs and will therefore be subject to change depending upon the final proposals for each of the sites. It is unlikely that the full amount of the loan facility will be drawn down, with income from sales being used to meet the construction costs where possible.
  - **Leisure Facility Improvements**  
Investment amounting to £1m has been included in the Council's Leisure Facilities aimed at improving the commercial offer and generating additional revenue income to support service delivery. This includes the installation of 3G football pitches, which will also receive external funding, and improvements to Gateshead Stadium.
  - **Highways Infrastructure**  
An additional £5.6m has been included within the programme to supplement the projected Local Transport Plan resources to support the delivery of highway maintenance and road safety improvements in accordance with the Council's Highways Asset Management Plan (HAMP) principles. This includes a proposed contribution towards the completion of the upgrade of Heworth Roundabout and works at Scotswood Bridge.
  - **New Social Care Facility**  
£11m investment has been included within the programme to support the building of a new 50 – 60 bed rehabilitation and reablement social care and health care centre. It is envisaged that this will generate revenue savings as well as improving the services provided through a joined up approach with Social and Health Care.
19. The proposed capital programme is shown in Appendix 2 and the proposed financing of programme is detailed in Appendix 3.
20. Additional schemes may be added to the programme throughout the year if business cases can be made to justify invest to save schemes or if additional resources become available through external funding opportunities. The ability to fund any additional schemes will also be considered in light of any in-year slippage of expenditure and an assessment of the Council's ability to generate additional capital receipts. The availability of additional resources will be reviewed throughout 2018/19 as part of the capital monitoring process.

## Conclusion

21. There continues to be significant pressure on the resources available to support capital projects. The planned investment of £102.9m in 2018/19 has been set at a level which is considered to be sustainable and the impact of this has been included within the Council's revenue and HRA budgets. This level of capital programme represents a significant investment in the local economy and forms a key part of the delivery of the Council's strategic approach to making Gateshead a place where everyone thrives.
22. The limitations on both revenue and capital resources mean that whilst the current commitments within the capital programme can be supported, there are still a number of capital projects that cannot be fully supported as part of the proposed capital programme. Work will continue to progress additional schemes and source alternative funding or consider alternative delivery models where appropriate.
23. Additional schemes may be added to the capital programme following the completion of a detailed business case provided that they generate sufficient revenue savings to satisfy the prudential framework, or utilise available external funding, and do not add additional pressure on the revenue budget.

## Consultation

24. The development of detailed project proposals arising from this report will involve consultations with all stakeholders. All Cabinet Members have been consulted on this report.

## Alternative Options

25. No alternative options were considered.

## Implications of Recommended Option

26. **Resources:**
  - a) **Financial Implications** -The Strategic Director, Corporate Resources confirms that the financial implications are set out in the report and appendices. The proposed capital programme can be accommodated from within the provision currently included within the Council's MTFS.
  - b) **Human Resources Implications** – Capital projects require project management resources to ensure that the planned investment is successfully delivered. In accordance with accounting regulations, where it can be demonstrated that a project management resource is integral to the delivery of major capital investment this cost can be capitalised and funded as part of the specific project. The human resources implications of individual schemes are considered prior to implementing a project.
  - c) **Property Implications** - Capital investment optimises the use of property assets to support the delivery of the Council's priority outcomes. The property implications of individual schemes will be considered and reported separately.

27. **Risk Management Implication** - There is a risk that resources identified to fund the proposed programme are not realised. The impact of this will be managed through the monitoring process and reported to Cabinet on a quarterly basis.
28. **Equality and Diversity Implications** - The framework for the Equalities Impact Assessment of the Council's spending plans is based on legislative and policy priorities of the Council which include:
- The Equality Act 2010; and
  - The Local Government Improvement and Development Equalities Framework.
- The Equality and Diversity implications will be considered for each individual scheme within the capital programme.
29. **Crime and Disorder Implications** - There are no direct crime and disorder implications arising directly from this report.
30. **Health Implications** - There are no health implications arising directly from this report.
31. **Sustainability Implications** - The capital programme will provide a framework for ensuring a sustainable financial position over the medium and longer term. The proposed works will help to deliver high standards of environmental sustainability through the delivery of energy efficiency measures and the use of more energy efficient materials and practices in the refurbishment of existing Council buildings and the construction of new buildings. Projects will strictly follow the Council's Sustainable Construction policy.
32. **Human Rights Implications** - There may be interference or disturbance to tenants and residents while works are carried out. However, such interference or disturbance will be kept to a minimum and the works will result in benefits to tenants and residents.
33. **Area and Ward Implications** - The proposals will have implications for all areas and wards in Gateshead.
34. **Background Information** - The following background papers have been used in preparing this report:
- (i) Report for Cabinet, 23 January 2018 – Capital Programme 2017/18 – Third Quarter Review
  - (ii) Report for Cabinet, 23 January 2018 – Housing Revenue Account and Housing Capital Programme
  - (iii) Report for Cabinet, 18 July 2017 – Medium Term Financial Strategy
  - (iv) Report for Cabinet, 21 February 2017 – Capital Programme 2017/18 to 2021/22

## Appendix 2 – Capital Programme 2018/19 TO 2022/23

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
<b>GENERAL FUND CAPITAL PROGRAMME</b>						
<b>Asset Sustainability</b>						
Flood Alleviation Investment	Investment to create sustainable surface water management schemes to reduce the risk of flooding in Gateshead.	217	152	145	0	0
Gateshead Millennium Bridge Strategic Maintenance	Replacement of key components within the bridge in accordance with lifecycle requirements.	368	0	0	0	0
Strategic Maintenance - Council Buildings	Planned improvement works to the Council's operational buildings.	750	750	750	750	750
Heworth Roundabout Upgrade	Investment in structural works and junction upgrades to improve traffic flow.	2,600	0	0	0	0
Cowley Dam Repair and Conservation	Repair of the dam and installation of a safety fence	170	0	0	0	0
Gateshead International Stadium improvements	Replace and upgrade the sports hall flooring and lift at Gateshead International Stadium to ensure long term sustainability and user safety	348	0	0	0	0
Scotswood Bridge Strategic Maintenance	Replacement to key components within the bridge in accordance with life cycle requirements	310	0	0	0	0
Business Centre Portfolio	Improvement and expansion of the Council's Business Centres	315	485	0	0	0
<b>Total Asset Sustainability</b>		<b>5,078</b>	<b>1,387</b>	<b>895</b>	<b>750</b>	<b>750</b>
<b>Core Service Delivery</b>						
Replacement of Fleet and Horticultural Equipment	Continuation of the ongoing replacement programme for the Council's vehicle assets and horticultural equipment according to their expected life and operational requirements.	2,500	1,350	1,750	1,750	1,250



CAPITAL INVESTMENT	BRIEF DESCRIPTION	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Technology Plan: Infrastructure	Ongoing replacement of desktop equipment, network infrastructure and the refresh of desktop software and multi-year licence arrangements.	2,884	2,041	2,335	2,693	2,868
Technology Plan: Transformation Through Technology	Investing in the increased use of mobile devices and the associated infrastructure to increase efficiency within the Council.	425	275	275	275	0
Legal Case Management System	To obtain an up to date and fully functioning legal support and case management IT based solution	95	0	0	0	0
Civic Centre Workspace Strategy	Completion of the Civic Centre workspace scheme by refurbishing the public areas, helping to improve service delivery and accessibility.	350	169	0	0	0
<b>Total Core Service Delivery</b>		<b>6,254</b>	<b>3,835</b>	<b>4,360</b>	<b>4,718</b>	<b>4,118</b>
<b>Economic Growth</b>						
ADZ Investment - Gateshead Quays	Investment within the Council's ADZ area to provide infrastructure to support the proposed mixed use development at Gateshead Quays and generate additional business rate income for the Council.	13,145	21,720	3,700	695	0
Broadband Delivery UK	Investment in the provision of high speed broadband to rural areas as part of the Broadband Delivery UK Project, a key part of the Governments Digital agenda.	345	20	0	0	0
Coatsworth Road Regeneration - THI	The continuation of a Townscape Heritage Initiative (THI) scheme using Heritage Lottery Funding which will improve the public realm and restore architectural features along Coatsworth Road.	26	0	0	0	0
Housing JV - Brandling	The completion of the final site assembly to facilitate future redevelopment by the Housing Joint Venture.	350	0	0	0	0

<b>CAPITAL INVESTMENT</b>	<b>BRIEF DESCRIPTION</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>	<b>2022/23 £'000</b>
Local Transport Plan - Integrated Transport	Externally funded investment in improving sustainable transport infrastructure, traffic management and road safety.	1,250	1,350	1,350	1,350	1,350
Major Projects - Project Management Costs	Investment to support the delivery of strategic major capital projects within the Council.	240	240	240	240	240
Metrogreen	Development of the Delivery Strategy and Area Action Plan for Metrogreen.	410	50	0	0	0
Team Valley Flood Alleviation	Contribution to a proposed scheme with the Environment Agency to develop flood infrastructure and reduce the risk of flooding at Team Valley.	85	0	0	0	0
ADZ Investment – BBQ Office Development	Proposed investment in Office development within BBQ to encourage economic growth and generate additional business rate income for the Council.	9,595	0	0	0	0
ADZ Investment – BBQ infrastructure	Investment in infrastructure to support the provision of catering facilities within the wider BBQ development	155	0	0	0	0
Development Site Preparation Works	Investment to facilitate and accelerate development activity within Gateshead.	500	750	750	750	0
Bleach Green Affordable Housing - Loan to Keelman Homes	A loan facility to support the development of affordable housing at Bleach Green.	500	1,000	500	0	0
Lyndhurst - Loan to Keelman Homes	A loan facility to support the development of affordable housing in Gateshead as part of a Lyndhurst Development.	500	0	0	0	0
High Street South	Investment to facilitate the regeneration of the area	400	300	0	0	0
Derwentside House Building - Loan to GTC	A loan facility to Gateshead Trading Company to support the development of additional housing in Gateshead.	780	0	0	0	0

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Lyndhurst House Building - Loan to GTC	A proposed loan facility to Gateshead Trading Company to support the development of additional housing in Gateshead.	5,929	0	0	0	0
Clasper House Building - Loan to GTC	A proposed loan facility to Gateshead Trading Company to support the development of additional housing in Gateshead.	0	9,637	9,637	9,137	0
Follingsby Infrastructure Upgrades	Upgrade to the high voltage network and other infrastructure supporting Follingsby Industrial Park to enable further development. This scheme is being delivered with NELEP as part of an Enterprise Zone.	8,500	1,500	0	0	0
<b>Total Economic Growth</b>		<b>42,710</b>	<b>36,567</b>	<b>16,177</b>	<b>12,172</b>	<b>1,590</b>
<b>Health &amp; Safety</b>						
Health & Safety	Works to address health and safety related issues in Council land/buildings.	500	500	500	500	500
Street Lighting Column Replacement	Phased replacement of the Council's concrete lighting columns with galvanised steel columns.	1,200	250	250	250	0
Traffic Signal Renewal - Borough Wide	Investment to replace obsolete traffic signal equipment throughout Gateshead.	450	450	450	450	0
Pool Filter Replacement	Replacement of pool filtration systems to ensure the standard of water cleanliness meets the required levels.	28	0	0	0	0
<b>Total Health &amp; Safety</b>		<b>2,178</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>500</b>
<b>Revenue Income Generation</b>						
Energy Network Extension - Trinity Square	Extension of the Council's Energy Network to encourage potential regeneration, support existing businesses and reduce carbon emissions.	800	0	0	0	0

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Blaydon Leisure Centre Outdoor Sports Provision	Pitch conversion and upgrade along with the provision of a compact athletics facility to improve the facilities and generate additional income for the Council.	745	0	0	0	0
Trade Waste Service Expansion	Investment to expand upon the existing Trade Waste service within Gateshead, with a particular focus on SME customers.	197	25	25	25	0
Gateshead International Stadium Centre Outdoor Sports Provision	Pitch conversion and upgrade to improve the facilities and generate additional income for the Council.	706	0	0	0	0
<b>Total Revenue Income Generation</b>		<b>2,448</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>0</b>
<b>Revenue Savings</b>						
Digital Gateshead	Investment in the development of the Council's Digital Platform to improve the delivery of Digital services in Gateshead.	445	350	200	100	0
Library Service Review	Investment to support the relocation of existing libraries and replacement of the existing mobile library	270	0	0	0	0
Non Operational Portfolio - Strategic Investment Plan	Ongoing investment targeted at the Council's tenanted non-operational portfolio, seeking to enhance the performance of the portfolio and address urgent building condition and energy efficiency needs.	300	0	0	0	0
Public Realm Improvement	A rolling programme to improve street furniture such as public seating, fencing, signage, bins and recycling banks.	50	50	50	50	50
Salix Energy Efficiency Works	Ongoing energy improvement works to deliver revenue savings with schemes typically having up to a 5 year payback period.	250	250	250	250	250

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Street Lighting Phase 3 LED Lanterns	Completes the existing £9m investment programme to replace street lighting in residential areas.	142	0	0	0	0
Telecare Equipment	Provision of telecare equipment to clients over 75 helping to preserve their independence.	75	75	75	75	75
Street Lighting LED Replacement - Phase 4	Investment to replace 10,000 existing lanterns with latest generation LED lanterns to reduce energy consumption and carbon emissions.	1,200	2,275	0	0	0
Environmental Enforcement Team	Provision of IT equipment to support the delivery of the on-street environmental enforcement team	45	0	0	0	0
Eastwood – Centre of Excellence	Investment in a new facility to provide interim accommodation to support rehabilitation and reablement from a social care and health care team	616	3,656	6,398	953	167
<b>Total Revenue Savings</b>		<b>3,393</b>	<b>6,656</b>	<b>6,973</b>	<b>1,428</b>	<b>542</b>
<b>Statutory Requirements</b>						
Birtley Cemetery Extension	Investment to provide additional burial space in the Birtley area.	240	400	400	400	0
Disabled Facilities Grants (DFGs)	Grants to private individuals to facilitate adaptations to their homes, helping to ensure people can live independently in their own homes.	1,750	1,750	1,750	1,750	1,750
Local Transport Plan - Planned Maintenance	Primarily externally funded investment in improving the Borough's transport network, including highway maintenance, improvement and road safety to support the delivery of the Council's Highways Asset Management Plan (HAMP).	2,550	3,200	3,200	3,200	3,200
Saltwell Cemetery Extension	Investment to extend the existing cemetery to provide additional burial space in Saltwell.	170	275	200	220	0

<b>CAPITAL INVESTMENT</b>	<b>BRIEF DESCRIPTION</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>	<b>2022/23 £'000</b>
School Capacity Improvements	External funding awarded to address capacity issues within Gateshead Schools.	5,500	5,426	0	0	0
School Condition Investment	Externally funded investment programme to address condition issues within the Council's Schools.	1,936	1,500	1,500	1,500	1,500
Schools Devolved Formula Funding	Externally funded investment to provide equipment and contributions towards construction works within the Council's Schools.	250	250	250	250	250
Replacement Bins	Investment in waste management infrastructure.	125	125	125	125	125
<b>Total Statutory Requirements</b>		<b>12,521</b>	<b>12,926</b>	<b>7,425</b>	<b>7,445</b>	<b>6,825</b>
<b>TOTAL GENERAL FUND CAPITAL INVESTMENT</b>		<b>74,582</b>	<b>62,596</b>	<b>37,055</b>	<b>27,738</b>	<b>14,325</b>

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<b>CAPITAL INVESTMENT</b>	<b>BRIEF DESCRIPTION</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>	<b>2022/23 £'000</b>
<b>HOUSING REVENUE ACCOUNT</b>						
<b>Improvement Works</b>						
Lift Replacement/Refurbishment	Planned works to replace lifts within the Council's housing stock in accordance with their lifecycle requirements.	500	500	500	500	500
Replacement of Communal Electrics	Essential works to upgrade communal electrics circuits and services in accordance with stock condition needs.	250	250	250	250	250
External Wall Insulation Works to Non-Traditional Properties	Investment in upgrading the fabric of the Council's housing stock to improve energy efficiency, including enveloping works and insulation measures.	519	0	0	0	0
T-Fall Insulation	Targeted insulation works to reduce the risk of condensation.	100	20	0	0	0

<b>CAPITAL INVESTMENT</b>	<b>BRIEF DESCRIPTION</b>	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>	<b>2022/23 £'000</b>
Warden Call Renewal	Replacement of equipment to utilise Gateshead Council's Care Call scheme, an emergency service which supports older, disabled and vulnerable people allowing them to live safely and independently in their home.	250	250	250	250	250
Timber Replacements	Planned timber renewals/replacement identified through the prior to painting programme.	100	100	100	100	100
Aids and Adaptations	To carry out identified adaptations to Council Dwellings to enable people to live safely and independently within their home.	1,500	1,500	1,500	1,500	1,500
Multi Storey Improvements	Improvement to two flats to be used as show homes to increase lettings	36	0	0	0	0
<b>Total Improvement Works</b>		<b>3,255</b>	<b>2,620</b>	<b>2,600</b>	<b>2,600</b>	<b>2,600</b>
<b>Exceptional Extensive Works</b>						
Equality Act Works - Multi Storey Flats	Includes improvements to ensure the Council's Multi Storey Flats comply with the provisions in the Equality Act 2010.	485	190	190	190	195
Equality Act Works - Communal Lounges	Includes improvements to ensure the Council's communal areas comply with the Equality Act 2010.	50	50	50	50	50
Fire Safety Works - General	Works to address required fire safety improvements in response to ongoing risk assessments.	100	100	100	100	100
Fire Safety Works – Smoke Detection	Allocation of works identified from the outcome of the Grenfell Tower inquiry	400	0	0	0	0
Tower Block Energy Efficiency Improvements (HEIGHTS)	Provision of energy efficiency improvements and low carbon heating systems at Harlow Green and Regent Court, utilising ERDF funding.	5,340	0	0	0	0
Regent Court Improvement Works	Investment to replace the existing façade and windows at Regent Court.	3,300	0	0	0	0

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Multi Storey Service	Refurbishment and renewal of communal services such as risers, ventilation and water hygiene in tower blocks.	200	450	450	450	450
<b>Total Exceptional Extensive Works</b>		<b>9,875</b>	<b>790</b>	<b>790</b>	<b>790</b>	<b>795</b>
<b>Major Future Works</b>						
Decent Homes - Investment Programme	Continuation of the planned estate based improvement work to the Council's housing stock in accordance with Decent Homes principles and prioritised using stock condition data.	6,750	7,000	7,500	8,000	8,000
Stock Condition Surveys and Scheme Design	Continuation of the rolling programme of condition surveys to enable effective asset management and investment in scheme design to help accelerate the delivery of schemes in future years.	400	400	400	400	400
Back Boiler Renewal and Replacements	Replacement of failed and obsolete boilers, upgrading them with more efficient solutions to help address fuel poverty issues.	1,000	1,000	1,000	750	750
Programme Management	The allocation is used to fund the programme management costs and associated fees relating to the delivery of all capital schemes within the Housing Capital Programme.	550	550	550	550	550
Strategic Maintenance	This scheme carries out significant capital works identified by the repairs and maintenance contractor, undertaking improvements to help reduce the level of responsive repairs.	2,000	2,000	2,000	2,000	2,000
Window Replacement and Door Entry System Upgrade	Continuation of the window replacement and door entry system replacement programme.	700	750	750	500	500
<b>Major Future Works</b>		<b>11,400</b>	<b>11,700</b>	<b>12,200</b>	<b>12,450</b>	<b>12,450</b>



CAPITAL INVESTMENT	BRIEF DESCRIPTION	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
<b>Estate Works</b>						
New Build Investment – Winlaton Assisted Living	Investment to provide additional dwellings within the Council's HRA as part of an Assisted Living scheme.	2,550	0	0	0	0
New Build Investment – Seymour Street	Investment to provide additional dwellings within the Council's HRA.	1,200	0	0	0	0
<b>Total Estate Works</b>		<b>3,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL HRA CAPITAL INVESTMENT</b>		<b>28,280</b>	<b>15,110</b>	<b>15,590</b>	<b>15,840</b>	<b>15,845</b>
<b>TOTAL COUNCIL CAPITAL INVESTMENT</b>		<b>102,862</b>	<b>77,706</b>	<b>52,645</b>	<b>43,578</b>	<b>30,170</b>

### Appendix 3 – Capital Programme Financing 2018/19 TO 2022/23

PROJECTED CAPITAL FUNDING	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
<b>Council Resources</b>					
Prudential Borrowing	54,266	49,741	29,610	20,938	7,525
Capital Receipts	0	0	0	0	0
<b>Confirmed Capital Grant Funding</b>					
Local Transport Plan	3,050	3,550	3,550	3,550	0
DFT Challenge Fund	2,100	0	0	0	0
School Capital Grant Funding	7,686	7,176	1,750	1,750	1,750
Environment Agency Funding	172	129	145	0	0
Better Care Fund	1,500	1,500	1,500	1,500	0
MHCLG	500	500	500	0	0
LEP Local Growth Fund	4,552	0	0	0	0
Heritage Lottery Fund	16	0	0	0	0
<b>Anticipated Capital Grant Funding</b>					
Historic England	88	0	0	0	0
Football Association	653	0	0	0	0
Local Transport Plan	0	0	0	0	3,550
Better Care Fund	0	0	0	0	1,500
<b>TOTAL GENERAL FUND CAPITAL FUNDING</b>	<b>74,582</b>	<b>62,596</b>	<b>37,055</b>	<b>27,738</b>	<b>14,325</b>
<b>Housing Revenue Account Resources</b>					
Major Repairs Reserve Contribution (HRA)	21,572	15,110	14,790	14,490	15,845
HRA Capital Receipts	4,158	0	800	1,350	0
<b>Confirmed Capital Grant Funding</b>					
ERDF	2,550	0	0	0	0
<b>TOTAL HRA CAPITAL FUNDING</b>	<b>28,280</b>	<b>15,110</b>	<b>15,590</b>	<b>15,840</b>	<b>15,845</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>102,862</b>	<b>77,706</b>	<b>52,645</b>	<b>43,578</b>	<b>30,170</b>

## **Appendix 4 – Additional Flexibility Regarding the Application of Capital Receipts**

1. In the Spending Review 2015, the Government announced that Local Authorities could use capital receipts (excluding housing receipts) to meet the revenue costs associated with the delivery of transformational and reform projects. In December 2017, this flexibility was extended for a further three years to 31 March 2022. The key criteria is that the expenditure must generate ongoing savings to the Council's net service expenditure.
2. The guidance suggests that:
  - The Council can only use capital receipts generated from the sale of property, plant and equipment in the years in which the flexibility is offered and any existing capital receipts cannot be used to finance the revenue costs of service reform;
  - Qualifying expenditure is considered to be up-front revenue costs that will generate future ongoing savings and transform service delivery. This includes initial set up and implementation costs but excludes any ongoing revenue costs of the new processes;
  - In applying the flexibility, the Council must have regard to the requirements of the Prudential Code and CIPFA Local Authority Code of Practice; and
  - The Council must confirm the plans for the proposed use of this flexibility for the relevant financial year and provide details of the expected costs, funding sources and benefits associated with specific projects and the impact on the Prudential Indicators.
3. Examples of types of qualifying expenditure include:
  - Driving a digital approach to the delivery of more efficient public services;
  - Funding the cost of service reconfiguration or rationalisation where this leads to ongoing efficiency savings or service transformation;
  - Setting up commercial or alternative delivery models to deliver services more efficiently and generate revenue income;
  - Integrating service delivery with other public sector bodies to generate savings; and
  - Improving systems and processes to tackle fraud and corruption in line with the Local Government Fraud and Corruption Strategy.

### **2018/19 Investment**

4. The specific investment plans and use of the additional flexibility will be assessed during the financial year as part of the ongoing monitoring of the capital programme and revenue budget and will be subject to the availability of resources.
5. The ongoing monitoring process will also include any amendments to the Council's Prudential Indicators that may arise as a result of an investment decision. The Council must balance the flexible use of available capital receipts for this purpose against the funding requirement of capital programme to ensure the capital investment plans remain affordable and that the benefit arising from the available resources is maximised for the Council.
6. Invest to save opportunities may emerge during the year and the use of this flexibility will be considered, provided they can satisfy the required criteria to benefit from using this additional flexibility and that sufficient eligible capital receipts are generated.

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**TITLE OF REPORT:** Fees and Charges 2018/19

**REPORT OF:** Darren Collins, Strategic Director, Corporate Resources

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### **Purpose of the Report**

1. The review of fees and charges is an integral part of the annual budget process. The purpose of this report is to request Cabinet to agree to recommend to Council the level of fees and charges for 2018/19.

### **Background**

2. The Council currently raises in the region of £20.1m of which around £16.9m relate to non-statutory charges and £3.2m relate to statutory charges.
3. The Council review fees and charges annually and proposes revised and new charges from 1 April each year. As part of the annual review, all fees and charges have been considered. Where inflationary increases have been proposed these have been uplifted with the September 2017 Consumer Price Index (CPI) rate of 3%.
4. In the Council's Constitution under delegations to individual managers, the Strategic Director, Corporate Resources has delegated authority to:
  - Amend statutory fees and charges and those tied to service level agreements or charged annually;
  - Approve commercially sensitive traded fees and charges in consultation with the Leader and the Deputy Leader of the Council;
  - Amend fees and charges during the financial year for any changes in legislation, changes to statutory fees or any changes to the rate of VAT.

### **Proposal**

5. A summary of the recommended changes to fees and charges for Gateshead Council in 2018/19 is presented in Appendix 1 and the full listing is presented in Appendix 2.
6. The additional income generated as a result of the proposed changes to fees and charges is included in the budget proposals that are contained within the Budget and Council Tax Level 2018/19 report that is also on this agenda. The additional income for 2018/19 is estimated at £548,000. These relate to:
  - **Adult Social Care:** £350,000
  - **Cemeteries and Crematoria:** £30,000.
  - **Development and Public Protection:** £10,000

- **Licencing:** £5,000.
- **Waste Services and Grounds Maintenance:** £153,000.

### **Recommendations**

7. It is asked that Cabinet agrees to recommend to Council:
- (i) The fees and charges as set out for 2018/19 in Appendix 2;
  - (ii) Authorisation for the Strategic Director, Corporate Resources to make any necessary adjustments to correct any errors in the schedule of Fees and Charges.

For the following reasons:

- To ensure that Fees and Charges are set in accordance with Council priorities.
- To support the delivery of the Council's budget and the strategic approach to making Gateshead a place where everyone thrives.

**Policy Context**

1. The proposals in this report are consistent with the Council's strategic approach 'Making Gateshead a place where everyone thrives'. The Council recognises there are huge financial pressures on not just Council resources, but those of partners, local businesses and residents. This means that the Council's decision making, including the setting of fees and charges to support the budget, will be policy and priority led and driven.
2. In the Council's Constitution under delegations to individual managers, the Strategic Director, Corporate Resources has delegated authority to:
  - Amend statutory fees and charges and those tied to service level agreements or charged annually; and
  - Amend fees and charges during the financial year for any changes in legislation, changes to statutory fees or any changes to the rate of VAT.
3. Groups and Services have explored the potential for new fees and charges for discretionary services afforded to the Council under its trading and charging powers.

**Background**

4. A review of fees and charges has taken place and the outcome of this review has informed the changes to fees and charges for 2018/19.
5. As part of the annual review, all fees and charges have been considered. Where inflationary increases have been proposed; these have been uplifted with the September 2017 Consumer Price Index (CPI) of 3%.
6. Proposals have been made to increase 12% of charges by inflation (taking into account small nominal changes for rounding) and 13% are proposed to increase by above inflation to maximise income and ensure full cost recovery whilst being mindful of the current economic climate. In doing so demand and delivery of Council objectives will not be adversely affected.
7. 72% of charges remain unchanged, and some new charges have also been proposed, which equate to 2% of total fees and charges. 1% of charges are proposed to be removed as the Council no longer offer the service or changes to service delivery are proposed.

**Changes to Fees and Charges**

8. The main changes to proposed fees and charges are listed below and the full listing of all fees and charges for 2018/19 is attached at Appendix 2. The references to savings proposals refer to the budget proposals contained within the Budget and Council Tax Level 2018/19 report that is also on this Cabinet agenda.

## **Increases**

9. It is proposed that 25% are proposed to increase (18% in 2017/18): 12% are proposed to increase by inflation or below, and 13% are proposed to increase by above inflation. These proposals include:

- **Adult Social Services:** Transport to day centres is proposed to increase from £1.50 to £3.25 (the cost of a two zone bus pass covering the whole of Gateshead) the increase is linked to Budget Proposal Ref 43: Adult Social Care Trading and Income Generation, which anticipates an additional £50,000. For those eligible for transport to be included in their care plan any charge for services will be via a financial assessment on ability to pay towards the overall care package. The provision of meals at day centres is proposed to increase from £3.50 to £3.60, whilst this in line with inflation it is likely the same service users will be impacted by both the increase in the transport charge and the increase in the meals charge. The hourly charge for Supporting Independence Service is proposed to increase from £12.50 to £13.75 in order to cover costs.

The charge for Home Care and Extra Care is the hourly rate payable to the commissioned providers. The charges currently represent a similar increase to 2017/18 and includes provision for the increase in the National Living Wage which is 4.4%.

- **Cemeteries and Crematoria:** There is a proposal to increase fees and charges for burial and cremation by 2%. This relates to Budget Proposal Ref 47: Street Scene Fees and Charges, and anticipates additional income of £30,000.
- **Development and Public Protection:** Budget Proposal Ref 45: Development, Transport and Public Protection Fees and Charges, proposed increase of around 4.5% on all charges for authorisations under the Environmental Protection Act 1990 and the Pollution Prevention and Control Act. This proposal anticipates additional income of £10,000.
- **Highways and Transport:** The charge for Section 171 Road Opening Notice is proposed to increase from £225 to £250. Temporary Traffic Management Fees are also proposed to increase by an amount above inflation.
- **Hire of Facilities:** The charges for room hire at multipurpose buildings, some libraries, Civic Centre room and Dryden Centre rooms are proposed to increase by inflation in order to continue to cover costs.

Some increases are proposed for hire of the Wailes Room at Saltwell Park from £158 to £160 for half day and from £263 to £300, and for Saltwell Towers from £525 to £750 for a half day or evening, and from £1,050 to £1,500 for the full day.



The charges for the hire of Bewicks at the Civic Centre have been changed so that there are separate charges now for weekdays, Friday evenings and weekends. The weekday charges are proposed to increase by 5% in order to cover costs, and the Friday evening and weekend charges are proposed to increase from £276 to £750 for a half day, and from £497 to £1,500 for a full day.

- **Housing Related Charges and Licensing:** There are proposals to increase the HMO Licencing fee by inflation.
- **Licensing:** Some charges are proposed to increase such as Pet Animals Act 1951 Pet Shop Licence from £99 to £105, Animal Boarding Establishment 1963 Licence from £99 to £130, and Home Boarding Application from £67 to £130.

Budget proposal Ref 31: Transport Services – proposes an increase in taxi testing fees Hackney Carriage Tests in order to move to a full-cost recovery model. This anticipates additional income of around £5,000.

- **Sport and Leisure:** There is a proposal to increase the cost of a 3 month Track Pass by 20% which equates to a monetary increase of between £3.50 and £11.00. Some swimming charges are proposed to increase by nominal amounts, and Flowrider charges are also proposed to increase by between £2.00 and £5.00 depending on group.
- **Waste Services and Grounds Maintenance:** Budget Proposal Ref 47: Street Scene Fees and Charges anticipates £153,000 additional income will be generated from a growth in market share and an increase in charges to customers for Trade Waste, however due to the commercially sensitive nature these charges are noted in the brochure as Price On Application.
- **Planning:** Statutory Planning fees are proposed to increase by 20% in accordance with the Local Government Finance Settlement announcement in December 2017. The financial implications are currently being worked through.
- **Recreation:** The charges for football pitches are proposed to increase by around 20%, which is linked to a two year budget proposal agreed for 2017/18 and 2018/19 where charges are being rationalised.
- **Business Centres:** There is a proposal to increase the occupancy fees per square foot for Blaydon Business Centre (Office), Gateshead International Business Centre and Baltimore House by nominal amounts. Also some meeting room hire at Gateshead International Business Centre, Northern Design Centre, Blaydon Business Centre and Baltimore House are proposed to increase by between £1.00 and £10.00.

- **Registrars:** The statutory charge for Nationality Checking is proposed to increase by £5.00. There is also a proposed increase of £5 for the Premises Fees for registered buildings in order to continue to cover costs.
- **Property and Land:** Property Transactions, copies of legal documents, Section 106 Agreements and Traffic charges are proposed to increase by inflation in order to continue to cover costs.

### ***No Change***

10. 72% of charges are not proposed to change. These include:

- **Building Control:** There are currently no proposed changes to these fees. The service are currently reviewing these charges with a view to market conditions and hope to complete this by February 2018. A separate report will be presented to Cabinet in due course.
- **Car Parking:** There are currently no proposed changes to these fees. The services have carried out a full review of all car parks in the borough and have extended charging hours on some car parks.
- **Licensing:** Although there are some increases proposed, the majority are not proposed to increase. The service are planning a full review of the Hackney Carriage and private and Private Hire Licences over the next few months to ensure full cost recovery.
- **Property and Land:** There are currently no proposed changes to Commercial and Residential Land charge reports as there has been a recent introduction of a VAT charge on this service and the Council operates in a competitive environment. These factors have meant that it would not be sustainable to increase fees without losing income.

### ***Decreases***

11. A small amount of charges are proposed to decrease. These include:

- **Registrars:** Some decreases are proposed for re-affirmation of vows and child naming ceremonies of between £15 and £165 in order to try and increase demand.

### ***New Charges***

12. 2% of the 2017/18 proposed charges are new. These include:

- **Adult Social Care:** A new fees model is proposed for care call together with the removal of the subsidy currently provided to those in receipt of housing benefit. The removal of the subsidy was approved as part of the 2017/18 budget. Budget Proposal Ref 43: Adult Social Care Trading and Income

Generation includes £300,000 related to this, which is in addition to £650,000 in 2017/18. The new model for Care Call fees is proposed which includes a Sheltered Scheme charge of £3.75, and a Bronze/Silver/Gold charge of £4.90/£5.45/£8.40. This Budget Proposal also includes some new sessional charges for activities provided at Marquisway day service. These sessions will be marketed to organisations both in and out of borough and include Motor Activity Training Programme (MATP) £5.00, Rebound Therapy £25.00, iMuse £15.00 and Wheelchair Dance £10.00.

- **Children's Services:** A new charge for Single Setting Designated Persons Training of £314 is proposed, which matches other training charges.
- **Development and Public Protection:** Following approval from Cabinet new charges are proposed for Environmental Enforcement for littering, dog control offences, graffiti and fly-posting of £75 each.
- **Sport and Leisure:** Some new charges are proposed for Go Bear's Den for £3.00 to £5.00 per session and for Clip 'n' Climb for £8.00 to £12.00 per session.
- **Registrars:** Some new charges for corrections to registration entries are proposed of between £75 and £90 per entry in response to demand.

### ***Removals***

13. The following charges are proposed to be removed from the 2017/18 brochure:

- **Children's Services:** The Childminder's Pre-Registration Course and Paediatric First Aid Training will no longer be running.
- **Sport and Leisure:** The charges for swimming coaching fees for a 10 week course are proposed to be removed and replaced with a monthly charge.
- **Libraries:** The ICT Membership charges are proposed to be removed in line with the agreed approach to tackling poverty. The rest of the Library charges are not proposed to change.
- **Waste Services and Grounds Maintenance:** The Passenger Assistant Training Scheme will no longer be running.

### **Consultation**

14. The Budget Consultation 2018/19, which closed on 12 January 2018, sought the views of people who live, work and do business in Gateshead, on proposals to help close the budget gap, some of which relate to fees and charges. Community groups have also been consulted separately on areas that may specifically affect them.

## **Alternative Options**

15. There are no alternative options proposed.

## **Implications of Recommended Option**

### **16. Resources**

**a. Financial Implications** – The Strategic Director, Corporate Resources, confirms that the financial implications are detailed in the attached appendices and that the full financial implications of this report are included in Council's Budget and Council Tax Level 2018/19 report presented elsewhere on the agenda. The additional income generated as a result of proposed fees and charges increases that are included in budget proposals for 2018/19 is estimated at £548,000

**b. Human Resources Implications** – There are no direct human resource implications as a consequence of this report.

**c. Property Implications** – There are no direct property implications as a consequence of this report.

17. **Risk Management Implications** - The risks associated with the impact on demand for services have been assessed when considering increases in fees and charges.
18. **Equality and Diversity Implications** - These are reflected in the proposed fees and charges, which also consider where appropriate the individual's ability to pay. Equality Impact Assessments have been completed for each of the fees and charges included in the budget consultation and used to evaluate and take action, if necessary, to mitigate the effects of any equality and diversity implications.
19. **Crime and Disorder Implications** – There are no immediate crime and disorder implications arising from this report.
20. **Sustainability Implications** – There are no immediate sustainability implications arising from this report.
21. **Health Implications** - There are no immediate health implications arising from this report.
22. **Human Rights Implications** - There are no immediate Human Rights implications arising from this report.
23. **Area and Ward Implications** – The recommendations apply to all Areas and Wards.

## **Background Information**

24. Cabinet Report Budget Consultation 2018/19.

ADULT SOCIAL SERVICES	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Residential Accommodation for Older People</b>			
Minimum (per week)	O/S	£114.00	£111.00
Maximum - Gateshead residents (per week)	O/S	£927.00	£900.00
<b>Short Term Residential Accommodation for all Adults</b>			
All Establishments (per week)	O/S	£114.00	£111.00
<b>Transport to Day Centre (per journey)</b>	O/S	£3.25	£1.50
Home Care Service* (per hour)	O/S	£14.52	£13.56
Extra Care (H21) (per hour)	O/S	£13.00	£12.50
Day Services* (per day)	O/S	£14.60	£14.15
Day Services* (per half day)	O/S	£7.30	£7.10
* Excluding referrals under S117 of Mental Health Act 1983			
Service users whose income is below income support levels will be exempt from charges. All other service users will be financially assessed. The assessment includes a £20.60 disregard for disability related expenditure and a tariff income for savings between £14,250 and £23,250. The maximum charge is £205 per week.			
<b>Day Care Attendance -Other Local Authorities</b> (per day) (inclusive of transport)	O/S	£104.00	£101.00
<b>Provision of Meals</b>			
Day Centres (per meal)	O/S	£3.60	£3.50
<b>Telephones for Chronically Sick and Disabled Persons</b>	O/S	50% of rental	50% of rental
<b>Care Call Fees Model</b>			
Sheltered Schemes	O/S	£3.75	new
Bronze - Monitoring, response and annual visit	O/S	£4.90	new
Silver - Monitoring, response, annual visit and 1 additional item of assistive technology	O/S	£5.45	new
Gold - Monitoring, response, welfare call, annual visit and unlimited assistive technology	O/S	£8.40	new
<b>Supporting Independence Service (per hour)</b>	O/S	£13.75	£12.50
<b>Sporting Clubs for People with Disabilities (Per session)</b>	O/S	£5.00	£5.00
<b>MATP (per person per session)</b>	O/S	£5.00	new
<b>Rebound Therapy (per person per session)</b>	O/S	£25.00	new
<b>iMuse (Per person per session)</b>	O/S	£15.00	new
<b>Wheelchair Dance (per person per session)</b>	O/S	£10.00	new
S* where installation of the alarm is requested by tenant VAT is standard rated. If alarm is already built into the property and part of the rent or is part of care package VAT is outside the scope. Tenants with disabilities VAT is zero-rated.			

CHILDREN'S SERVICES	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Replacement of lost Bus Passes (Age 11-16 only)</b>	O/S	£6.30	£6.10
<b>Soft Play</b>			
Admission (per child)	O/S	£1.00	£0.60
<b>Equipment Hire</b>			
Electric Breast Pump (with a returnable £5.00 deposit)	S	£25.50	£25.50
TENS machine (with a returnable £5.00 deposit)	S	£11.50	£11.50
<b>Equipment Purchase</b>			
Manual Breast Pump	S	£17.00	£17.00
<b>Toy Library - Chowdene Childrens Centre -</b>			
Parent Membership:			
6 months	S	£5.50	£5.50
1 year	S	£10.00	£10.00
Small organisation membership	S	£15.00	£15.00
Large organisation membership - 1 year	S	£55.00	£55.00
Toy loans - per item dependent upon item and will range between	S	£1 - £50	£1 - £50
<b>Active Kidz</b>			
Per day	O/S	£15.00	£14.75
<b>Elgin Centre</b>			
Community Play Provision (per session)	O/S	£1.00	£1.10
<b>Early Years Childcare Service</b>			
Single Setting Child Protection Training	S	£314.00	£305.00
Single Setting Designated Persons Training	S	£314.00	new
<b>Children's Centres</b>			
Celebration Activities (per session)	O/S	£1.00	£1.00

BUILDING CONTROL	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Standard Charges for New Build Houses</b>			
<b>1 Dwelling</b>			
Plan Charge	S	£213.60	£213.60
Inspection Charge	S	£626.40	£626.40
Building Notice Charge	S	£840.00	£840.00
Regularisation charge	O/S	£1,050.00	£1,050.00
<b>2 Dwellings</b>			
Plan Charge	S	£302.40	£302.40
Inspection Charge	S	£712.80	£712.80
Building Notice Charge	S	£1,015.20	£1,015.20
Regularisation charge	O/S	£1,269.00	£1,269.00
<b>3 Dwellings</b>			
Plan Charge	S	£392.41	£392.41
Inspection Charge	S	£886.80	£886.80
Building Notice Charge	S	£1,279.21	£1,279.21
Regularisation charge	O/S	£1,599.00	£1,599.00
<b>4 Dwellings</b>			
Plan Charge	S	£481.20	£481.20
Inspection Charge	S	£1,059.61	£1,059.61
Building Notice Charge	S	£1,540.81	£1,540.81
Regularisation charge	O/S	£1,926.00	£1,926.00
<b>5 Dwellings</b>			
Plan Charge	S	£570.00	£570.00
Inspection Charge	S	£1,232.41	£1,232.41
Building Notice Charge	S	£1,802.41	£1,802.41
Regularisation charge	O/S	£2,253.00	£2,253.00
<b>6 Dwellings</b>			
Plan Charge	S	£658.80	£658.80
Inspection Charge	S	£1,436.41	£1,436.41
Building Notice Charge	S	£2,095.21	£2,095.21
Regularisation charge	O/S	£2,619.00	£2,619.00
<b>7 Dwellings</b>			
Plan Charge	S	£687.60	£687.60
Inspection Charge	S	£1,640.41	£1,640.41
Building Notice Charge	S	£2,328.01	£2,328.01
Regularisation charge	O/S	£2,910.00	£2,910.00
<b>8 Dwellings</b>			
Plan Charge	S	£715.20	£715.20
Inspection Charge	S	£1,844.41	£1,844.41
Building Notice Charge	S	£2,559.61	£2,559.61
Regularisation charge	O/S	£3,199.50	£3,199.50
<b>9 Dwellings</b>			
Plan Charge	S	£744.00	£744.00
Inspection Charge	S	£2,048.41	£2,048.41
Building Notice Charge	S	£2,792.41	£2,792.41
Regularisation charge	O/S	£3,490.50	£3,490.50
<b>10 Dwellings</b>			
Plan Charge	S	£772.80	£772.80
Inspection Charge	S	£2,252.41	£2,252.41
Building Notice Charge	S	£3,025.21	£3,025.21
Regularisation charge	O/S	£3,781.50	£3,781.50
<b>11 Dwellings</b>			
Plan Charge	S	£780.00	£780.00
Inspection Charge	S	£2,456.41	£2,456.41
Building Notice Charge	S	£3,236.41	£3,236.41
Regularisation charge	O/S	£4,045.50	£4,045.50
<b>12 Dwellings</b>			
Plan Charge	S	£787.20	£787.20
Inspection Charge	S	£2,647.20	£2,647.20
Building Notice Charge	S	£3,434.40	£3,434.40
Regularisation charge	O/S	£4,293.00	£4,293.00
<b>13 Dwellings</b>			

Plan Charge	S	£794.40	£794.40
Inspection Charge	S	£2,839.20	£2,839.20
Building Notice Charge	S	£3,633.60	£3,633.60
Regularisation charge	O/S	£4,542.00	£4,542.00
<b>14 Dwellings</b>			
Plan Charge	S	£801.60	£801.60
Inspection Charge	S	£3,031.20	£3,031.20
Building Notice Charge	S	£3,832.80	£3,832.80
Regularisation charge	O/S	£4,791.00	£4,791.00
<b>15 Dwellings</b>			
Plan Charge	S	£810.00	£810.00
Inspection Charge	S	£3,222.01	£3,222.01
Building Notice Charge	S	£4,032.01	£4,032.01
Regularisation charge	O/S	£5,040.00	£5,040.00
<b>16 Dwellings</b>			
Plan Charge	S	£817.20	£817.20
Inspection Charge	S	£3,414.01	£3,414.01
Building Notice Charge	S	£4,231.21	£4,231.21
Regularisation charge	O/S	£5,289.00	£5,289.00
<b>17 Dwellings</b>			
Plan Charge	S	£824.40	£824.40
Inspection Charge	S	£3,605.92	£3,605.92
Building Notice Charge	S	£4,430.40	£4,430.40
Regularisation charge	O/S	£5,538.00	£5,538.00
<b>18 Dwellings</b>			
Plan Charge	S	£831.61	£831.61
Inspection Charge	S	£3,796.80	£3,796.80
Building Notice Charge	S	£4,628.41	£4,628.41
Regularisation charge	O/S	£5,785.50	£5,785.50
<b>19 Dwellings</b>			
Plan Charge	S	£838.81	£838.81
Inspection Charge	S	£3,988.80	£3,988.80
Building Notice Charge	S	£4,827.61	£4,827.61
Regularisation charge	O/S	£6,034.50	£6,034.50
<b>20 Dwellings</b>			
Plan Charge	S	£847.20	£847.20
Inspection Charge	S	£4,179.61	£4,179.61
Building Notice Charge	S	£5,026.81	£5,026.81
Regularisation charge	O/S	£6,283.50	£6,283.50
<p>For applications with number of dwellings in excess of 20 – please contact the Building Control team to discuss the relevant charge. Email D&amp;E Building Control</p> <p>An additional charge becomes payable when electrical work is <b>not</b> carried out by a Part P Registered Electrician and is set to recover additional Local Authority costs – currently set at £425.53 + VAT per unit.</p> <p>A Part P Registered Electrician is a qualified electrician who also has the necessary Building Regulations knowledge to enable his accreditation body to certify his work.</p>			
<b>Domestic Extensions to a Single Building</b>			
<b>Single storey extension floor area not exceeding 10m<sup>2</sup></b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£240.00	£240.00
Building Notice Charge	S	£408.52	£408.52
Regularisation Charge	O/S	£510.65	£510.65
Additional Charge*	S	£510.65	£510.65
<b>Single storey extension floor exceeding 10m<sup>2</sup> but not exceeding 40 m<sup>2</sup></b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£408.50	£408.50
Building Notice Charge	S	£577.02	£577.02
Regularisation Charge	O/S	£721.28	£721.28
Additional Charge*	S	£510.64	£510.64
<b>Single storey extension floor exceeding 40m<sup>2</sup> but not exceeding 100m<sup>2</sup></b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£602.56	£602.56
Building Notice Charge	S	£771.07	£771.07
Regularisation Charge	O/S	£963.84	£963.84
Additional Charge*	S	£510.64	£510.64



<b>Two storey extension not exceeding 40 m<sup>2</sup></b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£602.56	£602.56
Building Notice Charge	S	£771.07	£771.07
Regularisation Charge	O/S	£963.84	£963.84
Additional Charge*	S	£510.64	£510.64
<b>Two storey extension to a dwelling house exceeding 40 m<sup>2</sup> but not exceeding 200m<sup>2</sup></b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£643.40	£643.40
Building Notice Charge	S	£811.92	£811.92
Regularisation Charge	O/S	£1,014.90	£1,014.90
Additional Charge*	S	£510.64	£510.64
<b>Loft conversion</b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£510.64	£510.64
Building Notice Charge	S	£679.15	£679.15
Regularisation Charge	O/S	£848.94	£848.94
Additional Charge*	S	£510.64	£510.64
<b>Erection or extension of a non exempt attached or detached single storey domestic garage or carport up to 100m<sup>2</sup></b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£183.83	£183.83
Building Notice Charge	S	£352.34	£352.34
Regularisation Charge	O/S	£440.43	£440.43
Additional Charge*	S	£510.64	£510.64
<b>Conversion of a garage to a dwelling to a habitable room(s)</b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£102.12	£102.12
Building Notice Charge	S	£270.64	£270.64
Regularisation Charge	O/S	£338.30	£338.30
Additional Charge*	S	£510.64	£510.64
<b>Alterations to extend or create a basement up to 100m<sup>2</sup></b>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£510.64	£510.64
Building Notice Charge	S	£679.15	£679.15
Regularisation Charge	O/S	£848.94	£848.94
Additional Charge*	S	£510.64	£510.64
* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge			
<b>Domestic Alterations to a Single Building</b>			
<b>Underpinning</b>			
<i>Basis of Charge - Fixed Price</i>			
Plan Charge	S	£168.52	£168.52
Inspection Charge	S	£219.58	£219.58
Building Notice Charge	S	£388.09	£388.09
Regularisation Charge	O/S	£485.12	£485.12
<b>Renovation of a thermal element to a single dwelling</b>			
<i>Basis of Charge - Fixed Price</i>			
Plan Charge	S	£102.13	£102.13
Inspection Charge	S	£102.13	£102.13
Building Notice Charge	S	£204.26	£204.26
Regularisation Charge	O/S	£255.30	£255.30
<b>Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of the extension no additional charge)</b>			
<i>Basis of Charge - Fixed Price based on estimated cost bands:</i>			
<i>Estimated cost less than £2,000</i>			
Building Notice Charge	S	£180.00	£180.00
Regularisation Charge	O/S	£225.00	£225.00
<i>Estimated cost exceeding £2,000 up to £5,000</i>			
Plan Charge	S	£102.13	£102.13
Inspection Charge	S	£153.19	£153.19
Building Notice Charge	S	£255.32	£255.32

Regularisation Charge	O/S	£319.16	£319.16
<i>Estimated cost exceeding £5,000 up to £25,000</i>			
Plan Charge	S	£102.13	£102.13
Inspection Charge	S	£357.44	£357.44
Building Notice Charge	S	£459.58	£459.58
Regularisation Charge	O/S	£574.47	£574.47
<i>Estimated cost exceeding £25,001 up to £50,000</i>			
Plan Charge	S	£102.13	£102.13
Inspection Charge	S	£561.71	£561.71
Building Notice Charge	S	£663.84	£663.84
Regularisation Charge	O/S	£829.80	£829.80
<i>Estimated cost exceeding £50,001 up to £75,000</i>			
Plan Charge	S	£102.13	£102.13
Inspection Charge	S	£868.09	£868.09
Building Notice Charge	S	£970.22	£970.22
Regularisation Charge	O/S	£1,212.77	£1,212.77
<b>Window replacement (non competent persons scheme)</b>			
<i>Basis of Charge - Fixed price grouped by numbers of windows:</i>			
<i>Per installation up to 20 windows</i>			
Building Notice Charge	S	£102.13	£102.13
Regularisation Charge	O/S	£127.67	£127.67
<i>Schemes over £100,000 estimate of cost to be individually determined – please contact the Building Control team – the charge will be confirmed in writing.</i>			
<b>Electrical work (carried out by installer not registered to an approved self-certifying Competent Persons Scheme).</b>			
<i>Basis of Charge - Fixed price based on extent of works</i>			
<i>Any electrical work other than the rewiring of a dwelling:</i>			
Building Notice Charge*	S	£102.13	£102.13
Regularisation Charge**	O/S	£638.29	£638.29
<i>The re-wiring or new installation in a dwelling:</i>			
Building Notice Charge*	S	£204.26	£204.26
Regularisation Charge**	O/S	£638.29	£638.29
<i>Installation of Heating of Micro-generation equipment:</i>			
Plan Charge	S	£102.13	£102.13
Inspection Charge	S	£102.13	£102.13
Building Notice Charge*	S	£204.26	£204.26
Regularisation Charge**	O/S	£638.29	£638.29
* If controllable electrical work is not carried out by a person qualified to inspect and test the installation in acc. with BS 7671, an additional charge of £425.53 + vat will be incurred by the applicant to cover the costs of the Council or its appointed consultant carrying out the completion inspection and testing of the electrical installation.			
** Electrical work Regularisation Charge is 150% of the additional charge (£425.53 x 150% = £638.29) exclusive of vat.			
<b>Other, Non-Domestic Work - Extensions and New Build</b>			
<b>Floor area not exceeding 10m<sup>2</sup></b>			
<b>Other Residential (Institution and Other)</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£342.13	£342.13
Regularisation charge	O/S	£714.90	£714.90
<b>Assembly and Recreational use</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£388.09	£388.09
Regularisation charge	O/S	£772.35	£772.35
<b>Industrial and Storage usage</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£360.51	£360.51
Regularisation charge	O/S	£737.87	£737.87
<b>All Other use Classes</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£377.87	£377.87
Regularisation charge	O/S	£759.57	£759.57
<b>Floor area exceeding 10m<sup>2</sup> but not exceeding 40m<sup>2</sup></b>			
<b>Other Residential (Institution and Other)</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£520.85	£520.85
Regularisation charge	O/S	£938.30	£938.30

<b>Assembly and Recreational use</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£618.89	£618.89
Regularisation charge	O/S	£1,060.86	£1,060.86
<b>Industrial and Storage usage</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£503.49	£503.49
Regularisation charge	O/S	£916.60	£916.60
<b>All Other use Classes</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£770.04	£770.04
Regularisation charge	O/S	£1,249.80	£1,249.80
<b>Floor area exceeding 40m<sup>2</sup> but not exceeding 100m<sup>2</sup></b>			
<b>Other Residential (Institution and Other)</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£788.43	£788.43
Regularisation charge	O/S	£1,272.77	£1,272.77
<b>Assembly and Recreational use</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£975.32	£975.32
Regularisation charge	O/S	£1,506.39	£1,506.39
<b>Industrial and Storage usage</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£662.81	£662.81
Regularisation charge	O/S	£1,115.75	£1,115.75
<b>All Other use Classes</b>			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£850.72	£850.72
Regularisation charge	O/S	£1,350.65	£1,350.65
The amount of time to carry out the building regulation functions varies, dependent on the different use categories of buildings.			
<b>All Non-Domestic Buildings, Domestic Alterations and Extensions</b>			
<b>Estimated Cost of Work £0-£5,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£180.00	£180.00
Building Notice Charge	S	£300.00	£300.00
Regularisation charge	O/S	£375.00	£375.00
<b>Estimated Cost of Work £5,001-£6,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£199.20	£199.20
Building Notice Charge	S	£319.20	£319.20
Regularisation charge	O/S	£399.00	£399.00
<b>Estimated Cost of Work £6,001-£7,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£208.80	£208.80
Building Notice Charge	S	£328.80	£328.80
Regularisation charge	O/S	£411.00	£411.00
<b>Estimated Cost of Work £7,001-£8,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£219.61	£219.61
Building Notice Charge	S	£339.61	£339.61
Regularisation charge	O/S	£424.50	£424.50
<b>Estimated Cost of Work £8,001-£9,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£229.21	£229.21
Building Notice Charge	S	£349.21	£349.21
Regularisation charge	O/S	£436.50	£436.50
<b>Estimated Cost of Work £9,001-£10,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£240.00	£240.00
Building Notice Charge	S	£360.00	£360.00
Regularisation charge	O/S	£450.00	£450.00

<b>Estimated Cost of Work £10,001-£11,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£249.60	£249.60
Building Notice Charge	S	£369.60	£369.60
Regularisation charge	O/S	£462.00	£462.00
<b>Estimated Cost of Work £11,001-£12,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£260.41	£260.41
Building Notice Charge	S	£380.41	£380.41
Regularisation charge	O/S	£478.00	£478.00
<b>Estimated Cost of Work £12,001-£13,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£271.20	£271.20
Building Notice Charge	S	£391.20	£391.20
Regularisation charge	O/S	£489.00	£489.00
<b>Estimated Cost of Work £13,001-£14,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£280.80	£280.80
Building Notice Charge	S	£400.80	£400.80
Regularisation charge	O/S	£501.00	£501.00
<b>Estimated Cost of Work £14,001-£15,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£291.61	£291.61
Building Notice Charge	S	£411.61	£411.61
Regularisation charge	O/S	£514.50	£514.50
<b>Estimated Cost of Work £15,001-£16,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£301.21	£301.21
Building Notice Charge	S	£421.19	£421.19
Regularisation charge	O/S	£526.50	£526.50
<b>Estimated Cost of Work £16,001-£17,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£312.00	£312.00
Building Notice Charge	S	£432.00	£432.00
Regularisation charge	O/S	£540.00	£540.00
<b>Estimated Cost of Work £17,001-£18,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£320.41	£320.41
Building Notice Charge	S	£440.41	£440.41
Regularisation charge	O/S	£550.50	£550.50
<b>Estimated Cost of Work £18,001-£19,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£333.60	£333.60
Building Notice Charge	S	£453.60	£453.60
Regularisation charge	O/S	£567.00	£567.00
<b>Estimated Cost of Work £19,001-£20,000</b>			
Plan Charge	S	£120.00	£120.00
Inspection Charge	S	£343.20	£343.20
Building Notice Charge	S	£463.20	£463.20
Regularisation charge	O/S	£579.00	£579.00
<b>Estimated Cost of Work £20,001-£100,000</b>			
Plan Charge for each £1,000 (or part thereof) over £20,001-£100,000	S	POA	POA
Inspection Charge or each £1,000 (or part thereof) over £20,001-£100,000	S	POA	POA
Building Notice Charge or each £1,000 (or part thereof) over £20,001-£100,000	S	POA	POA
Regularisation charge or each £1,000 (or part thereof) over £20,001-£100,000	O/S	POA	POA
<b>Demolition Charge</b>	O/S	£200.00	£200.00
<b>Window Replacement up to 20 windows</b>			
Building Notice Charge	S	£102.13	£102.13
Regularisation charge	O/S	£127.67	£127.67
Schemes over £100,000 estimate of cost to be individually determined – please contact the Building Control team – the charge will be confirmed in writing.			

<b>Skips *</b>			
Annual Permit Scheme Membership	O/S	£50.00	£50.00
Standard Permit (Permit Scheme Member)	O/S	£20.00	£20.00
Standard Permit (Non Permit Scheme Member)	O/S	£25.00	£25.00
Retrospective	O/S	£90.00	£90.00
Renewal (Permit Scheme Member)	O/S	£10.00	£10.00
Renewal (Non Permit Scheme Member)	O/S	£15.00	£15.00
* The skip provider/supplier is responsible for payment. Copy of waste carrier licence and public liability insurance must be provided.			
<b>General</b>			
Copies of Approvals and Certificates	O/S	£24.67	£24.67
<b>Safety Advice - per hour</b>	S	£75.00	£75.00
<b>Scaffold and hoardings</b>			
12 weeks permit	O/S	£125.00	£125.00
12 weeks permit (competent contractor with appropriate, current qualifications)	O/S	£75.00	£75.00
If a site visit is required	O/S	£50.00	£50.00
For up to 28 days extension	O/S	£25.00	£25.00
Re-inspection fee	O/S	£50.00	£50.00

CAR PARKING	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>CAR PARKS - OFF STREET</b>			
<b>Off-Street Penalty Charge (Statutory Charge)*</b>			
Minimum	O/S	£50.00	£50.00
Maximum	O/S	£70.00	£70.00
*Charge is dependent on seriousness of contravention and set by Government. Discounted by 50% for prompt payment			
<b>Back Regent Terrace / Back Walker Terrace Car Park</b> (Monday - Sunday 8.00am - 6.00pm 3hr max stay)			
Up to 1 hour	S	£1.00	£1.00
Up to 2 hours	S	£2.00	£2.00
Up to 3 hours	S	£3.00	£3.00
Seasonal Permit (Monday - Friday)	S	£815.00	£815.00
Seasonal Permit (All days)	S	£1,050.00	£1,050.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	£163.00	£163.00
Suspension of Car Park (per day)	S	£75 flat fee + £6.00 per bay per day	£500.00
<b>Charles Street Car Park</b> (Monday - Sunday 8.00am - 6.00pm 3hr max stay)			
Up to 1 hour	S	£1.30	£1.30
Up to 2 hours	S	£2.60	£2.60
Up to 3 hours	S	£3.90	£3.90
Suspension of Car Park (per day)	S	£75 flat fee + £7.80 per bay per day	£500.00
<b>Church Street Car Park</b> (Monday - Sunday 8.00am - 9.00pm)			
Up to 2 hours	S	£2.60	£2.60
Up to 12 hours	S	£5.00	New tariff
Up to 24 hours	S	£7.50	New tariff
Seasonal Permit (Monday - Friday)	S	£900.00	£900.00
Seasonal Permit (All days)	S	£1,260.00	£1,260.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	£180.00	£180.00
Suspension of Car Park (per day)	S	£75 flat fee + £5.00 per bay per day	£1,000.00
<b>Civic Centre Car Park A</b> (Monday - Friday 9.00am - 5.00pm max stay 4hrs)			
First 20 minutes	S	Free	Free
Up to 1 hour	S	£1.10	£1.10
Up to 2 hours	S	£2.20	£2.20
Up to 3 hours	S	£3.30	£3.30
Up to 4 hours	S	£4.40	£4.40
Saturday & Sunday fixed daily charge	S	£1.20	£1.20
Annual staff permit	S	£425.04	£425.04
Suspension of Car Park (per day)	S	£75 flat fee + £6.00 per bay per day	£1,000.00
<b>Coach Park</b> (Monday - Sunday 8.00am - 9.00pm)			
Up to 1 hour	S	£1.00	£1.00
Up to 2 hours	S	£2.00	£2.00
Up to 3 hours	S	£3.00	£3.00
Over 3 hours/All Day	S	£4.00	£4.00

Suspension of Car Park (per day)	S	£75 flat fee + £10.00 per bay per day	£500.00
<b>Computer House Car Park</b>			
Annual staff permit	S	£260.04	£260.04
Suspension of Car Park (per day)	S	£75 flat fee + £1.50 per bay per day	£250.00
<b>Cross Keys Lane Car Park</b>			
(Monday - Saturday 9.00am - 5.30pm)	S	£0.30	£0.30
All Day	S	£1.50	£1.50
Seasonal Permits (All days)	S	£100.00	£100.00
Suspension of Car Park (per day)	S	£75 flat fee + £1.50 per bay per day	£1,000.00
<b>Felling Metro Car Park</b>			
(Monday - Saturday 7.00am - 8.00pm)			
Up to 2 hours	S	£2.00	£2.00
All day	S	£3.20	£3.20
Sunday (Fixed daily charge)	S	£1.20	£1.20
Suspension of Car Park (per day)	S	£75 flat fee + £3.20 per bay per day	£250.00
<b>Garden Street Car Park (Oakwellgate)</b>			
(Monday - Sunday 8.00am - 9.00pm)			
Up to 1 hour	S	£1.00	£1.00
Up to 2 hours	S	£2.00	£2.00
Up to 3 hours	S	£3.00	£3.00
Over 3 hours/All Day	S	£4.00	£4.00
Seasonal Permit ( Monday - Friday)	S	£720.00	£720.00
Seasonal Permit ( All days)	S	£1,008.00	£1,008.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	£144.00	£144.00
Suspension of Car Park (per day)	S	£75 flat fee + £3.20 per bay per day	£500.00
<b>Gateshead Leisure Centre Car Park</b>			
Annual staff permit	S	£260.04	£260.04
Suspension of Car Park (per day)	S	£75 flat fee + £1.00 per bay per day	£250.00
<b>Heworth North Car Park (Metro station)</b>			
(Monday - Saturday 7.00am - 8.00pm)			
Up to 12 hours	S	£2.30	£2.30
Up to 24 hours	S	£3.50	New tariff
Seasonal Permit (Monday - Friday)	S	£390.00	£390.00
Seasonal Permit (All days)	S	£525.00	£525.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	£78.00	£78.00
Suspension of Car Park (per day)	S	£75 flat fee + £2.20 per bay per day	£1,000.00
<b>Heworth South Car Park (Metro station)</b>			
(Monday - Saturday 7.00am - 8.00pm 4hr max stay )			
Up to 2 hours	S	£2.00	£2.00
Up to 4 hours	S	£3.20	£3.20
Sunday (Fixed daily charge)	S	£1.20	£1.20
Suspension of Car Park (per day)	S	£75 flat fee + £6.00 per bay per day	£500.00
<b>Hilda House Car Park</b>			
Annual staff permit	S	£260.04	£260.04

Suspension of Car Park (per day)	S	£75 flat fee + £1.50 per bay per day	£250.00
<b>Lowrey's Lane Car Park</b> (Monday - Saturday 9.00am - 5.30pm)			
First 20 minutes	S	Free	Free
Per hour	S	£0.30	£0.30
All day	S	£1.50	£1.50
Suspension of Car Park (per day)	S	£75 flat fee + £1.50 per bay per day	£1,000.00
<b>Mill Road Car Park</b> (Monday - Sunday 8.00am - 11.00pm)			
Up to 1 hour	S	£1.90	£1.90
Up to 2 hours	S	£3.40	£3.40
Up to 3 hours	S	£4.90	£4.90
All Day	S	£6.30	£6.30
Seasonal Permit ( Monday - Friday)	S	£1,115.00	£1,115.00
Seasonal Permit ( All days)	S	£1,610.00	£1,610.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	£223.00	£223.00
Suspension of Car Park (per day)	S	£75 flat fee + £6.30 per bay per day	£3,000.00
<b>Pipewellgate Car Park</b> (Monday - Sunday 8.00am - 6.00pm)			
All Day	S	£2.50	£2.50
Seasonal Permit (Monday-Friday)	S	£455.00	£455.00
Seasonal Permit ( All days)	S	£640.00	£640.00
Seasonal Permit (specified days) (1/5th of the 'Monday-Friday' rate, per day)	S	£91.00	£91.00
Suspension of Car Park (per day)	S	£75 flat fee + £2.50 per bay per day	£250.00
<b>Regent Court Car Park</b> (Monday - Sunday 8.00am - 6.00pm)			
Up to 2 hours	S	£2.00	£2.00
Up to 3 hours	S	£2.90	£2.90
Up to 4 hours	S	£3.90	£3.80
All day	S	£4.60	£4.60
Sunday (Fixed daily charge)	S	£1.20	£1.20
Seasonal Permit (Monday - Friday)	S	£815.00	£815.00
Seasonal Permit (All days)	S	£1,050.00	£1,050.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	£163.00	£163.00
Suspension of Car Park (per day)	S	£75 flat fee + £4.60 per bay per day	£1,000.00



<b>South Shore Road Car Park</b>			
(Monday - Sunday 8.00am - 9.00pm)			
Up to 1 hour	S	£1.90	£1.90
Up to 2 hours	S	£3.40	£3.40
Up to 3 hours	S	£4.90	£4.90
All Day	S	£6.30	£6.30
Seasonal Permit ( Monday - Friday)	S	£1,115.00	£1,115.00
Seasonal Permit ( All days)	S	£1,610.00	£1,610.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	£223.00	£223.00
Suspension of Car Park (per day)	S	£75 flat fee + £6.30 per bay per day	£2,000.00
<b>Sunderland Road (Tynegate) Car Park</b>			
(Monday - Sunday 8.00am - 6.00pm)			
All day	S	£1.50	£1.50
Sunday (Fixed daily charge)	S	£1.20	£1.20
Annual Staff Permit	S	£260.04	£260.04
Suspension of Car Park (per day)	S	£75 flat fee + £1.50 per bay per day	£250.00
<b>Swinburne Street Car Park</b>			
(Monday - Sunday 8.00am - 6.00pm )			
Up to 2 hours	S	£1.80	£1.80
All Day	S	£3.60	£3.60
Sunday (Fixed daily charge)	S	£1.20	£1.20
Annual Staff Permit	S	£320.04	£320.04
Suspension of Car Park (per day)	S	£75 flat fee + £4.60 per bay per day	£500.00
<b>Town Hall Car Park</b>			
(Monday - Sunday 8.00am - 6.00pm)			
Up to 2 hours	S	£1.80	£1.80
All day	S	£3.60	£3.60
Sunday (Fixed daily charge)	S	£1.20	£1.20
Annual Staff Permit	S	£320.04	£320.04
Suspension of Car Park (per day)	S	£75 flat fee + £4.60 per bay per day	£500.00
<b>Whickham Shopping Centre (East) Car Park (short stay)</b>			
(Monday - Saturday 9.00am - 5.30pm 4hr max stay)			
Per hour	S	£0.30	£0.30
Suspension of Car Park (per day)	S	£75 flat fee + £2.40 per bay per day	£250.00
<b>Whickham Shopping Centre (West) Car Park (long stay)</b>			
(Monday - Saturday 9.00am - 5.30pm)			
Per hour	S	£0.30	£0.30
All Day	S	£1.50	£1.50
Seasonal Permit (All days)	S	£100.00	£100.00
Suspension of Car Park (per day)	S	£75 flat fee + £1.50 per bay per day	£250.00
<b>Windmill Hills Car Park</b>			
Annual Staff Permit	S	£260.04	£260.04
Suspension of Car Park (per day)	S	£75 flat fee + £1.00 per bay per day	£250.00

<b>ON STREET PARKING</b>			
<b>On Street Penalty Charge (Statutory Charge) *</b>			
Minimum	O/S	£50.00	£50.00
Maximum	O/S	£70.00	£70.00
*Charge is dependent on seriousness of contravention and set by Government. Discounted by 50% for prompt payment			
<b>Church Street (Nos 1-3) Gateshead</b>			
(All days 8.00am - 6.00pm 3hr max stay)			
Up to 1 hour	O/S	£1.50	£1.50
Up to 2 hours	O/S	£3.00	£3.00
Up to 3 hours	O/S	£4.50	£4.50
<b>Ely Street, Gateshead</b>			
(Monday - Friday 9.00am - 6.00pm 2hr max stay)			
Up to 15 mins	O/S	£0.20	£0.20
Up to 30 mins	O/S	£0.40	£0.40
Up to 45 mins	O/S	£0.60	£0.60
Up to 1 hour	O/S	£0.80	£0.80
Up to 1 hr 15 mins	O/S	£1.00	£1.00
Up to 1 hr 30 mins	O/S	£1.20	£1.20
Up to 1 hr 45 mins	O/S	£1.40	£1.40
Up to 2 hours	O/S	£1.60	£1.60
<b>Half Moon Lane/Hudson Street/Wellington St, Gateshead</b>			
(Monday - Friday 9.00am - 6.00pm 3hr max stay)			
Up to 1 hour	O/S	£0.60	£0.60
Up to 2 hours	O/S	£1.20	£1.20
Up to 3 hours	O/S	£1.80	£1.80
<b>High Street, Gateshead</b>			
(All days 8.00am - 6.00pm 2hr max stay)			
Up to 15 mins	O/S	£0.50	£0.50
Up to 30 mins	O/S	£1.00	£1.00
Up to 45 mins	O/S	£1.50	£1.50
Up to 1 hour	O/S	£2.00	£2.00
Up to 1 hr 15 mins	O/S	£2.50	£2.50
Up to 1 hr 30 mins	O/S	£3.00	£3.00
Up to 1 hr 45 mins	O/S	£3.50	£3.50
Up to 2 hours	O/S	£4.00	£4.00
<b>Hopper Street, Gateshead</b>			
(Monday - Saturday 8.00am - 6.00pm 2hr max stay)			
Up to 1 hour	O/S	£1.00	£1.00
Up to 2 hours	O/S	£2.00	£2.00
<b>Mulgrave Terrace, Gateshead</b>			
(Monday - Saturday 8.00am - 6.00pm)			
Per hour	O/S	£0.40	£0.40
<b>Peterborough Close, Gateshead</b>			
(Monday - Saturday 9.00am - 6.00pm)			
Per Hour	O/S	£0.50	£0.50
<b>Queen Elizabeth Avenue</b>			
(Monday - Friday 9.00am - 6.00pm 2hr max stay)			
Up to 1 hour	O/S	£0.60	£0.60
Up to 2 hours	O/S	£1.20	£1.20
<b>Swinburne Street/Swinburne Place, Gateshead</b>			
(All days 8.00am - 6.00pm 2hr max stay)			
Up to 1 hour	O/S	£0.50	£0.50
Up to 2 hours	O/S	£1.00	£1.00

<b>Bensham Rd (Walker Terrace), Gateshead</b>			
(All days 8.00am - 6.00pm 2hr max stay)			
Up to 15 mins	O/S	£0.50	£0.50
Up to 30 mins	O/S	£1.00	£1.00
Up to 45 mins	O/S	£1.50	£1.50
Up to 1 hour	O/S	£2.00	£2.00
Up to 1 hr 15 mins	O/S	£2.50	£2.50
Up to 1 hr 30 mins	O/S	£3.00	£3.00
Up to 1 hr 45 mins	O/S	£3.50	£3.50
Up to 2 hours	O/S	£4.00	£4.00
<b>Warwick Street, Gateshead</b>			
(Monday - Saturday 8.00am - 6.00pm 2hr max stay)			
Up to 1 hour	O/S	£0.90	£0.90
Up to 2 hours	O/S	£1.80	£1.80
<b>Worcester Green access road, Gateshead</b>			
(Monday - Friday 9.00am - 6.00pm 2hr max stay)			
Up to 15 mins	O/S	£0.20	£0.20
Up to 30 mins	O/S	£0.40	£0.40
Up to 45 mins	O/S	£0.60	£0.60
Up to 1 hour	O/S	£0.80	£0.80
Up to 1 hr 15 mins	O/S	£1.00	£1.00
Up to 1 hr 30 mins	O/S	£1.20	£1.20
Up to 1 hr 45 mins	O/S	£1.40	£1.40
Up to 2 hours	O/S	£1.60	£1.60
<b>BUS LANE ENFORCEMENT (subject to Council and Secretary of State approval)</b>			
Penalty Charge Notices under S144 Transport Act 2000 for being in a bus lane			
	O/S	£60.00 (discounted by 50% if paid within a statutory period)	£60.00 (discounted by 50% if paid within a statutory period)
<b>Resident Zone Annual Permit - Residents (per permit)</b>			
First Permit	O/S	£25.00	£25.00
Second permit (if applicable)	O/S	£50.00	£50.00
Third permit (if applicable)	O/S	£75.00	£75.00
<b>Resident Zone Annual Permit - Residents' Visitor</b>			
Book (10 vouchers) (3hr max stay)	O/S	£5.00	£5.00
OAP/Blue Badge Residents (3hr max stay) permit valid for 3 years	O/S	£10.00	£10.00
<b>Resident Zone Annual Permit - Businesses (charge per permit)</b>			
Blue Badge (Statutory Charge)	O/S	£125.00	£125.00
Replacement permit charge	O/S	£10.00	£10.00
Change of vehicle charge	O/S	£20.00	£20.00
Health Professionals' permit	O/S	£10.00	£10.00
Trade permit (maximum 2 weeks)	O/S	£75.00	£75.00
	O/S	£5.00 flat fee plus £1.50 per day	£5.00 flat fee plus £1.50 per day
Parking Dispensation Notice	O/S	£25.00 non-refundable fee plus £25.00 per bay/space per day	£25.00 non-refundable fee plus £25.00 per bay/space per day
Suspension Notice (Parking Bays)	O/S	£25.00 non-refundable fee plus £25.00 per bay/space per day	£25.00 non-refundable fee plus £25.00 per bay/space per day

CEMETERIES AND CREMATORIA	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Interments</b>			
For the interment in a grave taken in rotation of an adult 18 years of age or over. (This does not include the Exclusive Rights of Burial)	O/S	£819.00	£803.00
Additional cost of a grave taken out of rotation	O/S	£70.00	£68.00
For the interment of cremated remains in a grave taken in rotation	O/S	£236.00	£231.00
Interment fee Mon - Thurs 2pm - 4pm, Fri 1.45pm - 4pm	O/S	£1,030.00	£1,009.00
Interment Saturday up to 3pm (by prior arrangement only)	O/S	£1,638.00	£1,606.00
For any interment taking place more than 15 minutes before or after the appointment time, an additional fee for every further 15 minutes or fractional part thereof	O/S	£52.00	£51.00
Exclusive Rights of Burial in full graves. For the exclusive right of burial in a grave space taken in rotation in any part of the burial ground. NOTE - All new graves must be purchased. Total term must not exceed 90 years. Fee for the following duration:			
For period of 50 years	O/S	£691.00	£677.00
For period of 60 years	O/S	£830.00	£813.00
For period of 70 years	O/S	£968.00	£948.00
For period of 80 years	O/S	£1,105.00	£1,084.00
For period of 90 years	O/S	£1,244.00	£1,219.00
Exclusive Rights of Burial in cremated remains graves. For the exclusive right of burial in a grave space taken in in rotation in any part of the burial ground. NOTE - All new graves must be purchased Total term must not exceed 90 years. Fee for the following duration:			
For period of 50 years	O/S	£403.00	£395.00
For period of 60 years	O/S	£484.00	£474.00
For period of 70 years	O/S	£564.00	£552.00
For period of 80 years	O/S	£645.00	£631.00
For period of 90 years	O/S	£725.00	£710.00
Exclusive Rights of Burial in child's grave. For the exclusive right of burial in a grave space taken in rotation in any part of the burial ground. Total term must not exceed 90 years. Fee for the following duration:			
For period of 50 years	O/S	£403.00	£395.00
For period of 60 years	O/S	£484.00	£474.00
For period of 70 years	O/S	£564.00	£552.00
For period of 80 years	O/S	£645.00	£631.00
For period of 90 years	O/S	£725.00	£710.00
Note- The fees indicated include the Deed of Grant and all expenses thereof. On the expiry of original term referred to above, an option may be exercised to extend the period of Exclusive Right of Burial for a further period (total term must not exceed 90 years).			
Extension to existing Exclusive Rights of burial on expiry of initial lease (Must not extend beyond 90 years in total)			
Extension to existing Exclusive Rights of Burial - Full Grave			
20 years	O/S	£276.00	£271.00
30 years	O/S	£415.00	£407.00
40 years	O/S	£553.00	£542.00
Extension to existing to existing Exclusive Rights of burial - Cremated Remains Grave			
20 years	O/S	£161.00	£158.00
30 years	O/S	£242.00	£237.00
40 years	O/S	£322.00	£316.00

Extension to existing Exclusive Rights of burial - Childrens Grave			
20 years	O/S	£161.00	£158.00
30 years	O/S	£242.00	£237.00
40 years	O/S	£322.00	£316.00
Note - In some instances double fees may apply for non - residents. Please check with Bereavement Office.			
<b>Gravestones, Tablets and Monumental Inscriptions</b>			
For the right to erect or place a grave or vault in respect of which the Exclusive Right of Burial has been granted:			
A memorial stone 450mm up to 915mm in height and 450mm to 915mm in width (vertical)	O/S	£282.00	£276.00
NB All stones over 915mm in height or width will be priced on application		POA	POA
Additional inscription on a headstone	O/S	£58.00	£57.00
Half kerbstones - lawned section width of stone 600mm in front (full burials only)	O/S	£180.00	£176.00
Kerbstones or border stones enclosing a space not exceeding the measurements specified in the Regulations.	O/S	£360.00	£353.00
Horizontal Plaque to be placed between kerb stones not exceeding 750mm x 750mm.	O/S	£68.00	£67.00
<b>A Memorial Seat</b>			
Memorial seat without the need for a base to be constructed	O/S	£1,300.00	£1,300.00
Memorial Seat with the need for a base to be constructed	O/S	£2,000.00	£2,000.00
Memorial cast iron plaque on existing seat in Saltwell Park for 10 years	O/S	£546.00	£546.00
Memorial cast iron plaque on existing seat in Saltwell Park for the lifetime of the seat	O/S	£840.00	£840.00
Additional or replacement plaque on an existing seat	O/S	£199.00	£195.00
<b>Miscellaneous Charges</b>			
Exhumation fees (excluding charges for re-interring)	S	POA	POA
Free standing vase, tablet, or flower stand (right to place) up to 450mm x 300mm	O/S	£29.00	£28.00
Coffin Cover	E	£638.00	£625.00
Register transfer of ownership of grave or vault	E	£40.00	£39.00
Use of cemetery chapel for services (only if available) fee is in addition to interment fee.	E	£90.00	£88.00
Replacement memorial stone	O/S	£68.00	£67.00
Replacement kerbstone (Half Kerbs)	O/S	£90.00	£88.00
Replacement kerbstone (Full Kerbs)	O/S	£178.00	£175.00
Renovation - repairs, cleaning (Admin Fee)	O/S	£41.00	£40.00
Service cancellation (less than 72 hours notice)	O/S	£169.00	£165.00
<b>Cremation</b>			
Of the body of a person whose age at the time of death exceeded 18 years	E	£653.00	£640.00
Environmental Surcharge	E	£47.00	£46.00
Non-Resident Surcharge	E	£35.00	£35.00
Additional service time of 20 mins at Saltwell Crematorium for 12 noon & 3 pm services only	E	£63.00	£60.00
<b>Note -</b> These fees apply where a cremation takes place between the hours of 9.00am and 3.30pm on weekdays, in any other cases, the fee will be increased by 100%. The cremation fee includes: Use of Chapel, waiting room, etc, and all attendance after coffin placed on catafalque by undertaker The fees include the disposal of cremated remains in the garden of remembrance and a polycontainer for cremated remains.			
<b>Entries in Book of Remembrance including touch screen visual display of entry accessible throughout the year</b>			
Each line of entry (entries must consist of either 2, 5 or 8 ines	S	£35.00	£34.00
For Emblem or Service Badge	S	£115.00	£112.00
Family Crest or Coat of Arms	S	£137.00	£134.00
Token Entry charged at actual cost plus:			
Admin fee	S	£34.00	£33.00

<b>Miscellaneous Charges</b>			
Medical Referee	O/S	£39.00	£38.00
Disposal in Garden of Remembrance of a person cremated elsewhere	E	£57.00	£56.00
Family search (searches for children, siblings, parents, grandparents are free). Charge applicable for all other searches. Charge is for one name, at one location.	S	£35.00	£34.00
Memorial Wall Plaque for 10 years	S	£457.00	£448.00
Replacement Memorial Wall Plaque for 10 years	S	£257.00	£252.00
Memorial Kerb Tablet including plaque, inscription & vase (for a period of 10 years)	O/S	£797.00	£781.00
Memorial Kerb Tablet - replacement plaque	O/S	£201.00	£197.00
Dignified disposal of body parts - charged at 50% of the appropriate charge for an interment or a cremation.		50%	50%

DEVELOPMENT AND PUBLIC PROTECTION	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Trading Standards</b> Fees for the purpose of any work carried out under the provisions of Weights and Measures Act 1985 and for any other metrological activity. For the testing of any equipment, the fee will be determined by the hourly rate of the Weights and Measures Inspector and will include a fee for time for preparation and travelling to the place of verification or testing. Where the nature of the equipment requires the presence of support staff, an additional fee will be charged to include an hourly rate for the member of staff and will include travelling to the place of verification or testing. An additional charge will be made to cover the cost of hiring any additional equipment required for the test.			
Hourly rate for an Inspector of Weights and Measures	O/S	£60.00	£60.00
Hourly rate for a member of support staff	O/S	£36.12	£36.12
<b>Authorisations under the Environmental Protection Act 1990 / Pollution Prevention and Control Act 1999 Local Authority Pollution Control</b>			
<b>Application Fee - All charges are Statutory</b>			
Standard Process	O/S	£1,650.00	£1,579.00
Additional fee for operating without a permit	O/S	£1,188.00	£1,137.00
PVR 1 & dry cleaners	O/S	£155.00	£148.00
PVR 1 & 2 combined	O/S	£257.00	£246.00
Vehicle refinishers & other reduced fee activities	O/S	£362.00	£346.00
Reduced fee activities*: Additional fee for operating without a permit	O/S	£99.00	£68.00
Mobile screening and crushing plant	O/S	£1,650.00	£1,579.00
For the third to seventh applications	O/S	£985.00	£943.00
For the eighth and subsequent applications	O/S	£498.00	£477.00
Where an application for any of the above is for a combined Part B and waste application, an extra charge is added to the above amounts	O/S	£308.00	£294.00
<b>Annual Subsistence Charge</b>			
Standard Process - Low Risk	O/S	£772.00	£739
Standard Process - Low Risk additional amount which must be charged where a permit is for a combined Part B and waste installation	O/S	£103.00	£99.00
Standard Process - Medium Risk	O/S	£1,161.00	£1,111.00
Standard Process - Medium Risk additional amount which must be charged where a permit is for a combined Part B and waste installation	O/S	£156.00	£149.00
Standard Process - High Risk	O/S	£1,747.00	£1,672.00
Standard Process - High Risk additional amount which must be charged where a permit is for a combined Part B and waste installation	O/S	£207.00	£198.00
Reduced fee activities - Low Risk - Statutory Charge	O/S	£79.00	£76.00
Reduced fee activities - Medium Risk - Statutory Charge	O/S	£158.00	£151.00
Reduced fee activities - High Risk - Statutory Charge	O/S	£237.00	£227.00
Petroleum Vapour Recovery stage I and II - Low Risk	O/S	£113.00	£108.00
Petroleum Vapour Recovery stage I and II - Medium Risk	O/S	£226.00	£216.00
Petroleum Vapour Recovery stage I and II - High Risk	O/S	£341.00	£326.00
* Reduced fee activities are service stations, vehicle refinishers, dry cleaners			
Vehicle refinishers, Low Risk**	O/S	£228.00	£218.00
Vehicle refinishers, Medium Risk**	O/S	£365.00	£349.00
Vehicle refinishers, High Risk**	O/S	£548.00	£524.00
Odourising of natural gas, Low Risk - Statutory charge	O/S	£79.00	£76.00
Odourising of natural gas, Medium Risk - Statutory charge	O/S	£158.00	£151.00
Odourising of natural gas, High Risk - Statutory charge	O/S	£237.00	£227.00
Mobile screening and crushing plant, Low Risk - Statutory charge	O/S	£646.00	£618.00
Mobile screening and crushing plant, Medium Risk - Statutory charge	O/S	£1,034.00	£989.00
Mobile screening and crushing plant, High Risk - Statutory charge	O/S	£1,506.00	£1,485.00
For the third to seventh authorisations, Low Risk - Statutory charge	O/S	£385.00	£368.00
For the third to seventh authorisations, Medium Risk - Statutory charge	O/S	£617.00	£590.00
For the third to seventh authorisations, High Risk - Statutory charge	O/S	£924.00	£884.00

For the eighth and subsequent authorisations, Low Risk - Statutory charge	O/S	£198.00	£189.00
For the eighth and subsequent authorisations, Medium Risk - Statutory charge	O/S	£316.00	£302.00
For the eighth and subsequent authorisations, High Risk - Statutory charge	O/S	£473.00	£453.00
Additional charge if subsistence payment is made by quarterly instalments - Statutory charge	O/S	£38.00	£36.00
**Where part B installation is subject to reporting under the E-PRTR Regulation, an extra £98.00 must be added to the above amounts.			
<b>Transfer and surrender - All charges are Statutory</b>			
Standard process transfer	O/S	£169.00	£162.00
Standard process partial transfer	O/S	£497.00	£476.00
Surrender: all Part B activities	O/S	n/a	N/A
Reduced fee activities***: transfer	O/S	n/a	N/A
Reduced fee activities***: partial transfer	O/S	£47.00	£45.00
(2010/11) New Operator at low risk reduced fee activity	O/S	£78.00	£75.00
<b>Temporary Transfers for Mobiles - All charges are Statutory</b>			
First Transfer	O/S	£53.00	£51.00
Repeat following enforcement or warning	O/S	£53.00	£51.00
<b>Substantial Changes (Sections 10 and 11 of the Act) - All charges are Statutory</b>			
Standard Process	O/S	£1,050.00	£1,005.00
Standard process where the substantial change results in a new PPC activity	O/S	£1,650.00	£1,579.00
Reduced fee activities***	O/S	£102.00	£98.00
***All above charges include the extra £98 for reporting under the E-PRTR Regulation			
<b>Local Authority Integrated Pollution Prevention and Control - All charges are Statutory</b>			
Application	O/S	£3,363.00	£3,218.00
Additional fee for operating without a permit	O/S	£1,188.00	£1,137.00
Annual Subsistence - Low	O/S	£1,446.00	£1,384.00
Annual Subsistence - Medium	O/S	£1,610.00	£1,541.00
Annual Subsistence - High	O/S	£2,333.00	£2,233.00
Additional charge of subsistence payment is made by quarterly instalments	O/S	£38.00	£36.00
Late Payment Fee	O/S	£52.00	£50.00
Substantial Variation	O/S	£1,368.00	£1,309.00
Transfer	O/S	£235.00	£225.00
Partial Transfer	O/S	£698.00	£668.00
Surrender	O/S	£698.00	£668.00
<b>LAPC and LAPPC mobile plant charges (Application/ Subsistence) - All charges are Statutory</b>			
1 authorisation, Application fee	O/S	£1,650.00	£1,579.00
1 authorisation, Subsistence Low risk	O/S	£646.00	£618.00
1 authorisation, Subsistence Medium risk	O/S	£1,034.00	£989.00
1 authorisation, Subsistence High risk	O/S	£1,506.00	£1,484.00
2 authorisations, Application fee	O/S	£1,650.00	£1,579.00
2 authorisations, Subsistence Low risk	O/S	£646.00	£618.00
2 authorisations, Subsistence Medium risk	O/S	£1,034.00	£989.00
2 authorisations, Subsistence High risk	O/S	£1,506.00	£1,484.00
For the third to seventh authorisations, Application fee	O/S	£985.00	£943.00
For the third to seventh authorisations, Subsistence Low risk	O/S	£385.00	£368.00
For the third to seventh authorisations, Subsistence Medium risk	O/S	£617.00	£590.00
For the third to seventh authorisations, Subsistence High risk	O/S	£924.00	£884.00
For the eighth and subsequent authorisations, Application fee	O/S	£498.00	£447.00
For the eighth and subsequent authorisations, Subsistence Low risk	O/S	£198.00	£189.00
For the eighth and subsequent authorisations, Subsistence Medium risk	O/S	£316.00	£302.00
For the eighth and subsequent authorisations, Subsistence High risk	O/S	£473.00	£453.00
<b>Land Contamination queries</b>			
General Queries	S	£250.00	£250.00
Large or Complex Queries - actual cost using hourly charge out rates	S	Actual cost	Actual cost
<b>Core Strategy &amp; Urban Plan</b>			
<i>Postage and packaging is in addition to these charges:</i>			
Copy	S	£25.00	£25.00



<b>Enviromental enforcement under enviromental protection Act 1990</b>			
Littering	O/S	£75.00	new
Dog control offences	O/S	£75.00	new
Graffiti	O/S	£75.00	new
Fly-posting	O/S	£75.00	new

HIGHWAYS AND TRANSPORT	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Road Opening Notice</b>			
Section 171 Licence (Road Opening Notice)	O/S	£250.00	£225.00
Amendments to Section 171 Licence	O/S	£50.00	£50.00
<b>Permission to maintain apparatus in Public Highways</b>			
Section 50 Licence - New Roads & Street Works Act (new apparatus)	O/S	£550.00	£550.00
Section 50 Licence - New Roads & Street Works Act (existing apparatus)	O/S	£275.00	£275.00
Amendments to Section 50 Licence	O/S	£50.00	£50.00
<b>Temporary Traffic Signals Fees (for non-statutory undertakers)</b>			
Approval of temporary traffic management proposals	O/S	£35.00	new
2 Way Signals application	O/S	£50.00	£35.00
Multiple Signals application	O/S	£65.00	£50.00
Amendment	O/S	£25.00	£15.00
Site Visit (per visit where required, additional to other fees)	O/S	£75.00	£50.00
<b>Highways Inspection Reports</b>			
Highways Inspection Reports (per street per year)	O/S	£49.50	£49.50
Request for Service / Complaint Records (per street per year)	O/S	£49.50	£49.50
Works Orders (per street per year)	O/S	£49.50	£49.50
Street Works Records (per street per year)	O/S	£33.00	£33.00
Plan extract of adoption records (additional/follow up) (per OS plan used)	O/S	£11.35	£11.35
Plan extract of adoption records (duplicate) (per OS plan used)	O/S	£22.70	£22.70
Standard search additional questions (per question)	O/S	£12.50	£12.50
Non-Standard search additional questions (per question)	O/S	£19.30	£19.30
<b>NRASWA Inspection Fees (Statutory fees)</b>			
Sample Inspection Fee - Statutory Fee	O/S	£50.00	£50.00
Defective Reinstatement Inspection Fee - Statutory Fee	O/S	£47.50	£47.50
Third Party Inspection Fee - Statutory Fee	O/S	£68.00	£68.00
Traffic Regulation Orders	O/S	actual cost	Actual Cost
<b>NRASWA Penalty Charges (Statutory fees)</b>			
Sample Inspection Fee - Statutory Fee	O/S	£120.00 (£80.00 if paid within a statutory period)	£120.00 (£80.00 if paid within a statutory period)
<b>NRASWA S74 Charges (Statutory fees)</b>			
Overrun charges under S74	O/S	variable	Variable
<b>Bridge Banners</b>			
Application Fee	O/S	£75.00	£75.00
Banner per week	O/S	£50.00	£50.00
Fee for the removal of banner (Late Removal)	O/S	£250.00	£250.00
<b>Local Transport Plan</b>			
Traffic and Accident Data - 1-4 items	O/S	£133.00	£130.00
Unit - Charge for Data for each subsequent item	O/S	£37.00	£36.00
		£1,333.00	£1,300.00
<b>Transport Costs Associated with Development</b>			
Where changes to the transport network are required in order to accommodate development.			
Checking of Designs - Estimated cost of works:			
<£25,000	O/S	£500.00	£500.00
£25,000 - £75,000	O/S	£1,000.00	£1,000.00
£75,000 - £250,000	O/S	£2,000.00	£2,000.00
> £250,000	O/S	£5,000.00	£5,000.00
This does not include any charges for checking the design of highway structures, exceptional or complex works or traffic signals.			

Supervision/ Inspection of Works - A charge of 8% of the estimated cost of the works will be levied. - (This charge may be varied by agreement in exceptional circumstances).			
ID Badge for Central Transport Unit contractors (per badge) (this is needed for contracted runs)	S	£10.00	£5.00

HIRE OF FACILITIES	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Multipurpose Buildings</b>			
<b>Room Bookings Hourly Rate</b>			
<i>Small room (less than 10 people)</i>			
Weekday	E	£18.50	£18.00
Saturday	E	£24.70	£24.00
Sunday	E	£30.90	£30.00
<i>Medium room (11-20 people)</i>			
Weekday	E	£23.70	£23.00
Saturday	E	£28.80	£28.00
Sunday	E	£38.10	£37.00
<i>Large Room (more than 20 people)</i>			
Weekday	E	£27.80	£27.00
Saturday	E	£29.90	£29.00
Sunday	E	£38.10	£37.00
<b>Room Bookings Daily Rate</b>			
<i>Small room (less than 10 people)</i>			
Weekday	E	£120.50	£117.00
Saturday	E	£164.80	£160.00
Sunday	E	£211.20	£205.00
<i>Medium room (11-20 people)</i>			
Weekday	E	£155.50	£151.00
Saturday	E	£199.80	£194.00
Sunday	E	£264.70	£257.00
<i>Large Room (more than 20 people)</i>			
Weekday	E	£189.50	£184.00
Saturday	E	£208.10	£202.00
Sunday	E	£264.70	£257.00
<b>Elgin Centre</b>			
Meeting Room - as per small room hire shown above	E		
Multi Use Games Area (per hour)	E	£13.40	£13.00
Sports Hall (per hour)	E	£43.30	£42.00
Sports Hall (per day)	E	£300.80	£292.00
<b>LIBRARIES</b>			
<b>Caedmon Hall* - day time rate</b>			
up to 2 hour session - use of room	E	£135.50	£131.00
up to 5 hour session - use of room	E	£217	£210.00
up to 8 hour session - use of room	E	£347	£336.00
*A discount of 20% is available for voluntary groups, internal hire and Gateshead based not-for-profit organisations). All evening hires incur an additional £20 per hour cost for staffing. Caedmon Hall requires 2 additional members of staff after the day time occupancy hours for safety due to the design of the building and the location of the hall. Technicians charges, use of piano and extra staff are costed at the actual rate of the charge to the council as they are sourced externally			
<b>Community Library Rooms - Central Library - day time rate</b>			
up to 2 hour session - use of room	E	£33.60	£32.50
up to 3 hour session - use of room	E	£51.75	£50.00
up to 4 Hour Session - use of room	E	£71	£69.00
8 hour hire	E	£129	£125.00
Sowerby Room - Central Library - rate per hour	E	£10.50	new
<b>Community Library Rooms - Blaydon Library - day time rate</b>			
up to 2 hour session - use of room	E	POA	£32.50
up to 3 hour session - use of room	E	POA	£50.00
up to 4 Hour Session - use of room	E	POA	£69.00
8 hour hire	E	POA	£125.00

<b>Cancellation of Bookings - Central Library</b>			
Within 48 hours of intended use	O/S	100% of hire charge	100% of hire charge
Within two weeks prior to date of the event	O/S	75% of hire charge	75% of hire charge
Between two and four weeks prior to date of the event	O/S	50% of hire charge	50% of hire charge
<b>St Mary's Heritage Centre**</b>			
Daytime rate			
Main Hall (per hour)	E	£60.00	£60.00
Chancel (per hour)	E	£34.50	£34.50
**A discount of 20% is available for voluntary groups, internal hire and Gateshead not-for-profit organisations. A discount of 20% is available for hire of the whole building. All evening hires incur an additional £22 per person per hour cost for staffing.			
<b>SALTWELL PARK</b>			
<b>Weekdays</b>			
Wailes Room (half day)	E	£160.00	£105.00
Wailes Room (full day)	E	£300.00	£210.00
Training Room (half day)	E	£63.00	£63.00
Training Room (Full day)	E	£105.00	£105.00
Saltwell Towers (evening 7pm to midnight)	E	£750.00	£525.00
Saltwell Towers Gallery (half day)	E	£750.00	£525.00
Saltwell Towers Gallery (full day)	E	£1,500.00	£1,050.00
<b>Saturday</b>			
Wailes Room (half day)	E	£160.00	£158.00
Wailes Room (full day)	E	£300.00	£263.00
Training Room (half day)	E	£63.00	£63.00
Training Room (Full day)	E	£105.00	£105.00
Saltwell Towers (evening 7pm to midnight)	E	£750.00	£525.00
Saltwell Towers Gallery (half day)	E	£750.00	£525.00
Saltwell Towers Gallery (full day)	E	£1,500.00	£1,050.00
<b>Sunday</b>			
Wailes Room (half day)	E	£160.00	£158.00
Wailes Room (full day)	E	£300.00	£263.00
Training Room (half day)	E	£63.00	£63.00
Training Room (Full day)	E	£105.00	£105.00
Saltwell Towers (evening 7pm to midnight)	E	£750.00	£525.00
Saltwell Towers Gallery (half day)	E	£750.00	£525.00
Saltwell Towers Gallery (full day)	E	£1,500.00	£1,050.00
** Where hire of room is for wedding facilities (ceremony, wedding breakfast or evening reception the whole charge is standard rated).			
<b>CIVIC CENTRE</b>			
Bewicks B (half day) Weekdays Only x 4 Hours	E	£144.90	£138.00
Bewicks B (full day) Weekdays Only	E	£261.45	£249.00
Bewicks A&B Friday Evening	E	£750.00	new
Bewicks A&B (half day) Sat or Sun x 4 Hours	E	£750.00	£276.00
Bewicks A&B (full day) Sat or Sun > 4 Hours	E	£1,500.00	£497.00
The Lamesely Room (per session)	E	£176.10	£171.00
The Bridges Room (per session)	E	£176.10	£171.00
The Whickham Room (per session)	E	£176.10	£171.00
The Blaydon Room or Saltwell Room (per session)	E	£176.10	£171.00
The Council Chamber (per session)	E	£374.90	£364.00
<b>PARKS AND PAVILIONS</b>			
** Where the charge is negotiable – A session is of no fixed period but is dependent upon the needs of the individual organisation.	E	*Negotiable	*Negotiable

<b>DRYDEN CENTRE</b>			
<b>Non Commercial Organisations **</b>			
<b>Weekdays</b>			
<i>(Discount of 20% if five consecutive weekdays (Mon-Fri 18:00 - 22:00) booked. May be subject to sole user charge £50.00</i>			
Conference Hall (per hour)	E	£69.00	£67.00
Conference Hall (per 3 hour session)	E	£188.50	£183.00
Conference Hall (per hour) Theatre Groups	E	£52.50	£51.00
Conference Hall (per 3 hour session) Theatre Groups	E	£157.60	£153.00
Rooms Up to 10 People (per hour)	E	£17.50	£17.00
Rooms Up to 10 People (per 3 hour session)	E	£50.50	£49.00
Rooms Up to 20 People (per hour)	E	£26.80	£26.00
Rooms Up to 20 People (per 3 hour session)	E	£70.00	£68.00
Rooms 21 - 30 People (per hour)	E	£30.90	£30.00
Rooms 21 - 30 People (per 3 hour session)	E	£88.60	£86.00
Conference Room (per hour)	E	£35.00	£34.00
Conference Room (per 3 hour session)	E	£103.00	£100.00
Theatre package for amateur operatic, dramatic or other performances including rehearsals. ***	S	£157.60	£153.00
<b>Saturday</b>			
Conference Hall (per hour)	E	£100.90	£98.00
Conference Hall (per 3 hour session)	E	£283.30	£275.00
Conference Hall (per hour) Theatre Groups	E	£63.90	£62.00
Conference Hall (per 3 hour session) Theatre Groups	E	£189.50	£184.00
Rooms Up to 10 People (per hour)	E	£23.70	£23.00
Rooms Up to 10 People (per 3 hour session)	E	£68.00	£66.00
Rooms Up to 20 People (per hour)	E	£31.90	£31.00
Rooms Up to 20 People (per 3 hour session)	E	£92.70	£90.00
Rooms 21 - 30 People (per hour)	E	£33.00	£32.00
Rooms 21 - 30 People (per 3 hour session)	E	£96.80	£94.00
Conference Room (per hour)	E	£41.20	£40.00
Conference Room (per 3 hour session)	E	£115.40	£112.00
Theatre package for amateur operatic, dramatic or other performances including rehearsals. ***	S	£189.50	£184.00
<b>Sunday and Bank Holiday</b>			
Conference Hall (per hour)	E	£118.50	£115.00
Conference Hall (per 3 hour session)	E	£328.60	£319.00
Conference Hall (per hour) Theatre Groups	E	£63.90	£62.00
Conference Hall (per 3 hour session) Theatre Groups	E	£189.50	£184.00
Rooms Up to 10 People (per hour)	E	£25.80	£25.00
Rooms Up to 10 People (per 3 hour session)	E	£74.20	£72.00
Rooms Up to 20 People (per hour)	E	£41.20	£40.00
Rooms Up to 20 People (per 3 hour session)	E	£113.30	£110.00
Rooms 21 - 30 People (per hour)	E	£44.30	£43.00
Rooms 21 - 30 People (per 3 hour session)	E	£125.70	£122.00
Conference Room (per hour)	E	£47.40	£46.00
Conference Room (per 3 hour session)	E	£133.90	£130.00
Theatre package for amateur operatic, dramatic or other performances including rehearsals. ***	S	£189.50	£184.00
Photocopying - per copy	S	£0.10	£0.10
<b>Commercial Organisations **</b>			
<b>Weekdays</b>			
Conference Hall (per hour)	E	£80.30	£78.00
Conference Hall (per 3 hour session)	E	£237.90	£231.00
Rooms Up to 10 People (per hour)	E	£20.60	£20.00
Rooms Up to 10 People (per 3 hour session)	E	£60.80	£59.00
Rooms Up to 20 People (per hour)	E	£31.90	£31.00
Rooms Up to 20 People (per 3 hour session)	E	£94.80	£92.00
Rooms 21 - 30 People (per hour)	E	£41.20	£40.00
Rooms 21 - 30 People (per 3 hour session)	E	£121.50	£118.00
Conference Room (per hour)	E	£47.40	£46.00
Conference Room (per 3 hour session)	E	£141.10	£137.00

<b>Saturday</b>			
Conference Hall (per hour)	E	£121.50	£118.00
Conference Hall (per 3 hour session)	E	£361.50	£351.00
Rooms Up to 10 People (per hour)	E	£25.80	£25.00
Rooms Up to 10 People (per 3 hour session)	E	£74.20	£72.00
Rooms Up to 20 People (per hour)	E	£44.30	£43.00
Rooms Up to 20 People (per 3 hour session)	E	£131.80	£128.00
Rooms 21 - 30 People (per hour)	E	£47.40	£46.00
Rooms 21 - 30 People (per 3 hour session)	E	£141.10	£137.00
Conference Room (per hour)	E	£53.60	£52.00
Conference Room (per 3 hour session)	E	£160.70	£156.00
<b>Sunday and Bank Holiday</b>			
Conference Hall (per hour)	E	£138.00	£134.00
Conference Hall (per 3 hour session)	E	£412.00	£400.00
Rooms Up to 10 People (per hour)	E	£29.90	£29.00
Rooms Up to 10 People (per 3 hour session)	E	£87.60	£85.00
Rooms Up to 20 People (per hour)	E	£52.50	£51.00
Rooms Up to 20 People (per 3 hour session)	E	£157.60	£153.00
Rooms 21 - 30 People (per hour)	E	£59.70	£58.00
Rooms 21 - 30 People (per 3 hour session)	E	£178.20	£173.00
Conference Room (per hour)	E	£64.90	£63.00
Conference Room (per 3 hour session)	E	£194.70	£189.00
Photocopying - per copy	S	£0.20	£0.20
Refreshments - Buffet Lunch menu available for choices and price.	S	POA	POA
<b>Cancellation of Bookings</b>			
Up to 2 weeks' notice	O/S	50% of Hire Charge	50% of Hire Charge
Up to 5 working days notice	O/S	75% of Hire Charge	75% of Hire Charge
Up to 2 working days notice	O/S	100% of Hire Charge	100% of Hire Charge
Cancellation on day of hire	O/S	100% of Hire Charge	100% of Hire Charge
<p>** Equipment hire is included in relevant charges above. Where a separate identifiable charge is made for equipment hire this will be subject to VAT at the standard rate.</p> <p>***Includes use of specialist sound and lighting equipment and access to stage, under stage area, use of piano i.e. all specialist facilities for a stage performance.</p>			

HOUSING RELATED CHARGES AND LICENSING	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Baltic Road Gypsy and Traveller's Site</b>			
Entry Deposit	E	£200.00	£200.00
Site Rental Double Pitch - per week	E	£51.00	£51.00
Electricity sale tariffs to be adjusted in line with Electricity Board increases			
<b>Service of Notices</b>			
Housing Act Notices - Charge imposed when Housing Act notices are serviced under Part 1 of the Act (except Hazard Awareness Notices)	O/S	£350.00	£350.00
Works in default - A charge for the administration of carrying out works in default for notices served under Housing, Public Health, Environmental Protection, Protection of Damage by Pests and Building Acts. £220.00 or 20% is charged whichever is the greater.	O/S	Minimum £220.00 or 20%	Minimum £220.00 or 20%
<b>Mandatory HMO Licencing*</b>			
Standard Fee (5 Bedrooms)	O/S	£855.00	£830.00
Charge for each additional bedroom	O/S	£13.50	£13.00
<b>Renewal of Mandatory HMO Licencing*</b>			
Standard Fee (5 Bedrooms)	O/S	£474.00	£460.00
Charge for each additional bedroom	O/S	£13.50	£13.00
<b>Immigration Inspections</b> - Charge imposed when EHO's inspect properties in respect of immigration and visa purposes.	O/S	£118.00	£115.00
<b>Housing Grants</b>			
Support fee on Housing Grants - A 10% support fee is charged for the administration of all private sector home repair, renovation and disabled facility grants.	O/S	£0.10	£0.10
<b>Selective Licensing - Central Gateshead Ph 1 and Swalwell*</b>			
Standard Fee for a duly made application	O/S	£550.00	£550.00
Reduction in fee for subsequent application	O/S	£40.00	£40.00
Administration charge for each incomplete application submission	O/S	£25.00	£25.00
Administration charge for variation of Licence	O/S	£25.00	£25.00
Administration charge for arrangement of phased, fee payment plan, over more than one month	O/S	£25.00	£25.00
*Discount for GPLA or other nationally recognised landlord association/scheme £75.00. Discount for accredited property £150.00			
<b>Smoke and Carbon Monoxide Alarm Regulations</b>			
Penalty Charge for 1st offence*	O/S	£1,000.00	£1,000.00
Penalty Charge for 2nd Offence	O/S	£2,000	£2,000.00
Penalty Charge for 3rd Offence	O/S	£3,000	£3,000.00
Penalty Charge for 4th Offence	O/S	£4,000	£4,000.00
Penalty Charge for 5th or more Offence(s)	O/S	£5,000	£5,000.00
*Penalty Charge imposed for non compliance with Remedial Notice. Reduced to £750 if paid within 14 days **No discount will be given for prompt payment after the first occasion.			
<b>Redress Schemes for Lettings Agency Work and Property Management</b>			
Penalty Charge - First Warning Letter Issued	O/S	£100.00	£100.00
Penalty Charge - Non Compliance with Warning Letter and First Non-Compliance Notice of Intent Served*	O/S	£3,000	£3,000.00
Penalty Charge - Non Compliance with Warning Letter and Second Non-Compliance Notice of Intent Served	O/S	£4,000	£4,000.00
Penalty Charge - Non Compliance with Warning Letter, persistent and multiple non-compliance - Notice of Intent Served	O/S	£5,000	£5,000.00
* Reduced to a penalty of £2000 where the agent has failed to comply with the requirements under the regulations, but has ceased to operate in that capacity at the time of the issue of a Notice of Intent			



LICENSING	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Licences</b>			
Pet Animals Act 1951 - Pet Shop Licence*	O/S	£105.00	£99.00
Animal Boarding Establishment Act 1963 - Licence*	O/S	£130.00	£99.00
Host Licence	O/S	£50.00	new
Dog Breeders - Licence*	O/S	£105.00	£99.00
Dangerous Wild Animals Act - Licence	O/S	£145.00	£145.00
Riding Establishment Act 1964 & 1970 - Licence*	O/S	£127.00	£127.00
Performing Animals Act 1925 Registration	O/S	£97.00	£97.00
Performing Animals - Amendment to a current listed above	O/S	£15.00	£15.00
Performing Animals - Copies of licence	O/S	£15.00	£15.00
Zoo Licensing Act 1981*	O/S	£300.00	£300.00
Home Boarding (ABE Act 1963) Initial Application/Changes requiring inspection	O/S	£130.00	£67.00
Home Boarding (ABE Act 1963) Renewal	O/S	£75.00	new
* Plus cost of veterinary inspection			
<b>Scrap Metal Dealers Act 2013</b>			
New Application (3yrs) - Site Licence	O/S	£350.00	£350.00
New Application (3yrs) - Collector Licence	O/S	£144.00	£144.00
Renewal Application (3yrs) - Site Licence	O/S	£259.00	£259.00
Renewal Application (3yrs) - Collectors Licence	O/S	£78.00	£78.00
Variation Application - Site Licence	O/S	£69.00	£69.00
Variation Application - Collector Licence	O/S	£38.50	£38.50
Variations (address/ vehicles/ contact details)	O/S	£10.50	£10.50
Replacement Licence or Badge	O/S	£9.15	£9.15
Provision of scrap metal licensing advice	O/S	£75 per hour	£75 per hour
<b>Practice of acupuncture or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis</b>			
Person (one off charge)	O/S	£120.00	£120.00
Premises (one off charge)	O/S	£240.00	£240.00
<b>Hackney Carriage &amp; Private Hire Licences</b>			
Vehicle Licence - Hackney Carriage	O/S	£180.30	£180.30
Vehicle Licence - Private Hire	O/S	£180.30	£180.30
Test Fee - Hackney Carriage	O/S	£64.85	£54.85
Test Fee - Private Hire	O/S	£64.85	£54.85
A full refund (less a variable administration fee) on any licence fee will only be made following a written request made within 28 days of the licence having been processed. After 28 days, the value of the refund will equal the vehicle plate deposit, plus (if the 6 month test has not been taken) the vehicle test fee.			
Private Hire Operators Licence	O/S	£157.00	£157.00
Operators Annual Fee (Years 2-5)	O/S	£105.00	£105.00
Hackney Carriage Drivers Licence (1 year)	O/S	£51.90	£51.90
Hackney Carriage Drivers Licence (2 years)	O/S	£86.90	£86.90
Hackney Carriage Drivers Licence (3 years)	O/S	£121.90	£121.90
Private Hire Drivers Licence (1 year)	O/S	£51.90	£51.90
Private Hire Drivers Licence (2 years)	O/S	£86.90	£86.90
Private Hire Drivers Licence (3 years)	O/S	£121.90	£121.90
Dual Driver Licence (1 year)	O/S	£84.00	£84.00
Dual Driver Licence (2 years)	O/S	£119.00	£119.00
Dual Driver Licence (3 years)	O/S	£154.00	£154.00
Upgrade to dual driver licence from hackney carriage or private hire driver	O/S	£32.10	new
Replacement of Licence or Badge	O/S	£10.50	£9.15
Vehicle Plate Deposit	O/S	£14.25	£14.25
Locality Test Fee	O/S	£14.25	£14.25
Transfer of vehicle proprietor or change of vehicle	O/S	£27.00	£27.00
Replacement door crest (each)	O/S	£5.00	new
Copy of CSE course attendance certificate - Hackney, Private, or Dual driver	S	£10.50	new
<b>Expedited Applications (48 hour response)</b>			
Vehicle Licence - Hackney Carriage	O/S	£230.30	£230.30
Vehicle Licence - Private Hire	O/S	£230.30	£230.30

Hackney Carriage Drivers Licence (1 year)	O/S	£101.90	£101.90
Hackney Carriage Drivers Licence (2 years)	O/S	£136.90	£136.90
Hackney Carriage Drivers Licence (3 years)	O/S	£171.90	£171.90
Private Hire Drivers Licence (1 year)	O/S	£101.90	£101.90
Private Hire Drivers Licence (2 years)	O/S	£136.90	£136.90
Private Hire Drivers Licence (3 years)	O/S	£171.90	£171.90
Dual Driver Licence (1 year)	O/S	£134.00	£134.00
Dual Driver Licence (2 years)	O/S	£169.00	£169.00
Dual Driver Licence (3 years)	O/S	£204.00	£204.00
Provision of hackney carriage and or private hire licensing advice	O/S	£75.00 per hour	£75.00 per hour
<b>Pleasure Craft Licences</b>			
Vessel (Annual)	O/S	£71.00	£71.00
Person (Annual)	O/S	£22.00	£22.00
<b>Sex Establishments</b>			
Sex Shop	O/S	£1,926.00	£1,926.00
Sex Cinema	O/S	£1,926.00	£1,926.00
Sexual Entertainment Venue	O/S	£1,926.00	£1,926.00
Sex Establishment Variation/ Transfer Fee	O/S	£862.00	£862.00
<b>Environmental Health Enforcement Advice</b>			
Environmental Health Enforcement Advice - per hour	S	£75.00	£75.00
Food Safety export certificates	S	£75.00 plus £75.00 per hour	£75.00 plus £75.00 per hour
<b>Licensing Advice</b> - per hour	S	£75.00	£75.00
<b>Copy of CSE Course Attendance Certificate</b>	S	£10.50	£10.50
<b>Initial purchase fee for a Club Premises Certificate or Premises Licence - Statutory Charges</b>			
<b>Rateable Value</b>			
£0 - £4,300	O/S	£100.00	£100.00
£4,301 - £33,000	O/S	£190.00	£190.00
£33,001 - £87,000	O/S	£315.00	£315.00
£87,001 - £125,000	O/S	£450.00	£450.00
£87,001 - £125,000 (primarily selling alcohol)	O/S	£900.00	£900.00
£125,001 & Over	O/S	£635.00	£635.00
£125,001 & Over (primarily selling alcohol)	O/S	£1,905.00	£1,905.00
<b>Annual renewal fee for a Club Premises Certificate or Premises Licence - Statutory Charges</b>			
<b>Rateable Value</b>			
£0 - £4,300	O/S	£70.00	£70.00
£4,301 - £33,000	O/S	£180.00	£180.00
£33,001 - £87,000	O/S	£295.00	£295.00
£87,001 - £125,000	O/S	£320.00	£320.00
£87,001 - £125,000 (primarily selling alcohol)	O/S	£640.00	£640.00
£125,001 & Over	O/S	£350.00	£350.00
£125,001 & Over (primarily selling alcohol)	O/S	£1,050.00	£1,050.00
<b>Other Statutory Charges</b>			
Minor Variation of Premises Licence or Club Premises Certificate	O/S	£89.00	£89.00
Theft/Loss of Club Premises Certificate, Premises Licence or Summary	O/S	£10.50	£10.50
Change to Name or Address	O/S	£10.50	£10.50
Change of Club Name or Alteration to Rules	O/S	£10.50	£10.50
Change of Registered Address of Club	O/S	£10.50	£10.50
Additional fees for Premises (Large Scale Venues) Contact Licencing Section on 0191 433 4741 or <a href="mailto:licencing@gateshead.gov.uk">licencing@gateshead.gov.uk</a>			

Variation of DPS on Premises Licence	O/S	£23.00	£23.00
Application to Transfer Premises Licence	O/S	£23.00	£23.00
Interim Authority for Premises Licence	O/S	£23.00	£23.00
Disapplication of a Mandatory Alcohol Condition	O/S	£23.00	£23.00
Interest in Premises (Right of Freeholder to be Notified)	O/S	£21.00	£21.00
Temporary Event Notice	O/S	£21.00	£21.00
Theft/Loss of Temporary Event Notice	O/S	£10.50	£10.50
Provisional Statement	O/S	£315.00	£315.00
Theft/Loss of Provisional Statement	O/S	£10.50	£10.50
Personal Licence (Grant or Renewal)	O/S	£37.00	£37.00
Change to Name or Address	O/S	£10.50	£10.50
Theft/Loss of Personal Licence	O/S	£10.50	£10.50
<b>Unlicensed Family Entertainment Centre Gaming Machine Permits - Statutory Charges</b>			
Grant	O/S	£300.00	£300.00
Renewal	O/S	£300.00	£300.00
Existing Operator Grant	O/S	£100.00	£100.00
Change of Name	O/S	£25.00	£25.00
Copy of Permit	O/S	£15.00	£15.00
<b>Prize Gaming Permits - Statutory Charges</b>			
Grant	O/S	£300.00	£300.00
Renewal	O/S	£300.00	£300.00
Existing Operator Grant	O/S	£100.00	£100.00
Change of Name	O/S	£25.00	£25.00
Copy of Permit	O/S	£15.00	£15.00
<b>Club Gaming Permits - Statutory Charges</b>			
Grant	O/S	£200.00	£200.00
Grant (Club Premises Certificate Holder)	O/S	£100.00	£100.00
Existing Operator Grant	O/S	£100.00	£100.00
Variation	O/S	£100.00	£100.00
Renewal	O/S	£200.00	£200.00
Renewal (Club Premises Certificate Holder)	O/S	£100.00	£100.00
Annual Fee	O/S	£50.00	£50.00
Copy of Permit	O/S	£15.00	£15.00
<b>Club Gaming Machine Permits - Statutory Charges</b>			
Grant	O/S	£200.00	£200.00
Grant (Club Premises Certificate Holder)	O/S	£100.00	£100.00
Existing Operator Grant	O/S	£100.00	£100.00
Variation	O/S	£100.00	£100.00
Renewal	O/S	£200.00	£200.00
Renewal (Club Premises Certificate Holder)	O/S	£100.00	£100.00
Annual Fee	O/S	£50.00	£50.00
Copy of Permit	O/S	£15.00	£15.00
<b>Licensed Premises Gaming Machine Permits - Statutory Charges</b>			
Application Fee	O/S	£150.00	£150.00
Existing Operator Grant	O/S	£100.00	£100.00
Variation	O/S	£100.00	£100.00
Transfer	O/S	£25.00	£25.00
Annual Fee	O/S	£50.00	£50.00
Change of Name	O/S	£25.00	£25.00
Copy of Permit	O/S	£15.00	£15.00
<b>Licensed Premises Automatic Notification Process - Statutory charge</b>			
Notification	O/S	£50.00	£50.00
<b>Small Lottery Registration - Statutory Charges</b>			
Grant	O/S	£40.00	£40.00
Annual Fee	O/S	£20.00	£20.00

<b>Street Trading Consent</b>			
1 Day (1 to 6 days)	O/S	£25.00	£25.00
1 Week	O/S	£100.00	£100.00
Summer Season ( 1 May to 31 October)	O/S	£425.00	£425.00
Winter Season (1 November to 30 April)	O/S	£425.00	£425.00
12 Months	O/S	£750.00	£750.00
<b>Consent for Markets with Multiple Traders (per stall)</b>			
Daily (1-6 market days)	O/S	£25.00	£25.00
1 Week	O/S	£100.00	£100.00
Summer Season	O/S	£425.00	£425.00
Winter Season	O/S	£425.00	£425.00
12 Months	O/S	£750.00	£750.00
<b>Market</b>			
Daily per stall per day (1-6 market days)	O/S	£25.00	£25.00
Up to monthly per stall (7-12 market days)	O/S	£100.00	£100.00
Up to weekly per stall (13-52 market days)	O/S	£425.00	£425.00
<b>Block Consent Annual Fee</b>	O/S	£1,620.00	£1,620.00
<b>Provision of street trading and Market advice</b>	O/S	£75 per hour	£75 per hour
<b>Gambling Act Fees</b>			
<b>Bingo Club</b>			
New Application (maximum prescribed £3,500)	O/S	£1,899.00	£1,899.00
Annual Fee (maximum prescribed £1,000)	O/S	£1,000.00	£1,000.00
Application to Vary (maximum prescribed £1,750)	O/S	£1,750.00	£1,750.00
Application to Transfer (maximum prescribed £1,200)	O/S	£1,072.00	£1,072.00
Application for Re-instatement (maximum prescribed £1,200)	O/S	£1,072.00	£1,072.00
Provisional Statement (maximum prescribed £3,500)	O/S	£1,899.00	£1,899.00
New with Provisional Statement (maximum prescribed £1,200)	O/S	£1,200.00	£1,200.00
Copy Licence (maximum prescribed £25)	O/S	£25.00	£25.00
Notification of Change (maximum prescribed £50)	O/S	£50.00	£50.00
<b>Betting Premises</b>			
New Application (maximum prescribed £3,000)	O/S	£1,520.00	£1,520.00
Annual Fee (maximum prescribed £600)	O/S	£600.00	£600.00
Application to Vary (maximum prescribed £1,500)	O/S	£1,500.00	£1,500.00
Application to Transfer (maximum prescribed £1,200)	O/S	£1,072.00	£1,072.00
Application for Re-instatement (maximum prescribed £1,200)	O/S	£1,072.00	£1,072.00
Provisional Statement (maximum prescribed £3,000)	O/S	£1,504.00	£1,504.00
New with Provisional Statement (maximum prescribed £1,200)	O/S	£1,205.00	£1,205.00
Copy Licence (maximum prescribed £25)	O/S	£25.00	£25.00
Notification of Change (maximum prescribed £50)	O/S	£50.00	£50.00
<b>Track betting</b>			
New Application (maximum prescribed £2,500)	O/S	£1,899	£1,899.00
Annual Fee (maximum prescribed £1,000)	O/S	£1,000.00	£1,000.00
Application to Vary (maximum prescribed £1,250)	O/S	£1,250.00	£1,250.00
Application to Transfer (maximum prescribed £950)	O/S	£950.00	£950.00
Application for Re-instatement (maximum prescribed £950)	O/S	£950.00	£950.00
Provisional Statement (maximum prescribed £2,500)	O/S	£1,899.00	£1,899.00
New with Provisional Statement (maximum prescribed £950)	O/S	£950.00	£950.00
Copy Licence (maximum prescribed £25)	O/S	£25.00	£25.00
Notification of Change (maximum prescribed £50)	O/S	£50.00	£50.00
<b>Adult Gaming Centres</b>			
New Application (maximum prescribed £2,000)	O/S	£1,340.00	£1,340.00
Annual Fee (maximum prescribed £1,000)	O/S	£1,000.00	£1,000.00
Application to Vary (maximum prescribed £1,000)	O/S	£1,000.00	£1,000.00
Application to Transfer (maximum prescribed £1,200)	O/S	£1,072.00	£1,072.00
Application for Re-instatement (maximum prescribed £1,200)	O/S	£1,072.00	£1,072.00
Provisional Statement (maximum prescribed £2,000)	O/S	£1,340.00	£1,340.00
New with Provisional Statement (maximum prescribed £1,200)	O/S	£1,072.00	£1,072.00
Copy Licence (maximum prescribed £25)	O/S	£25.00	£25.00
Notification of Change (maximum prescribed £50)	O/S	£50.00	£50.00

<b>Family Entertainment</b>			
New Application (maximum prescribed £2,000)	O/S	£1,340.00	£1,340.00
Annual Fee (maximum prescribed £750)	O/S	£750.00	£750.00
Application to Vary (maximum prescribed £1,000)	O/S	£1,000.00	£1,000.00
Application to Transfer (maximum prescribed £950)	O/S	£950.00	£950.00
Application for Re-instatement (maximum prescribed £950)	O/S	£950.00	£950.00
Provisional Statement (maximum prescribed £2,000)	O/S	£1,340.00	£1,340.00
New with Provisional Statement (maximum prescribed £950)	O/S	£950.00	£950.00
Copy Licence (maximum prescribed £25)	O/S	£25.00	£25.00
Notification of Change (maximum prescribed £50)	O/S	£50.00	£50.00
Provision of advice about gambling Act applications	O/S	£75 per hour	£75 per hour
<b>Planning, highways and environmental enforcement</b>			
Provision of enforcement services	O/S	£280 per day	not specified
Provision of enforcement advice	O/S	£75 per hour	£75 per hour
<b>Highway Licensing</b>			
<b>Planting Trees, Shrubs in the Highway</b>			
New Licence Application (subject to additionally)	O/S	£255.00	£255.00
Annual Inspection and monitoring fee (this is due on every anniversary of the licence being granted)	O/S	£76.00	£76.00
Licence transfer	O/S	£25.00	£25.00
<b>Hoardings</b>			
Per Hoarding - Up to 6 months	O/S	£101.00	£101.00
<b>Portable Cabins (including storage containers)</b>			
Up to 28 days	O/S	£56.00	£56.00
Up to 28 days extension	O/S	£25.00	£25.00
<i>Where cabins or containers are required for considerably longer than 56 days, contact should be made directly with Officers.</i>			
<b>Building Materials, Rubbish, etc.</b>			
Up to 10 days	O/S	£31.00	£31.00
Up to 10 days extension	O/S	£25.00	£25.00
<i>Building materials will not be permitted in the highway for longer than 20 days.</i>			
<b>Buildings</b>			
0 -5 years	O/S	£1,265.00	£1,265.00
For every 5 years thereafter	O/S	£635.00	£635.00
Annual inspection fee	O/S	£127.00	£127.00
To transfer the licence	O/S	£25.00	£25.00
The annual inspection fee is due on every anniversary of the licence being granted.			
<b>Bridges over the Highway*</b>			
0 - 5 years	O/S	£1,265.00	£1,265.00
For every 5 years thereafter	O/S	£635.00	£635.00
Annual Inspection fee	O/S	£127.00	£127.00
To Transfer the Licence	O/S	£25.00	£25.00
<b>Beams, Cables, Wires and Pipes along over or across the highway*</b>			
0 - 5 years	O/S	£330.00	£330.00
For every 5 years thereafter	O/S	£167.00	£167.00
Annual Inspection fee	O/S	£76.00	£76.00
To transfer the licence	O/S	£25.00	£25.00
<b>Cellars and Vaults under the Highway*</b>			
0 - 5 years	O/S	£1,265.00	£1,265.00
For every 5 years thereafter	O/S	£635.00	£635.00
Annual Inspection fee	O/S	£127.00	£127.00
To transfer the licence	O/S	£25.00	£25.00

<b>Openings into Cellars and Vaults under the streets*</b>			
Additional fees may be incurred where there are multiple openings.			
0 - 5 years	O/S	£255.00	£255.00
For every 5 years thereafter	O/S	£127.00	£127.00
Annual Inspection fee	O/S	£76.00	£76.00
To transfer the licence	O/S	£25.00	£25.00
*The annual inspection fee is due on every anniversary of the licence being granted.			
<b>Crane Oversailing (fixed)</b>			
Site inspections will be required in the case of complex applications.			
0 - 6 months	O/S	£655.00	£655.00
For every 3 months thereafter	O/S	£127.00	£127.00
Variation of Licence	O/S	£127.00	£127.00
Site Inspection fee	O/S	£76.00	£76.00
To transfer the Licence	O/S	£25.00	£25.00
<b>Crane Oversailing (mobile)</b>			
Site inspections will be required in the case of complex applications.			
Per day	O/S	£153.00	£153.00
Part Day (4 hours)	O/S	£100.00	£100.00
Multiple sites (2 or more)	O/S	£100.00	£100.00
- thereafter (per site)	O/S	£45.00	£45.00
Variation of the Licence	O/S	£51.00	£51.00
<b>A Boards</b> (annual licence fee)	O/S	£36.00	£36.00
Variation Fee	O/S	£25.00	£25.00
Removal of unlawful advertising			
Per Item	O/S	£25.00	£25.00
Storage per Day	O/S	£5.00	£5.00
Removal of unlawfully parked advertising trailers, large A Boards			
Per Item	O/S	£25.00	£25.00
Storage per Day	O/S	£5.00	£5.00
Enforcement Investigation, per hour	O/S	£75.00	£75.00
<b>Pavement Displays</b> (annual licence fee)	O/S	£36.00	£36.00
<b>Pavement Cafes</b> (annual licence fee)	O/S	£120.00	£120.00
<b>Projecting signs, canopies and projections from buildings Licence Fee</b>			
For 5 Years	O/S	£300.00	£300.00
For every five years thereafter	O/S	£125.00	£125.00
Annual inspection fee	O/S	£75.00	£75.00
To transfer the licence	O/S	£25.00	£25.00

SPORT AND LEISURE	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<i>(Adults - 17-64, Juniors - 0-18 in full-time education, Students - 19+ in full-time education)</i>			
Use of coin retain locker	S	£0.20	£0.20
Use of showers, changing facilities	S	£4.00	£4.00
<b>Activity Charges</b>			
<b>Table Tennis per table per hour</b>			
Group 1 - Standard charge (no GO Card)	S	£5.20	£5.20
Group 2 - Adult (GO Card)	S	£4.50	£4.50
Group 3 - 65+ & Students (GO Card)	S	£3.30	£3.30
Group 4 - Juniors (GO Card)	S	£2.60	£2.60
Group 5 - GO Access	S	£2.05	£2.05
<b>Badminton per court per hour</b>			
Group 1 - Standard charge (no GO Card)	S	£10.60	£10.60
Group 2 - Adult (GO Card)	S	£9.40	£9.40
Group 3 - 65+ & Students (GO Card)	S	£7.00	£7.00
Group 4 - Juniors (GO Card)	S	£5.40	£5.40
Group 5 - GO Access	S	£4.20	£4.20
<b>Major Games (4 Badminton courts per hour)</b>			
Standard charge (no Go Card)	S	£55.00	£55.00
Go Card	S	£45.00	£45.00
Club hire	S	POA	POA
<b>Ancillary Hall (Birtley Leisure Centre) per hour</b>			
Standard charge (no Active Card)	S	£35.00	£35.00
Active Card	S	£30.00	£30.00
<b>Hire of Equipment</b>			
Group 1 - Standard charge (no GO Card)	S	£3.50	£3.50
Group 2 - Adult (GO Card)	S	£2.95	£2.95
Group 3 - 65+ & Students (GO Card)	S	£1.75	£1.75
Group 4 - Juniors (GO Card)	S	Free	Free
Group 5 - GO Access	S	Free	Free
<b>Fitness Room</b>			
Group 1 - Standard charge (no GO Card)	S	£6.50	£6.50
Group 2 - Adult (GO Card)	S	£5.50	£5.50
Group 3 - 65+ & Students (GO Card)	S	£4.00	£4.00
Group 4 - Juniors (GO Card)	S	£3.30	£3.30
Group 5 - GO Access	S	£2.60	£2.60
<b>Fitness Room (Birtley Leisure Centre)</b>			
Standard charge (all users)	S	£7.65	£7.65
Group 3 - 65+ & Students (GO Card)	S	£3.85	new
Group 4 - Juniors (GO Card)	S	£3.85	new
Group 5 - GO Access	S	£3.85	new
<b>Coaching Fees - Keep Fit classes</b>			
Group 1 - Standard charge (no GO Card)	E	£5.70	£5.70
Group 2 - Adult (GO Card)	E	£4.70	£4.70
Group 3 - 65+ & Students (GO Card)	E	£3.60	£3.60
Group 4 - Juniors (GO Card)	E	£2.95	£2.95
Group 5 - GO Access	E	£2.25	£2.25
<b>Squash (per court per session)</b>			
Group 1 - Standard charge (no GO Card)	S	£8.50	£8.50
Group 2 - Adult (GO Card)	S	£7.15	£7.15
Group 3 - 65+ & Students (GO Card)	S	£5.60	£5.60
Group 4 - Juniors (GO Card)	S	£4.60	£4.60
Group 5 - GO Access	S	£3.40	£3.40

<b>Track</b>			
Group 1 - Standard charge (no GO Card)	S	£4.95	£4.95
Group 2 - Adult (GO Card)	S	£4.20	£4.20
Group 3 - 65+ & Students (GO Card)	S	£3.15	£3.15
Group 4 - Juniors (GO Card)	S	£2.50	£2.50
Group 5 - GO Access	S	£2.00	£2.00
<b>Track Pass (Indoor track only) - 3 months</b>			
Group 2 - Adult (GO Card)	S	£42.00	£35.00
Group 3 - 65+ & Students (GO Card)	S	£27.00	£22.50
Group 4 - Juniors (GO Card)	S	£21.00	£17.50
<b>Track Pass (Outdoor track only) - 3 months</b>			
Group 2 - Adult (GO Card)	S	£42.00	£35.00
Group 3 - 65+ & Students (GO Card)	S	£27.00	£22.50
Group 4 - Juniors (GO Card)	S	£21.00	£17.50
<b>Track Pass (Indoor &amp; Outdoor Track) - 3 months</b>			
Group 2 - Adult (GO Card)	S	£66.00	£55.00
Group 3 - 65+ & Students (GO Card)	S	£42.00	£35.00
Group 4 - Juniors (GO Card)	S	£33.60	£28.00
<b>Hire of Track and Field (Gateshead International Stadium)</b>			
	S	£90.00 for the first hour, and then £45.00 thereafter	£90.00 for the first hour, and then £45.00 thereafter
<b>Artificial Turf Pitches (Gateshead International Stadium)</b>			
Lower Field	S	£35.00	£35.00
3rd Generation pitches (per half pitch)	S	£40.00	£40.00
Club hire	S	POA	POA
<b>Blaydon Rugby pitch &amp; football pitches at Blaydon, Heworth &amp; Birtley</b>			
- per game	S	POA	POA
- per season	S	POA	POA
<b>Floodlights (main arena)</b>			
	S	Recharge for electricity consumed	Recharge for electricity consumed
<b>Creche - per child per session</b>			
Standard charge (no GO Card)	E	£5.10	£5.10
GO Card	E	£4.10	£4.10
GO Access	E	£3.10	£3.10
<b>GO Bears Den</b>			
Group 1 - Standard charge (no GO Card)	S	£5.00	new
Group 4 - Juniors (GO Card)	S	£4.00	new
Group 5 - GO Access	S	£3.00	new
Loyalty pay for 9 vists get 10th free			
<b>Clip n Climb</b>			
Group 1 - Standard charge (no GO Card)	S	£12.00	new
Group 2 - Adult (GO Card)	S	£12.00	new
Group 3 - 65+ & Students (GO Card)	S	£12.00	new
Group 4 - Juniors (GO Card)	S	£10.00	new
Group 5 - GO Access	S	£10.00	new
School Term, before 4.00p.m	S	£8.00	new
<b>Swimming</b>			
Group 1 - Standard charge (no GO Card)	S	£4.70	£4.60
Group 2 - Adult (GO Card)	S	£3.70	£3.60
Group 3 - 65+ & Students (GO Card)	S	£2.60	£2.50
Group 4 - Juniors (GO Card)	S	£2.40	£2.00
Group 5 - GO Access**	S	£1.60	£1.50
Children under 4 years	S	Free	Free
** casual swimming is free for children enrolled on Council-run swimming lessons with a paying adult			



<b>Family Swim (up to 2 adults and 2 children)</b>			
Standard price (no GO Card)	S	£16.00	£15.00
GO Card	S	£11.00	£10.00
GO Access	S	£7.00	£6.00
<b>Pool hire</b>			
Small Pools per hour	S	POA	POA
Club Hire	S	POA	POA
<b>One-to-one swimming lesson (per half hour)</b>			
Adult	E	£20.00	£20.00
Junior	E	£20.00	£15.00
GO Access (Adult / Junior)	E	£15.00	N/a
	E	£2.60 from March 18, £2.70 from Sept 18	£2.60
<b>School swimming per pupil</b>			
<b>Flowrider</b>			
Group 1 - Standard charge (no GO Card)	E	£12.00	£10.00
Group 2 - Adult (GO Card)	E	£12.00	£8.50
Group 3 - 65+ & Students (GO Card)	E	£12.00	£7.50
Group 4 - Juniors (GO Card)	E	£10.00	£6.75
Group 5 - GO Access	E	£10.00	£5.00
<b>Sauna per 2 hour sessions</b>			
Group 1 - Standard charge (no GO Card)	S	£7.00	£7.00
Group 2 - Adult (GO Card)	S	£5.90	£5.90
Group 3 - 65+ & Students (GO Card)	S	£4.00	£4.00
Group 4 - Juniors (GO Card)	S	£3.50	£3.50
Group 5 - GO Access	S	£2.75	£2.75
<b>Coaching fees (Gymnastics)- per person per course - 10 lessons</b>			
Group 1 - Standard charge (no GO Card)	E	£7.70	£7.70
Group 4 - Juniors (GO Card)	E	£4.85	£4.85
Group 5 - GO Access	E	£3.65	£3.65
<b>Coaching fees Trampoline and Swimming - per person per lesson</b>			
Group 1 - Standard charge (no GO Card)	E	£7.70	£7.70
Group 2 - Adult (GO Card)	E	£6.55	£6.55
Group 3 - 65+ & Students (GO Card)	E	£5.00	£5.00
Group 4 - Juniors (GO Card)	E	£4.60	£4.60
Group 5 - GO Access	E	£3.40	£3.40
<b>Pitch Hire</b>			
Adult with changing facilities	S	£687.60	new
Adult without changing facilities	S	£344.40	new
Junior with changing facilities	S	£282.00	new
Junior without changing facilities	S	£147.60	new
Additional games with changing facilities			
Adult	S	£62.00	new
Junior	S	£31.00	new
<b>Additional games without changing facilities</b>			
Adult	S	£41.00	new
Junior	S	£20.50	new
* To be eligible for club hire for halls, pitches and swimming pools, clubs must hold club mark / quality standard for those not eligible adult rate will be applied			

<b>GO Unlimited Membership (12 month contract) - per month*</b>			
GO Unlimited - Adult	S	£28.50	£28.50
GO unlimited - 65+ & students	S	£23.00	£23.00
GO unlimited - Junior / Active Access	S	£19.00	£19.00
GO unlimited - Joint	S	£52.00	£52.00
GO unlimited - Group	S	£19.00	£19.00
* Direct debit payment			
<b>GO Unlimited Non-contract Membership - per month</b>			
GO Unlimited - Adult	S	£35.00	£35.00
<b>Swim only pass - Birtley Swimming Centre (12 month contract) - per month*</b>			
Adult	S	£20.00	£20.00
All other concessions	S	£15.00	£15.00
* Direct debit payment			
<b>Gym only pass - Gateshead International Stadium (12 month contract) - per month *</b>			
Adult	S	£19.00	£19.00
All other concessions	S	£15.00	£15.00
* Direct debit payment			
<b>Gateshead Active Card</b>			
Adult	S	£10.00	£10.00
65+ & Students	S	£10.00	£10.00
Juniors	S	£1.00	£1.00
Juniors (non-resident)	S	£2.00	£2.00

LIBRARIES	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Reservations</b>			
Adult Books - on shelves (per item)	O/S	£0.25	£0.25
Adult Books - on loan or on order (per item)	O/S	£0.75	£0.75
Junior Books - on shelves	O/S	Free	Free
Junior Books - on loan or on order (per item)	O/S	£0.25	£0.25
Pensioners Books - on shelves (per item)	O/S	£0.25	£0.25
Pensioners Books - on loan or on order (per item)	O/S	£0.50	£0.50
Audio Visual (per item)	O/S	£0.25	£0.25
Vocal Scores (per item)	O/S	£1.20	£1.20
Item borrowed from other library service (per item)	O/S	£4.00	£4.00
<b>Audio / Visual Loans</b>			
Compact Discs	O/S	£0.90	£0.90
<b>Fines</b>			
Books and CD's - per item per day (limit £9.25 per item)	O/S	£0.18	£0.18
Books (Pensioners) - per item per day (limit £4.60 per item)	O/S	£0.10	£0.10
Books (Children)		Exempt	Exempt
Books and Audio Visual items not returned by borrower - Current value of item to be repaid, with 10% reduction per year after 2 years subject to minimum replacement charge for Audio/Visual.			
Audio/Visual Minimum replacement charge	O/S	£9.70	£9.70
<b>Lost Library Tickets</b>			
Replacement of tickets	O/S	£2.25	£2.25
<b>Photocopying</b>			
A4 B & W per sheet	S	£0.10	£0.10
A3 B & W per sheet	S	£0.20	£0.20
A4 Colour per sheet	S	£0.50	£0.50
A3 Colour per sheet	S	£0.90	£0.90
Microfilm/Microfiche printouts (A4)	S	£0.60	£0.60
Microfilm/Microfiche printouts (A3)	S	£1.10	£1.10
Electronic Copies / Printouts (A4) B & W per sheet	S	£0.10	£0.10
Electronic Copies / Printouts (A4) Colour per sheet	S	£0.50	£0.50
Electronic Copies / Printouts (A3) B & W per sheet	S	£0.20	£0.20
Electronic Copies / Printouts (A3) Colour per sheet	S	£0.90	£0.80
<b>Fax Service</b>			
Outgoing UK only (Initial Sheet)	S	£1.00	£1.00
Outgoing UK only (any additional sheets)	S	£0.80	£0.80
International:			
Bands 1-6	S	£1.45	£1.45
Bands 7-13	S	£2.05	£2.05
Incoming	S	£1.25	£1.25
<b>Writeable CD's</b> (per disk)	S	£1.25	£1.25
<b>Exhibition Service</b>			
Providing arts exhibition sales facilities - minimum 20% commission on sales	S	£0.20	£0.20
Booking charge for selling exhibitions (non-returnable in case of customer cancellation)	S	£8.00	£8.00
<b>Local History Service</b>			
Photographs - price varies depending on format, quality and size (price quoted is minimum)	S	from £0.50	from £0.50
Initial enquiry to Local History Service is free of charge. Each subsequent enquiry	O/S	£20.60	£20.60
Local history talks (other than to local history groups)	E	£38.00	£38.00

WASTE SERVICES AND GROUNDS MAINTENANCE	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Trade Refuse</b> Standard Dustbins per bin per week	O/S	POA	POA
<b>Wheel Bins</b> 240 litres	S	POA	POA
360 litres	S	POA	POA
1100 litres	S	POA	POA
<b>Supply and delivery of replacement and new property bins</b> Refuse Wheeled Bin	O/S	£35.00	£35.00
Recycling (Blue) Wheeled Bin	O/S	£25.00	£25.00
Garden Waste Wheeled Bin	O/S	£35.00	£35.00
Blue Bin Decontamination Charge	O/S	£11.00	£11.00
<b>Green Waste Charges</b>	O/S	£33.00	£33.00
<b>Bulky Household Waste - Special Collection Charges</b>			
<b>Large sized Items</b> Garage Door, Bathroom Suite, Dismantled Shed, Window Frames	O/S	£42.00	£42.00
Note - all collections subject to a minimum charge of £16, this can be made up of a mix of medium and small items listed below:			
<b>Medium sized items</b> Mattress, Carpet, Bed, Fridge/Freezer, Large Table, Wardrobe, Door, Washer, Armchair, Cabinet, Sofa	O/S	£8.00	£8.00
<b>Small sized items</b> Bag of Household Waste, Bag of Garden Rubbish, Boxes, Small Table, Vacuum Cleaner, Headboard, Television Stand, Lawnmower	O/S	£2.00	£2.00
<b>Asbestos removal</b>	O/S	POA	POA
<b>Graffiti Removal</b> Removal of non offensive graffiti from private property.	O/S	POA	POA
Removal of syringes from private property	O/S	POA	POA
<b>Supply and delivery of bagged rock salt to e.g. hospitals, emergency services properties etc. per bag</b>	S	£8.00	£8.00
<b>Floristry service products</b>	S	POA	POA
<b>Clearance of stopped private drains</b> Normal Hours	S	£109.00	£109.00
Other Times	S	£217.00	£217.00
<b>MOT Tests</b> Class IV Vehicles	O/S	£54.85	£54.85
Class IV Vehicles 9 - 12 seats	O/S	£57.30	£57.30
Class IV Vehicles 9 - 12 seats (with seat belt check)	O/S	£64.00	£64.00
Class V Vehicles 13 - 16 seats	O/S	£59.55	£59.55
Class V Vehicles 13 - 16 seats (with seat belt check)	O/S	£80.50	£80.50
Class V Vehicles over 16 seats	O/S	£80.65	£80.65
Class V Vehicles over 16 seats (with seat belt check)	O/S	£124.50	£124.50
Class VII Vehicles	O/S	£58.60	£58.60
<b>Hackney Carriage Tests</b> Repeat Hackney Carriage Test (major)	S	£64.85	£54.85
Repeat Hackney Carriage Test (minor)	S	£27.42	£27.42
Duplicate Section 50 Certificate	S	£17.84	£17.84

MOT (at same time as Section 50 test)	O/S	£27.00	£27.00
Installation of Vehicle Crossings - Base price will be £700 but subject to survey	O/S	POA	POA
Private Hardstands (private driveways)	S	POA	POA
<b>Disinfestation</b> <b><i>Social Landlords / Gateshead Council Houses / Business Premises / Private Houses / Allotments</i></b>			
Standard Treatment	S	POA	POA
Special Treatment	S	Actual Cost	Actual Cost
<b>Rodent Control</b> <b><i>Social Landlords / Gateshead Council Houses / Business Premises / Allotments / Private Houses</i></b>			
Standard Treatment	S	POA	POA
Special Treatment	S	Actual Cost	Actual Cost
<b>Other pests</b>			
Feral cats	O/S	POA	POA
<b>Recovery of stray dog from kennels</b>			
Statutory Fee	O/S	£27.00	£27.00
Administrative Fee	S	£30.00	£30.00

PLANNING	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
Copy planning consents (each)	S	£0.51	£0.51
Formal confirmation that planning application conditions have been fulfilled*	S	£13.55	£13.55
*An additional hourly rate is applied to the above charge (per hour)	S	£61.87	£61.87
<b>Pre Planning Advice</b>			
Householder enquiry as to whether a development needs planning permission	S	£25.00	£25.00
Householder enquiry for pre planning application following advice that their development needs permission	S	£20.00	£20.00
Householder enquiry for pre planning advice	S	£40.00	£40.00
Non householder enquiry as to whether a development needs planning permission	S	£45.00	£45.00
Telecommunications enquiry for pre planning application	S	£200.00	£200.00
Advert pre application advice	S	£50.00	£50.00
Minor Development enquiry for pre planning advice	S	£200.00	£200.00
Revised Minor Development enquiry for pre planning advice within 3 months of advice (per additional request)	S	£100.00	£100.00
Major Development enquiry for pre planning advice	S	£1,000.00	£1,000.00
Major Development enquiry for pre planning advice within 3 months of advice (per additional request)	S	£500.00	£500.00
Strategic Development Enquiry (additional charges may apply)	S	£2,000.00	£2,000.00
<b>Planning History Search</b> (per hour)			
Major Applications	S	£65.41	£65.41
Minor Applications	S	£44.69	£44.69
Other and householders applications	S	£23.96	£23.96
<b>PLANNING APPLICATIONS FEES - STATUTORY CHARGES</b>			
<b>Outline Applications</b>			
Where the site area does not exceed 2.5 hectares (per 0.1 hectare)	O/S	£462.00	£385.00
Where the site area exceeds 2.5 hectares (price for the first 2.5 hectares) plus an additional charge set out below:	O/S	£11,432.00	£9,527.00
For each 0.1 hectare in excess of 2.5 hectares (per 0.1 hectare)	O/S	£138.00	£115.00
<i>A maximum charge of £150,000 applies</i>			
<b>Full Applications</b>			
<b><i>The erection or creation of a dwelling(s)</i></b>			
Where the number of dwellings to be created is 50 or fewer (per dwelling)	O/S	£462.00	£385.00
Where the number of dwellings to be created exceeds 50 (charge for the first 50 dwellings) plus an additional charge below:	O/S	£22,859.00	£19,049.00
For each additional dwelling in excess of 50 (per dwelling)	O/S	£138.00	£115.00
<i>A maximum charge of £300,000 applies</i>			
<b>The erection of buildings</b>			
Where floor space is created or the gross floor space created does not exceed 40sq.m	O/S	£234.00	£195.00
The gross floor space created exceeds 40sq.m but does not exceed 75sq.m	O/S	£462.00	£385.00
The gross floor space created exceeds 75sq.m but does not exceed 3,750sq.m (charge for each 75sq.m)	O/S	£462.00	£385.00
The development exceeds 3,750sq.m (charge for 3,750sq.m.) plus an additional charge below:	O/S	£22,859.00	£19,049.00
For each additional 75sq.m	O/S	£138.00	£115.00
<i>A maximum charge of £300,000 applies</i>			

<b>The erection of buildings to be used for agricultural purposes on agricultural land</b>			
Where the gross floor area does not exceed 465sq.m	O/S	£96.00	£80.00
The gross floor space created exceeds 465sq.m but does not exceed 540sq.m		£462.00	£385.00
The floor area exceeds 540sq.m but does not exceed 4,215sq.m £462 for the first 540 sq.m then an additional £462 for each 75sq.m in excess of 540 sq.m	O/S	£462.00	£385.00
The gross floor area exceeds 4,215sq.m (charge for 4,215sq.m) plus an additional charge set out below:	O/S	£22,859.00	£19,049.00
For each additional 75sq.m in excess of 4,215sq.m (per 75sq.m)	O/S	£138.00	£115.00
<i>A maximum charge of £300,000 applies</i>			
<b>The erection of glasshouses on agricultural land</b>			
The gross floor space does not exceed 465sq.m	O/S	£96.00	£80.00
The gross floor space does exceed 465sq.m	O/S	£2,580.00	£2,150.00
<b>The erection, alteration or replacement of plant and machinery</b>			
The site area does not exceed 5 hectares (charge per 0.1 hectare)	O/S	£462.00	£385.00
The site area exceeds 5 hectares (price for the first 5 hectares) plus an additional charge set out below:	O/S	£22,859.00	£19,049.00
For each 0.1 hectare in excess of 5 hectares (per 0.1 hectare)	O/S	£138.00	£115.00
<i>A maximum charge of £300,000 applies</i>			
<b>Householder Application works to a single dwelling (including works within the boundary)</b>			
	O/S	£206.00	£172.00
<b>Alterations/extensions to 2 or more dwellings (flat rate)</b>			
	O/S	£407.00	£339.00
<b>The construction of car parks, service roads and other means of access where the development is incidental to the existing use of the land</b>			
	O/S	£234.00	£195.00
<b>The carrying out of any operations connected with exploratory drilling for oil or natural gas</b>			
The site area does not exceed 7.5 hectares (charge per 0.1 hectare)	O/S	£508.00	£423.00
The site area exceeds 7.5 hectares (price for the first 7.5 hectares) plus an additional charge set out below:	O/S	£38,070.00	£31,725.00
For each 0.1 hectare in excess of 7.5 hectares (per 0.1 hectare)	O/S	£151.00	£126.00
<i>A maximum charge of £300,000 applies</i>			
<b>Other Operations - winning and Working of Minerals</b>			
Where the site area does not exceed 15 hectares (charge per 0.1 hectare)	O/S	£234.00	£195.00
Where the site area exceeds 15 hectares (price for the first 15 hectares) plus an additional charge set out below:	O/S	£34,934.00	£29,112.00
For each 0.1 hectare in excess of 15 hectares (per 0.1 hectare)	O/S	£138.00	£115.00
<i>A maximum charge of £78,000 applies</i>			
<b>Other Operations for the winning and working of Oil and Natural Gas</b>			
Where the site area does not exceed 15 hectares (charge per 0.1 hectare)	O/S	£257.00	£214.00
Where the site area exceeds 15 hectares (price for the first 15 hectares) plus an additional charge set out below:	O/S	£38,520.00	£32,100.00
For each 0.1 hectare in excess of 15 hectares (per 0.1 hectare)	O/S	£151.00	£126.00
<i>A maximum charge of £78,000 applies</i>			
<b>Use of land for waste disposal or mineral storage or external mineral storage</b>			
The site area does not exceed 15 hectares (charge per 0.1 hectare)	O/S	£234.00	£195.00
The site area exceeds 15 hectares (price for the first 15 hectares) plus an additional charge set out below:	O/S	£34,934.00	£29,112.00
For each 0.1 hectare in excess of 15 hectares (per 0.1 hectare)	O/S	£138.00	£115.00
<i>A maximum charge of £78,000 applies</i>			
<b>Other Operations (not coming within any of the above categories)</b>			
	O/S	£234.00	£195.00
<b>Change of use</b>			
	O/S	£462.00	£385.00
<b>Application for a non-material change to a planning permission</b>			
Householder applications	O/S	£34.00	£28.00
Any other applications	O/S	£234.00	£195.00

<b>Variation of condition</b> including renewals of temporary permissions (unless submitted within 12 months of permission - if so no fee) equalling that for a full application for entire site	O/S	£234.00	£195.00
<b>Reserved Matters</b> - where applicants earlier reserved matters applications have incurred total fees equalling that for a full application for entire site	O/S	£462.00	£385.00
<b>Advertisements</b> Advertisement specifically relating to the site where they are displayed or 'advance signs'	O/S	£132.00	£110.00
All other advertisements	O/S	£462.00	£385.00
<b>Prior Approval</b> Determination of Prior Approval - Agricultural and Forestry buildings and operations or Demolition of buildings	O/S	£96.00	£80.00
Proposed change of use to state funded school or registered nursery	O/S	£96.00	£80.00
Proposed change of use of agricultural building to state funded school or registered nursery	O/S	£96.00	£80.00
Proposed change of use of agricultural building to a flexible use within shops, financial and professional service, restaurants and cafes, business, storage or distribution, hotels, or assembly or leisure	O/S	£96.00	£80.00
Proposed change of use of a building from office (Use Class B1) to a use falling within use class C3 dwellinghouse)	O/S	£96.00	£80.00
Determination of Prior approval (telecommunications)	O/S	£462.00	£385.00
Notification for Prior approval for a change of use where there are no associated building operations	O/S	£96.00	£80.00
Notification for Prior approval for a change of use with associated building operations	O/S	£206.00	£172.00
<b>Playing fields for (non profit making sports clubs etc)</b>	O/S	£462.00	£385.00
<b>Lawful Development Certificates</b> Existing use	O/S	Normal fee	Normal fee
Proposed use	O/S	Half normal fee	Half normal fee
Existing use or operation - lawful not ot comply with any condition or limitation	O/S	£234.00	£195.00
<b>Application for Permission in Principle</b> - for 0.1 hectare (or part thereof)	O/S	£402.00	new
Applications by Parish etc Councils	O/S	Half normal fee	Half normal fee
Development crossing planning authority boundaries, requiring several applications. Only one fee, paid to the authority having the larger site but calculated for the whole scheme.	O/S		
Alternative applications for one site. Highest of fees applicable for each alternative and a sum equal to half the rest.	O/S		
Applications required only because of the removal of permitted development rights, by a condition restricting changes of use within a class, or by an Article 4 direction	O/S	No Fee	No Fee
Works to improve a disabled person's access to a public building, or to improve his/her access, safety, health or comfort at his/her dwelling house	Z	No Fee	No Fee
One revised or fresh application by the same applicant for the same character or description with 12 months of receiving permission or refusal, or the making of the application if withdrawn.	O/S	No Fee	No Fee
<b>Formal Discharge of Planning Conditions</b> Conditions imposed on householder approvals (per request)	O/S	£34.00	£28.00
Conditions imposed on non-householder approvals (per request)	O/S	£116.00	£97.00



RECREATION	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>BOWLS</b> Seasonal Permit (Club Members Only)	S	£48.00	£48.00
<b>FOOTBALL PITCHES (including electricity)</b> <b>With Changing Rooms</b> Seniors per season (alternate weeks) Juniors per season (alternate weeks)	E E	£826.00 £338.00	£688.00 £282.00
<b>Additional Games</b> Casual booking per game: Seniors (without seasonal booking) Juniors (without seasonal booking)	S S	£90.00 £46.00	£75.00 £38.00
<b>Without Changing Rooms</b> Seniors per season (alternate weeks) Juniors per season (alternate weeks)	E E	£414.00 £177.00	£345.00 £148.00
<b>Additional Games</b> Casual booking per game: Seniors (without seasonal booking) Juniors (without seasonal booking)	S S	£60.00 £30.00	£50.00 £25.00
<p>Lettings are normally standard rated, however, the letting of such facilities may be exempt if there is a series of lettings to the same person over a period of time. The granting of such facilities for a series of ten or more periods to a school, club or association or an organisation representing affiliated clubs, would be an exempt supply for VAT purposes if:</p> <p>(i) each period is in respect of the same activity carried on at the same place; (ii) the interval between each period is not less than one day and not more than fourteen days; (iii) consideration is payable by reference to the whole series and is evidenced by written agreement; and (iv) the grantee has exclusive use of the facilities</p> <p>Additional games added separately to the seasonal hire will be standard rated (S) for VAT purposes unless the additional games added qualify in their own right under the above rule.</p>			
<b>CRICKET PITCHES</b> Hire per season Casual booking per game	E S	£492.00 POA	£492.00 POA
<b>ALLOTMENTS</b> Rents per annum Area up to 200m <sup>2</sup> 201m <sup>2</sup> - 300m <sup>2</sup> 301m <sup>2</sup> - 400m <sup>2</sup> Rents above 400m <sup>2</sup> to be charged the 400m <sup>2</sup> fee together with the next band fee appropriate to make up the size e.g. a 600m <sup>2</sup> allotment will be charged at the 400m <sup>2</sup> and 200m <sup>2</sup> combined total	O/S O/S O/S	£38.00 £52.00 £70.00	£38.00 £52.00 £70.00
<b>Lettings for Fairgrounds and open space events - (charges per day)</b> To set up and dismantle To operate	E E	£60.00 £170.00	£60.00 £170.00

BUSINESS CENTRES	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Blaydon, Greenesfield and Gateshead International Business Centres, Northern Design Centre</b>			
<b>Occupancy Fees - per sq ft</b>			
Blaydon Business Centre (Workshop)	N	£8.25	£8.25
Blaydon Business Centre (Office)	N	£15.00	£14.50
Greenesfield Business Centre	N	£27.00	£27.00
Gateshead International Business Centre	N	£25.00	£24.50
Northern Design Centre	S	£25.00	£25.00
Baltimore House	S	£22.00	£21.00
Northern Centre for Emerging Technology		£24.00	£24.00
Virtual Office Service (GIBC, GBC, BLBC, BH, NCET)	N	£50.00	£50.00
Virtual Office Service (NDC)	N	£100.00	£100.00
Virtual Office & Access to Lounge (GIBC)	N	£100.00	£100.00
Virtual Office and Access to Lounge (NDC)	N	£150.00	£150.00
Use of Additional Office/Unit for Temporary Storage - 50% of standard licence fee (Licence agreements for storage last for 3 months and can be renewed once. Thereafter a full licence agreement must be entered into).	E		
<b>Gateshead International Business Centre</b>			
16 people meeting room - per day	E	£100.00	£95.00
16 people meeting room - per half day	E	£50.00	£50.00
16 people meeting room - per hour	E	£15.00	£15.00
12 people meeting room - per day	E	£75.00	£75.00
12 people meeting room - per half day	E	£40.00	£40.00
12 people meeting room - per hour	E	£12.00	£12.00
5 people meeting room - per day	E	£55.00	£55.00
5 people meeting room - per half day	E	£30.00	£30.00
5 people meeting room - per hour	E	£8.00	£8.00
<b>Northern Design Centre</b>			
5 people meeting room - per day	S	£55.00	£50.00
5 people meeting room - per half day	S	£30.00	£27.00
5 people meeting room - per hour	S	£8.00	£8.00
12 people meeting room - per day	S	£100.00	£95.00
12 people meeting room - per half day	S	£50.00	£50.00
12 people meeting room - per hour	S	£15.00	£15.00
<b>Greenesfield Business Centre</b>			
12 people meeting room - per day	E	£80.00	£80.00
12 people meeting room - per half day	E	£46.00	£46.00
12 people meeting room - per hour	E	£15.00	£15.00
<b>Blaydon Business Centre</b>			
8 person meeting room - Occupiers		Included in rent	Included in rent
8 person meeting room - per day (non-occupiers)	E	£60.00	£50.00
8 person meeting room - half day (non-occupiers)	E	£30.00	£30.00
<b>Baltimore House</b>			
6 person meeting room - per day	S	£55.00	£50.00
6 person meeting room - half day	S	£30.00	£27.00
6 person meeting room - per hour	S	£8.00	£8.00
12 person meeting room - per day	S	£100.00	£95.00
12 person meeting room - half day	S	£50.00	£50.00
12 person meeting room - per hour	S	£15.00	£15.00
<b>Sponsorship</b>			
Business briefing or similar publication - annual 12 Editions	O/S	£1,200.00	£1,200.00
Business briefing or similar publication - per edition	O/S	£200.00	£200.00

Gateshead Business	O/S	£2,200.00	£2,200.00
Business Forum or similar event - per event	O/S	£600.00	£600.00
Sponsorship of boardrooms at Business Centres (each)	O/S	£3,000.00	£3,000.00
<b>Photocopying / Black &amp; White Printing</b>			
A4	N	£0.25	£0.25
A4 (double sided)	N	£0.25	£0.25
A3	N	£0.25	£0.25
A3 (double sided)	N	£0.40	£0.40
Multiple copies /colour printing charged at cost from Central Print Unit plus 25%	N		
<b>Laptop Hire</b>			
Per day	N	£30.00	£30.00
Per half day	N	£20.00	£20.00
Per hour	N	£10.00	£10.00
Buffet	N	Cost + 25%	Cost + 25%
Tea / Coffee - per cup	N	£1.00	£1.00
Biscuits - per plate	N	£3.10	£3.10
Additional Refreshments (not buffets) available at cost plus 200%		Cost + 200%	Cost + 200%
Stationery available at cost plus 25%	N	Cost + 25%	Cost + 25%
Replacement or additional key fobs and keys	S or N	Cost + 25%	Cost + 25%
<b>Business Support Services*</b>			
Business Development Consultancy (per day)	N	£300 - £599	£300 - £599
Business Planning Support - subject to negotiation up to	N	£1,199.00	£1,199.00
*These are discretionary services to be delivered subject to availability and demand to potential and existing occupiers of business centres. It is likely that costs will be met via third party public funding.			

CORPORATE SERVICES	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
Charge for Funeral and protection of property arrangements	O/S	Up to a maximum of £1,000	Up to a maximum of £1,000
Charge for appointeeship cases	S	Up to a maximum of £1,000	Up to a maximum of £1,000
Charge for administering deferred payments	S	Actual cost	Actual cost
Charge for arranging care packages for self funders	S	Actual cost	Actual cost
Deferred payment interest rate		The lower of 1.15% or the rate set by the Department of Health	The lower of 1.15% or the rate set by the Department of Health
<b>Access to Information</b>			
Complying with requests for information under the Local Government (Access to Information) Act 1985 and the Freedom of Information Act 2000.			
Photocopying - per A4 sheet	S	£0.21	£0.21
Postage	S	Actual cost	Actual cost
Subject access requests under the Data Protection Act 1998 - Statutory Charge	O/S	£10.00	£10.00
<b>Disclosure and Barring Service</b>			
Enhanced Check (includes administration fee of £10)	S	£54.00	£54.00
Standard Check (includes administration fee of £10)	S	£36.00	£36.00
<b>Identity Cards</b>			
Charge per card	S	£2.25	£2.20
Charge per card (chipped)	S	£6.10	£6.00
Design Fee	S	£15.00	£24.00
Clip	S	£0.25	£0.25
Lanyard	S	£0.35	£0.35
Card Holder	S	£0.35	£0.35
Yo-Yo	S	£0.40	£0.40
<b>Electoral Services</b>			
Street Index	O/S	£11.50	£11.50
Confirmation of entry on Electoral Register	O/S	£15.00	£15.00
Registers - paper - Statutory Charge	O/S	£10.00 plus £5.00 per 1,000 entries	£10.00 plus £5.00 per 1,000 entries
Registers - data - Statutory Charge	O/S	£20.00 plus £1.50 per 1,000 entries	£20.00 plus £1.50 per 1,000 entries
Monthly register updates	O/S	as above	As above
<b>Copies of marked register</b>			
Paper Copy - Statutory Charge Restricted	O/S	£10 plus £1.00 per 1,000 entries	£10.00 plus £2.00 per 1,000 entries
Data Copy - Statutory Charge Restricted	O/S	£10 plus £1.00 per 1,000 entries	£10 plus £1.00 per 1,000 entries

REGISTRARS	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>BIRTH, MARRIAGE AND DEATH CERTIFICATES</b>			
<b>From the Registrar who registered the birth, death or marriage (Statutory Charges):</b>			
Standard Certificate at the time of registration	O/S	£4.00	£4.00
Standard Certificate after the time of registration	O/S	£7.00	£7.00
Certificates are available from the Registrar only at the time of registration or shortly afterwards. Once a register is filled, it is passed to the Superintendent Registrar and certificates are no longer available from the Registrar.			
<b>From the Superintendent Registrar:</b>			
Standard Certificate in Person at Registered Office (collection within 5 working days) - Statutory Charge	O/S	£10.00	£10.00
Short Birth Certificate in Person at Registered Office (collection within 5 working days) - Statutory Charge	O/S	£10.00	£10.00
Application and receipt of certificate same day service (in person or post)	O/S	£18.00	£18.00
Priority guaranteed next day delivery - application made by 13:00pm	O/S	£28.00	£28.00
<b>Searches</b>			
General searches at a Superintendent Registrar's Office - Statutory Charge	O/S	£18.00	£18.00
Any certificates purchased as a result of a search are subject to charges above - Statutory Charge	O/S	as shown above	As shown above
<b>Marriages</b>			
<b>From the Superintendent Registrar:</b>			
For attending a marriage at the residence of a housebound person to attest notice of marriage - Statutory Charge	O/S	£47.00	£47.00
For attending a marriage of a detained person to attest notice of marriage - Statutory Charge	O/S	£68.00	£68.00
For entering notice of marriage in a marriage notice book (notice to be given in each area in which party resides) - Statutory Charge	O/S	£35.00	£35.00
For attending a marriage at the residence of a housebound person - Statutory Charge	O/S	£84.00	£84.00
For attending a marriage of a detained person - Statutory Charge	O/S	£94.00	£94.00
<b>From the Registrar:</b>			
For attending a marriage solemnized in a register office Mon-Thursday only (includes certificate) - Statutory Charge	O/S	£50.00	£50.00
For attending a marriage at the residence of a housebound person - Statutory Charge - Reduced by the General Registry Office	O/S	£81.00	£81.00
For attending a marriage at the residence of a housebound or detained person - Statutory Charge	O/S	£88.00	£88.00
<b>Certificate for Worship and Registration for Marriage</b>			
<b>From the Superintendent Registrar</b>			
Certification of a place of meeting for religious worship - Statutory Charge	O/S	£29.00	£29.00
Registration of a building for the solemnization of marriages - Statutory Charge	O/S	£123.00	£123.00
<b>Registered Buildings</b>			
Registrar Attendance (church) - Statutory Charge (additional £4 for cost of certificate also applies)	O/S	£86.00	£86.00
Registration of a building for the solemnization of marriages of same sex couple (previously registered for marriage) - Statutory Charge	O/S	£64.00	£64.00
Registration of a building for the solemnization of marriages of same sex couples (not previously registered for marriage) - Statutory Charge	O/S	£123.00	£123.00
Registration of a building for the solemnization of equal marriage - Statutory Charge	O/S	£123.00	£123.00
Change the time or date of wedding		£15.00	£15.00

<b>Ravensworth - Premises Fee</b> (including cost of certificate)			
Monday to Thursday	O/S	£165.00	£160.00
Friday and Saturday	O/S	£185.00	£180.00
<b>Tyne Suite - Premises Fee</b> (including cost of certificate)			
Monday to Thursday	O/S	£100.00	£95.00
Friday and Sunday	O/S	£115.00	£110.00
<b>Mayor's Parlour - Premises Fee</b> (including cost of certificate)			
Monday to Thursday	O/S	£325.00	£320.00
Friday and Saturday	O/S	£375.00	£370.00
<b>Bewicks</b>			
Monday to Thursday	E	£300.00	£300.00
Friday and Saturday	E	£350.00	£350.00
<b>Blaydon Room</b> (including cost of certificate)			
Monday to Thursday	O/S	£260.00	£260.00
Friday and Saturday	O/S	£286.00	£286.00
<b>Lamesley Room</b> (including cost of certificate)			
Monday to Thursday	O/S	£260.00	£260.00
Friday and Saturday	O/S	£286.00	£286.00
NB If rooms are available on Sunday then the 'Friday to Saturday' charges will apply			
<b>Civil Partnership</b>			
Notice of Civil Partnership (per person) - Statutory Charge	O/S	£35.00	£35.00
Formation of Civil Partnership in a register office (with or without a ceremony) Statutory Charge - Additional £4.00 for cost of certificate also applies	O/S	£46.00	£46.00
Full certification at the time of formation - Statutory Charge	O/S	£4.00	£4.00
Extract at time of formation - Statutory Charge	O/S	£4.00	£4.00
Full extract or certificate after the time of formation - Statutory Charge	O/S	£10.00	£10.00
On giving notice to a registration authority under the Civil Partnership Order 2005 (Certificate of No Impediment) - Statutory Charge	O/S	£35.00	£35.00
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for housebound person - Statutory Charge	O/S	£81.00	£81.00
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained person - Statutory Charge	O/S	£88.00	£88.00
<b>Civil Marriages and Civil Partnerships</b>			
Attendance at an approved premises (inclusive of formation and certificates)			
Monday to Thursday	O/S	£405.00	£400.00
Friday and Saturday	O/S	£455.00	£450.00
Sunday and Bank Holidays	O/S	£485.00	£480.00
<b>Civil Partnership Conversion to Marriage</b>			
Administration Service Conversion Only in Superintendent Registrars Office	O/S	£45.00	£45.00
Administration Service Conversion 2 stage	O/S	£27.00	£27.00
<b>Re-Affirmation of Vows and child naming ceremony- at the Tyne suite</b>			
Monday to Thursday	S	£100.00	£180.00
Friday and Saturday	S	£115.00	£280.00
<b>Re-Affirmation of Vows and child naming ceremony - Ravensworth suite</b>			
Monday to Thursday	S	£165.00	£180.00
Friday and Saturday	S	£185.00	£280.00
<b>Re-affirmation of Vows - at an Outside Venue</b>			
Monday to Thursday	S	£260.00	£260.00
Friday and Saturday	S	£340.00	£340.00
Sunday and Bank Holidays	S	£400.00	new

<b><u>Conversion Marriage Certificates</u></b>			
On the day	O/S	£4.00	£4.00
Thereafter	O/S	£10.00	£10.00
<b>Certification of a building as a place of worship</b>	O/S	£29.00	£29.00
<b>Registration of Approved Premises</b>			
Registration of Premises for Marriage and Civil Partnership	O/S	£1,750.00	£1,750.00
Renewal of Registration of Premises for Marriage and Civil Partnership - 3 years	O/S	£1,500.00	£1,500.00
<b>Registering a building for the solemnisation of marriages</b>			
Fee for Certification of Approved Premises	O/S	£123.00	£123.00
<b>British Citizenship Ceremony</b>			
Personal British Citizenship Ceremony (at Civic Centre)	O/S	£150.00	£150.00
<b>Nationality Checking Service</b>			
Adult	S	£60.00	£55.00
Child	S	£35.00	£30.00
Corrections to registration entries - involvement by general register office	S	£90.00	new
Corrections to registration entries - without involvement by general register office	S	£75.00	new
<b>Child Naming and Reaffirming of Vows</b>			
<b><i>At the Register Office</i></b>			
Monday - Thursday	S	£180.00	£180.00
Friday and Saturday	S	£280.00	£280.00
<b><i>At an Outside Venue</i></b>			
Monday - Thursday	S	£260.00	£260.00
Friday and Saturday	S	£340.00	£340.00

PROPERTY AND LAND	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>Property Transactions</b>			
Registration of assignments and mortgages on Commercial Leases	E	£110.20	£110.20
Dealings in respect of Commercial Property (including Wayleaves, easements and surrenders) (Hourly Rate)	E	£110.20	new
Registration of dealings on Residential Lease (Former Council Flats) (Per Dealing)	E	£75.70	£73.50
Consent to assign on Commercial Leases (charge dependent on time spent) (a minimum charge applies)	*	£110.20	£108.50
Application for depositing landowner statements and declarations	*	£416.00	£404.00
For each additional parcel of land contained within a statement and declaration	*	£93.70	£91.00
Retrospective Consent on alteration to former Council House	*	£90.60	£88.00
Consent to Postponement of charge on borrowing on former Council House - Consent given by letter	*	£61.80	£60.00
Consent to Postponement of charge on borrowing on former Council House - Lender requires formal Deed sealed	*	£90.60	£88.00
Redemption of Council Mortgage on residential property	*	£149.90	£145.50
Engrossment of Standard Council House Transfer	*	£37.60	£36.50
<b>Copying Charges for all Legal Documents</b>			
Standard retrieval fee	S	£64.40	£62.50
Copy charges A4	S	£0.22	£0.21
Copy Charges A3	S	£0.32	£0.31
Per Plan	S	£6.40	£6.20
<b>Copy extract of Covenants</b>			
Standard retrieval fee	S	£26.40	£25.60
Copy charges A4	S	£0.22	£0.21
Copy Charges A3	S	£0.32	£0.31
Per Plan	S	£6.40	£6.20
<b>Draft and negotiate s.106 Agreements</b>			
Commercial	*	£1,354.00	£1,315.00
Non-Commercial	*	£677.00	£657.50
Licence	*	£462.00	£448.50
Draft and negotiate s.278 s.38 Agreements	*	£1,932.00	£1,876.00
Emergency Road Closure	O/S	£161.20	£156.50
Temporary Traffic Orders	O/S	£268.80	£261.00
Permanent Traffic Orders	O/S	£644.00	£625.50
Stopping Up Orders	O/S	£2,040.00	£1,980.00
*If the charge relates to a commercial property for which no option to tax has been made, the charge will be exempt from VAT. If the charge relates to a commercial property for which an option to tax is in place, the charge will be subject to VAT at the standard rate. If the charge relates to a residential Council property, it will be considered to be non-business.			



PROPERTY AND LAND		VAT	2018/19 PROPOSED CHARGE		2017/18 AGREED CHARGE		
Enquiry	Registers/Information Available		Cost of access	Cost of tailored report	Cost of tailored report		
COMMERCIAL LAND CHARGES				Non-Electronic	Electronic	Non-Electronic	Electronic
CON29R - Required Enquiries							
1. PLANNING AND BUILDING REGULATIONS							
<b>1.1. Planning and Building Decisions and Pending Applications</b> Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending planning applications:							
(a) a planning permission;	(a) - (e) This information is publicly available, 1980 to date information is available via internet <a href="http://www.gateshead.gov.uk/">http://www.gateshead.gov.uk/</a> or the PC terminals in D&E reception, 1974 - 1980 information is available in paper registers in reception.	O/S	Publicly available free of charge	£1.13	£1.03	£1.13	£1.03
(b) a listed building consent;		O/S		£1.13	£1.03	£1.13	£1.03
(c) a conservation area consent;		O/S		£1.13	£1.03	£1.13	£1.03
(d) a certificate of lawfulness of existing use or development;		O/S		£1.13	£1.03	£1.13	£1.03
(e) a certificate of lawfulness of proposed use or development;		O/S		£1.13	£1.03	£1.13	£1.03
(f) building regulation approval;	(f) - (h) Information available by viewing or tailored report only.	O/S		£1.79	£1.68	£1.79	£1.68
(g) a building regulation completion certificate;		O/S		£1.79	£1.68	£1.79	£1.68
(h) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?		O/S		£1.79	£1.68	£1.79	£1.68
<b>1.2. Planning Designations and Proposals</b> What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan?							
	This information is publicly available by consulting public local plans. The Unitary Development Plan (UDP) is available online as an interactive GIS-based version, but not all the Local Development Framework (LDF) Proposals Maps are yet available in this interactive format. Paper copies of the UDP documents and proposals map are available at £11.40 for residential and £57.30 commercial.	O/S	Publicly available online free of charge	£1.13	£1.03	£1.13	£1.03
2. ROADS							
Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:							
(a) highways maintainable at public expense;	(a) This information is publicly available.	O/S	Publicly available free of charge	£1.13	£1.03	£1.13	£1.03
(b) subject to adoption and, supported by a bond or bond waiver;	(b) - (d) Information available by viewing or report only.	O/S		£1.63	£1.55	£1.63	£1.55
(c) to be made up by a local authority who will reclaim the cost from the frontages;		O/S		£1.63	£1.55	£1.63	£1.55
(d) to be adopted by a local authority without reclaiming the cost from the frontagers?		O/S		£1.63	£1.55	£1.63	£1.55
3. OTHER MATTERS							
<b>3.1. Land Required for Public Purposes</b> Is the property included in land required for public purposes?							
	Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.63	£1.55	£1.63	£1.55
<b>3.2. Land to be Acquired for Road Works</b> Is the property included in land to be acquired for road works?							
	Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.63	£1.55	£1.63	£1.55
<b>3.3. Drainage agreements and consents</b> Do either of the following exist in relation to the property:							
(a) an agreement to drain buildings in combination into an existing sewer by means of a private sewer;	(a) Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.79	£1.57	£1.79	£1.57
(b) an agreement or consent for (i) a building or (ii) extension to a building on the property, to be built over, or in the vicinity of a drain, sewer or disposal main?	(b) This information is publicly available.	O/S		£1.13	£1.03	£1.13	£1.03

<b>3.4 Nearby Road Schemes</b> Is the property (or will it be) within 200 metres of any of the following: (a) the centre line of a new trunk road or special road specified in an order, draft order or scheme; (b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving (i) the construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one or more additional traffic lanes; (d) the outer limits of (i) construction of a new road to be built by a local authority; (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; or (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes; (e) the centre line of the proposed route of a new road under proposals published for public consultation; or (f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (ii) construction of a roundabout (other than a mini roundabout); or (iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation.	(a) This information is publicly available.	O/S		£1.13	£1.03	£1.13	£1.03
	(b) - (d) Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.64	£1.55	£1.64	£1.55
		O/S		£1.64	£1.55	£1.64	£1.55
		O/S		£1.64	£1.55	£1.64	£1.55
		O/S		£1.64	£1.55	£1.64	£1.55
	(e) - (f) This information is publicly available	O/S		£1.13	£1.03	£1.13	£1.03
<b>3.5 Nearby Railway Schemes</b> Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?	Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.64	£1.52	£1.64	£1.52
		O/S		£1.64	£1.52	£1.64	£1.52
<b>3.6 Traffic Schemes</b> Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which abut the boundaries of the property: (a) permanent stopping up or diversion; (b) waiting or loading restrictions; (c) one way driving; (d) prohibition of driving; (e) pedestrianisation; (f) vehicle width or weight restriction; (g) traffic calming works including road humps; (h) residents parking controls; (i) minor road widening or improvement; (j) pedestrian crossings; (k) cycle tracks; (l) bridge building?	(a) - (l) Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
		O/S		£1.79	£1.68	£1.79	£1.68
<b>3.7 Outstanding Notices</b> Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule: (a) building works; (b) environment; (c) health and safety; (d) housing; (e) highways; (f) public health?	(a) - (f) Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.79	£1.68	£1.79	£1.68
		O/S		£15.03	£14.92	£15.03	£14.92
		O/S		£15.03	£14.92	£15.03	£14.92
		O/S		£15.03	£14.92	£15.03	£14.92
		O/S		£2.20	£2.10	£2.20	£2.10
		O/S		£15.03	£14.92	£15.03	£14.92
		O/S		£15.03	£14.92	£15.03	£14.92
<b>3.8 Contravention of Building Regulations</b> Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?	Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.79	£1.68	£1.79	£1.68

<p><b>3.9 Notices, Orders, Directions and Proceedings under Planning Acts</b></p> <p>Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following:</p> <p>(a) enforcement notice;</p> <p>(b) stop notice;</p> <p>(c) listed building enforcement notice;</p> <p>(d) breach of condition notice;</p> <p>(e) planning contravention notice;</p> <p>(f) other notice relating to breach of planning control;</p> <p>(g) listed building repairs notice;</p> <p>(h) in the case of a listed building deliberately allowed to; fall into disrepair, a compulsory purchase order with a direction for minimum compensation;</p> <p>(i) building preservation notice;</p> <p>(j) direction restricting permitted development;</p> <p>(k) order revoking or modifying a planning permission;</p> <p>(l) order requiring discontinuance of use or alteration or removal of building or works;</p> <p>(m) tree preservation order;</p> <p>(n) proceedings to enforce a planning agreement or planning contribution?</p>	(a) - (n) Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
		O/S		£1.62	£1.53	£1.62	£1.53
	O/S	£1.62	£1.53	£1.62	£1.53		
<p><b>3.10 Conservation Areas</b></p> <p>Do the following apply in relation to the property:</p> <p>(a) the making of the area a Conservation Area before 31 August 1974;</p> <p>(b) unimplemented resolution to designate the area a Conservation Area?</p>	(a) This information is publicly available.	O/S	Publicly available free of charge	£1.13	£1.03	£1.13	£1.03
	(b) Information available by viewing or tailored report only.	O/S		£1.63	£1.53	£1.63	£1.53
<p><b>3.11 Compulsory Purchase</b></p> <p>Has any enforceable order or decision been made to compulsorily purchase or acquire the property?</p>	Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£9.32	£9.50	£9.32	£9.50
<p><b>3.12 Contaminated Land</b></p> <p>Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property):</p> <p>(a) a contaminated land notice;</p> <p>(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990:</p> <p>(i) a decision to make an entry;</p> <p>(ii) an entry;</p> <p>(c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice?</p>	(a)-(b) Any follow up enquiries would incur a charge with regard to cost.	O/S	Publicly available free of charge	£1.13	£1.03	£1.13	£1.03
		O/S		£1.13	£1.03	£1.13	£1.03
		(c) Information available by viewing or tailored report only.		O/S	£1.67	£1.57	£1.67
<p><b>3.13 Radon Gas</b></p> <p>Do records indicate that the property is in a "Radon Affected Area" as identified by the Health Protection Agency?</p>	This information is publicly available.	O/S	Publicly available free of charge	£1.13	£1.03	£1.13	£1.03

PROPERTY AND LAND CHARGES		VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>CON290 – Optional Enquiries</b>				
<b>4. ROAD PROPOSALS BY PRIVATE BODIES</b> 4. What proposals by others, still capable of being implemented, have the Council approved for any of the following, the limits of construction of which are within 200 metres of the property: (a) the construction of a new road;  (b) the alteration or improvement of an existing road, involving the construction, whether or not within existing highway limits, of a subway, underpass, flyover, footbridge, elevated road, dual carriageway, the construction of a roundabout (other than a mini roundabout) or the widening of an existing road by the construction of one or more additional traffic lanes?	Information available by tailored report only	O/S	£14.89	£14.89
<b>5. PUBLIC PATHS OR BYWAYS</b> 5.1. Is any footpath, bridleway, restricted byway or byway open to all traffic which abuts on, or crosses the property, shown in a definitive map or revised definitive map prepared under Part IV of the National Parks and Access to the Countryside Act 1949 or Part III of the Wildlife and Countryside Act 1981? 5.2. If so, please mark its approximate route on the attached plan.	Information available by tailored report only.	O/S	£14.89	£14.89
<b>6. ADVERTISEMENTS</b> <b><i>Entries in the Register</i></b> 6.1. Please list any entries in the Register of applications, directions and decisions relating to consent for the display of advertisements. 6.2. If there are any entries, where can that Register be inspected?  <b><i>Notices, Proceedings and Orders</i></b> 6.3. Except as shown in the Official Certificate of Search: (a) has any notice been given by the Secretary of State or served in respect of a direction or proposed direction restricting deemed consent for any class of advertisement?  (b) have the Council resolved to serve a notice requiring the display of any advertisement to be discontinued?  (c) If a discontinuance notice has been served, has it been complied with to the satisfaction of the Council? (d) have the Council resolved to serve any other notice or proceedings relating to a contravention of the control of advertisements? (e) have the Council resolved to make an order for the special control of advertisements for the area?	Information available by tailored report only.	O/S	£16.15	£16.15
<b>7. COMPLETION NOTICES</b> 7. Which of the planning permissions in force have the Council resolved to terminate by means of a completion notice under s.94 of the Town & Country Planning Act 1990?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>8. PARKS AND COUNTRYSIDE</b> <b><i>Areas of Outstanding Natural Beauty</i></b> 8.1. Has any order under s.82 of the Countryside and Rights of Way Act 2000 been made?  <b><i>National Parks</i></b> 8.2. Is the property within a National Park designated under s.7 of the National Parks and Access to the Countryside Act 1949?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>9. PIPELINES</b> 9. Has a map been deposited under s.35 of the Pipelines Act 1962, or Schedule 7 of the Gas Act 1986, showing a pipeline laid through, or within 100 feet (30.48 metres) of the property?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>10. HOUSES IN MULTIPLE OCCUPATION</b> 10. Is the property a house in multiple occupation, or is it designated or proposed to be designated for selective licensing of residential accommodation in accordance with the Housing Act 2004?	Information available by tailored report only.	O/S	£23.58	£23.58

<b>11. NOISE ABATEMENT</b> <b>Noise Abatement Zone</b> 11.1. Have the Council made, or resolved to make, any noise abatement zone order under s.63 of the Control of Pollution Act 1974 for the area? <b>Entries in Register</b> 11.2. Has any entry been recorded in the Noise Level Register kept pursuant to s.64 of the Control of Pollution Act 1974? 11.3. If there is any entry, how can copies be obtained and where can that Register be inspected?	Information available by tailored report only.  Information available by tailored report only.	O/S  O/S	£1.19  £1.19	£1.19  £1.19
<b>12. URBAN DEVELOPMENT AREAS</b> 12.1. Is the area an urban development area designated under Part XVI of the Local Government, Planning and Land Act 1980? 12.2. If so, please state the name of the urban development corporation and the address of its principal office.	Information available by tailored report only.	O/S	£14.89	£14.89
<b>13. ENTERPRISE ZONES</b> 13. Is the area an enterprise zone designated under Part XVIII of the Local Government, Planning and Land Act 1980?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>14. INNER URBAN IMPROVEMENT AREAS</b> 14. Have the Council resolved to define the area as an improvement area under s.4 of the Inner Urban Areas Act 1978?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>15. SIMPLIFIED PLANNING ZONES</b> 15.1. Is the area a simplified planning zone adopted or approved pursuant to s.83 of the Town & Country Planning Act 1990? 15.2. Have the Council approved any proposal for designating the area as a simplified planning zone?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>16. LAND MAINTENANCE NOTICES</b> 16. Have the Council authorised the service of a maintenance notice under s.215 of the Town & Country Planning Act 1990?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>17. MINERAL CONSULTATION AREAS</b> 17. Is the area a mineral consultation area notified by the county planning authority under Schedule 1 para 7 of the Town & Country Planning Act 1990?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>18. HAZARDOUS SUBSTANCE CONSENTS</b> 18.1. Please list any entries in the Register kept pursuant to s.28 of the Planning (Hazardous Substances) Act 1990. 18.2. If there are any entries: (a) How can copies of the entries be obtained? (b) Where can the Register be inspected?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>19. ENVIRONMENTAL AND POLLUTION NOTICES</b> 19. What outstanding statutory or informal notices have been issued by the Council under the Environmental Protection Act 1990 or the Control of Pollution Act 1974?  (This enquiry does not cover notices under Part IIA or Part III of the EPA, to which enquiries 3.12 or 3.7 apply)	Information available by tailored report only.	O/S	£24.82	£24.82
<b>20. FOOD SAFETY NOTICES</b> 20. What outstanding statutory notices or informal notices have been issued by the Council under the Food Safety Act 1990 or the Food Hygiene Regulations 2006?	Information available by tailored report only.	O/S	£24.82	£24.82
<b>21. HEDGEROW NOTICES</b> 21.1. Please list any entries in the record maintained under regulation 10 of the Hedgerows Regulations 1997. 21.2. If there are any entries: (a) how can copies of the matters entered be obtained?  (b) where can the record be inspected?	Information available by tailored report only.	O/S	£14.89	£14.89

<p><b>22. COMMON LAND, TOWN AND VILLAGE GREENS</b></p> <p>22.1. Is the property, or any land which abuts the property, registered common land or town or village green under the Commons Registration Act 1965 or the Commons Act 2006?</p> <p>22.2. If there are any entries, how can copies of the matters registered be obtained and where can the register be inspected?</p>	<p>Available to view for free.</p>	<p>O/S</p>	<p>£24.82</p>	<p>£24.82</p>
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PROPERTY AND LAND		VAT	2018/19 PROPOSED CHARGE		2017/18 AGREED CHARGE	
Enquiry	Registers/Information Available		Cost of access	Cost of tailored report	Cost of tailored report	
RESIDENTIAL LAND CHARGES			Non-Electronic	Electronic	Non-Electronic	Electronic
CON29R - Required Enquiries						
1. PLANNING AND BUILDING REGULATIONS						
1.1. Planning and Building Decisions and Pending Applications						
Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending planning applications -						
(a) a planning permission;	(a) - (e) This information is publicly available, 1980 - to date information is available via internet	O/S		£0.75	£0.64	£0.75
(b) a listed building consent;	http://www.gateshead.gov.uk/ or the pc terminals in Development and Enterprise reception, 1974 - 1980	O/S		£0.75	£0.64	£0.75
(c) a conservation area consent;	information is available in paper registers in reception.	O/S		£0.75	£0.64	£0.75
(d) a certificate of lawfulness of existing use or development;		O/S	Publicly available free of charge	£0.75	£0.64	£0.75
(e) a certificate of lawfulness of proposed use or development;		O/S		£1.19	£1.07	£1.19
(f) building regulation approval;	(f) - (h) Information available by viewing or tailored report only.	O/S		£1.19	£1.07	£1.19
(g) a building regulation completion certificate;		O/S				
(h) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?		O/S				
1.2. Planning Designations and Proposals						
What designations of land use for the property or the area, and what specific proposals for the property, are contained in any existing or proposed development plan?	This information is publicly available by consulting public local plans. The Unitary Development Plan (UDP) is available online as an interactive GIS-based version, but not all the Local Development Framework (LDF) Proposals Maps are not yet available in this interactive format. Paper copies of the UDP documents and proposals map are available at £11.40 for residential and £57.30 commercial.	O/S	Publicly available free of charge	£0.75	£0.64	£0.75
2. ROADS						
Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:						
(a) highways maintainable at public expense;	(a) This information is publicly available.	O/S	Publicly available free of charge	£0.75	£0.64	£0.75
(b) subject to adoption and, supported by a bond or bond waiver;		O/S		£1.10	£0.98	£1.10
(c) to be made up by a local authority who will reclaim the cost from the frontages;	(b) - (d) Information available by viewing or tailored report only.	O/S		£1.10	£0.98	£1.10
(d) to be adopted by a local authority without reclaiming the cost from the frontages?		O/S		£1.10	£0.98	£1.10
3. OTHER MATTERS						
3.1. Land Required for Public Purposes						
Is the property included in land required for public purposes?	Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.03	£0.95	£1.03
3.2. Land to be Acquired for Road Works						
Is the property included in land to be acquired for road works?	Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.10	£0.98	£1.10
3.3. Drainage agreements and consents						
Do either of the following exist in relation to the property:						
(a) an agreement to drain buildings in combination into an existing sewer by means of a private sewer;	(a) Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.19	£1.07	£1.19
(b) an agreement or consent for (i) a building or (ii) extension to a building on the property, to be built over, or in the vicinity of a drain, sewer or disposal main?	(b) This information is publicly available.	O/S		£0.75	£0.64	£0.75
3.4. Nearby Road Schemes						
Is the property (or will it be) within 200 metres of any of the following:						
(a) the centre line of a new trunk road or special road specified in an order, draft order or scheme;	(a) This information is publicly available.	O/S		£0.75	£0.64	£0.75
(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway;				£1.10	£0.98	£1.10
(c) the outer limits of construction works for a proposed alteration or improvement to an existing road, involving (i) the construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one or more additional traffic lanes;	(b) - (d) Information available by viewing or tailored report only.			£1.10	£0.98	£1.10

(d) the outer limits of (i) construction of a new road to be built by a local authority; (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; or (iii) construction of a roundabout (other than a mini roundabout) or widening by construction of one or more additional traffic lanes;			Publicly available free of charge	£1.10	£0.98	£1.10	£0.98	
(e) the centre line of the proposed route of a new road under proposals published for public consultation; or	O/S			£0.75	£0.64	£0.75	£0.64	
(f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway; (ii) construction of a roundabout (other than a mini roundabout); or (iii) widening by construction of one or more additional traffic lanes, under proposals published for public consultation.	O/S	(e) - (f) This information is publicly available.		£0.75	£0.64	£0.75	£0.64	
<b>3.5 Nearby Railway Schemes</b> Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tramway, light railway or monorail?		Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£1.07	£1.02	£1.07	£1.02
<b>3.6 Traffic Schemes</b> Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which abut the boundaries of the property: (a) permanent stopping up or diversion; (b) waiting or loading restrictions; (c) one way driving; (d) prohibition of driving; (e) pedestrianisation; (f) vehicle width or weight restriction; (g) traffic calming works including road humps; (h) residents parking controls; (i) minor road widening or improvement; (j) pedestrian crossings; (k) cycle tracks; (l) bridge building?	O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S	(a) - (l) Information available by viewing or tailored report only.	Publicly available free of charge	£1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19	£1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07	£1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19 £1.19	£1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07	
<b>3.7 Outstanding Notices</b> Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule: (a) building works; (b) environment; (c) health and safety; (d) housing; (e) highways; (f) public health?	O/S O/S O/S O/S O/S O/S O/S	(a) - (f) Information available by viewing or tailored report only.	Publicly available free of charge	£1.19 £10.02 £10.02 £10.02 £1.45 £10.02	£1.07 £9.91 £9.91 £9.91 £1.35 £9.91	£1.19 £10.02 £10.02 £10.02 £1.45 £10.02	£1.07 £9.91 £9.91 £9.91 £1.35 £9.91	
<b>3.8 Contravention of Building Regulations</b> Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?	O/S	Information available by viewing or tailored report only.	Publicly available free of charge	£1.19	£1.08	£1.19	£1.08	
<b>3.9 Notices, Orders, Directions and Proceedings under Planning Acts</b> Do any of the following subsist in relation to the property, or has any local authority decided to issue, serve, make or commence any of the following: (a) enforcement notice; (b) stop notice; (c) listed building enforcement notice; (d) breach of condition notice; (e) planning contravention notice; (f) other notice relating to breach of planning control; (g) listed building repairs notice; (h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation; (i) building preservation notice; (j) direction restricting permitted development; (k) order revoking or modifying a planning permission; (l) order requiring discontinuance of use or alteration or removal of building or works; (m) tree preservation order; (n) proceedings to enforce a planning agreement or planning contribution?	O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S O/S	(a) - (n) Information available by viewing or tailored report only.	Publicly available free of charge	£1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07	£0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95	£1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07 £1.07	£0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95 £0.95	



<b>3.10 Conservation Areas</b> Do the following apply in relation to the property: (a) the making of the area a Conservation Area before 31 August 1974; (b) unimplemented resolution to designate the area a Conservation Area?	(a) This information is publicly available.	O/S	Publicly available free of charge	£0.75	£0.63	£0.75	£0.63
	(b) Information available by viewing or tailored report only.	O/S		£1.07	£0.95	£1.07	£0.95
<b>3.11 Compulsory Purchase</b> Has any enforceable order or decision been made to compulsorily purchase or acquire the property?	Information available by viewing or tailored report only.	O/S	Publicly available free of charge	£6.82	£6.46	£6.82	£6.46
<b>3.12 Contaminated Land</b> Do any of the following apply (including any relating to land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property): (a) a contaminated land notice; (b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990: (i) a decision to make an entry; (ii) an entry; (c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice?	(a) - (bii) This information is publicly available. Any follow up enquiries would incur a charge with regard to cost.	O/S	Publicly available free of charge	£0.75	£0.64	£0.75	£0.64
		O/S		£0.75	£0.64	£0.75	£0.64
	(c) Information available by viewing or tailored report only.	O/S		£1.12	£1.00	£1.12	£1.00
<b>3.13 Radon Gas</b> Do records indicate that the property is in a "Radon Affected Area" as identified by the Health Protection Agency?	This information is publicly available.	O/S	Publicly available free of charge	£0.76	£0.64	£0.76	£0.64

Enquiry	Registers/Information Available	VAT	2018/19 PROPOSED CHARGE	2017/18 AGREED CHARGE
<b>CON290 – Optional Enquiries</b>				
<b>4. ROAD PROPOSALS BY PRIVATE BODIES</b> 4. What proposals by others, still capable of being implemented, have the Council approved for any of the following, the limits of construction of which are within 200 metres of the property: (a) the construction of a new road;  (b) the alteration or improvement of an existing road, involving the construction, whether or not within existing highway limits, of a subway, underpass, flyover, footbridge, elevated road, dual carriageway, the construction of a roundabout (other than a mini roundabout) or the widening of an existing road by the construction of one or more additional traffic lanes?	Information available by tailored report only	O/S	£14.89	£14.89
<b>5. PUBLIC PATHS OR BYWAYS</b> 5.1 Is any footpath, bridleway, restricted byway or byway open to all traffic which abuts on, or crosses the property, shown in a definitive map or revised definitive map prepared under Part IV of the National Parks and Access to the Countryside Act 1949 or Part III of the Wildlife and Countryside Act 1981? 5.2 If so, please mark its approximate route on the attached plan.	Information available by tailored report only.	O/S	£14.89	£14.89
<b>6. ADVERTISEMENTS</b> <b>Entries in the Register</b> 6.1 Please list any entries in the Register of applications, directions and decisions relating to consent for the display of advertisements. 6.2 If there are any entries, where can that Register be inspected? <b>Notices, Proceedings and Orders</b> 6.3 Except as shown in the Official Certificate of Search: (a) has any notice been given by the Secretary of State or served in respect of a direction or proposed direction restricting deemed consent for any class of advertisement?  (b) have the Council resolved to serve a notice requiring the display of any advertisement to be discontinued? (c) If a discontinuance notice has been served, has it been complied with to the satisfaction of the Council? (d) have the Council resolved to serve any other notice or proceedings relating to a contravention of the control of advertisements? (e) have the Council resolved to make an order for the special control of advertisements for the area?	Information available by tailored report only.	O/S	£16.15	£16.15
<b>7. COMPLETION NOTICES</b> 7. Which of the planning permissions in force have the Council resolved to terminate by means of a completion notice under s.94 of the Town & Country Planning Act 1990?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>8. PARKS AND COUNTRYSIDE</b> <b>Areas of Outstanding Natural Beauty</b> 8.1 Has any order under s.82 of the Countryside and Rights of Way Act 2000 been made? <b>National Parks</b> 8.2 Is the property within a National Park designated under s.7 of the National Parks and Access to the Countryside Act 1949?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>9. PIPELINES</b> 9. Has a map been deposited under s.35 of the Pipelines Act 1962, or Schedule 7 of the Gas Act 1986, showing a pipeline laid through, or within 100 feet (30.48 metres) of the property?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>10. HOUSES IN MULTIPLE OCCUPATION</b> 10. Is the property a house in multiple occupation, or is it designated or proposed to be designated for selective licensing of residential accommodation in accordance with the Housing Act 2004?	Information available by tailored report only.	O/S	£23.58	£23.58

<b>11. NOISE ABATEMENT</b> <b>Noise Abatement Zone</b> 11.1 Have the Council made, or resolved to make, any noise abatement zone order under s.63 of the Control of Pollution Act 1974 for the area? <b>Entries in Register</b> 11.2 Has any entry been recorded in the Noise Level Register kept pursuant to s.64 of the Control of Pollution Act 1974? 11.3 If there is any entry, how can copies be obtained and where can that Register be inspected?	Information available by tailored report only.  Information available by tailored report only.	O/S  O/S	£1.19  £1.19	£1.19  £1.19
<b>12. URBAN DEVELOPMENT AREAS</b> 12.1 Is the area an urban development area designated under Part XVI of the Local Government, Planning and Land Act 1980? 12.2 If so, please state the name of the urban development corporation and the address of its principal office.	Information available by tailored report only.	O/S	£14.89	£14.89
<b>13. ENTERPRISE ZONES</b> 13. Is the area an enterprise zone designated under Part XVIII of the Local Government, Planning and Land Act 1980?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>14. INNER URBAN IMPROVEMENT AREAS</b> 14. Have the Council resolved to define the area as an improvement area under s.4 of the Inner Urban Areas Act 1978?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>15. SIMPLIFIED PLANNING ZONES</b> 15.1 Is the area a simplified planning zone adopted or approved pursuant to s.83 of the Town & Country Planning Act 1990? 15.2 Have the Council approved any proposal for designating the area as a simplified planning zone?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>16. LAND MAINTENANCE NOTICES</b> 16. Have the Council authorised the service of a maintenance notice under s.215 of the Town & Country Planning Act 1990?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>17. MINERAL CONSULTATION AREAS</b> 17. Is the area a mineral consultation area notified by the county planning authority under Schedule 1 para 7 of the Town & Country Planning Act 1990?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>18. HAZARDOUS SUBSTANCE CONSENTS</b> 18.1 Please list any entries in the Register kept pursuant to s.28 of the Planning (Hazardous Substances) Act 1990. 18.2 If there are any entries: (a) How can copies of the entries be obtained? (b) Where can the Register be inspected?	Information available by tailored report only.	O/S	£14.89	£14.89
<b>19. ENVIRONMENTAL AND POLLUTION NOTICES</b> 19. What outstanding statutory or informal notices have been issued by the Council under the Environmental Protection Act 1990 or the Control of Pollution Act 1974?  (This enquiry does not cover notices under Part IIA or Part III of the EPA, to which enquiries 3.12 or 3.7 apply)	Information available by tailored report only.	O/S	£24.82	£24.82
<b>20. FOOD SAFETY NOTICES</b> 20. What outstanding statutory notices or informal notices have been issued by the Council under the Food Safety Act 1990 or the Food Hygiene Regulations 2006?	Information available by tailored report only.	O/S	£24.82	£24.82
<b>21. HEDGEROW NOTICES</b> 21.1 Please list any entries in the record maintained under regulation 10 of the Hedgerows Regulations 1997. 21.2 If there are any entries: (a) how can copies of the matters entered be obtained? (b) where can the record be inspected?	Information available by tailored report only.	O/S	£14.89	£14.89

<p><b>22. COMMON LAND, TOWN AND VILLAGE GREENS</b></p> <p>22.1 Is the property, or any land which abuts the property, registered common land or town or village green under the Commons Registration Act 1965 or the Commons Act 2006?</p> <p>22.2 If there are any entries, how can copies of the matters registered be obtained and where can the register be inspected?</p>	<p>Available to view for free</p>	<p>O/S</p>	<p>£24.82</p>	<p>£24.82</p>
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**TITLE OF REPORT:** Responses to Consultation

**REPORT OF:** Sheena Ramsey, Chief Executive

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**Purpose of the Report**

1. To endorse the responses to the following consultations:
  - Funding Supported Housing – Consultation on housing costs for sheltered and extra care accommodation – Department for Communities and Local Government (DCLG) – appendix 1
  - Funding Supported Housing – Consultation on housing costs for short-term accommodation – DCLG - appendix 2
  - Creation of a Major Road Network – Department for Transport – Appendix 3

**Background**

2. The background to the consultations and responses are set out in appendices 1 to 3 attached.

**Proposal**

3. To endorse the responses set out in appendices 1 to 3.

**Recommendation**

4. It is recommended that Cabinet endorses the consultation responses set out in appendices 1 to 3.

For the following reason:

To enable the Council to contribute responses to the consultations.

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**“Funding Supported Housing – Consultation on housing costs for sheltered and extra care accommodation”**

**Response of Gateshead Council to Government (DCLG) Consultation**

**Policy Context**

The Government has issued a consultation document seeking comments on a new housing costs funding model for sheltered and extra care accommodation in England.

**Background**

- 1) This consultation follows on from a broader supported housing funding consultation which took place in 2016. Following feedback from this consultation and taking on board the recommendations of the Joint Select Committee report and recommendations from various task and finish groups it has been identified that the new funding regime will be tailored to the three main types of supported housing; sheltered and extra care housing, short term supported housing and long term housing.
- 2) The proposed funding model aims to provide the certainty needed in order to secure existing and new provision, whilst ensuring greater oversight and value for money. The key elements of the new model are:
  - i) introducing a ‘Sheltered Rent’, keeping 100% of funding for housing costs (rent and eligible service charges) in the welfare system
  - ii) rent controls for sheltered and extra care will apply to gross eligible rent (rent inclusive of eligible service charges), with limits on annual increases
  - iii) an overall cap for Sheltered Rent. The Government state they have committed to bring existing supply into the system at their existing level. New supply will be subject to the cap, and there is consultation on what that level should be
  - iv) the social housing regulator will regulate gross eligible rent, as it already does for ‘Affordable Rent’.
  - v) a new planning and oversight regime will assist local areas in ensuring they are best able to provide supported accommodation for their vulnerable citizens
  - vi) will apply to sheltered and extra care housing only, and will not apply to other long-term supported housing (e.g. long-term accommodation for those with learning disabilities).
- 3) Within our response we have provided our views to six areas of potential change, these include changes to the; Definition, Funding Model, Service Charges,

Planning and Oversight, Implementation and Commissioning prior to the new model being finalised in April 2020.

## **Implications**

- 4) When responding to potential definition changes we have highlighted that Gateshead has in the past received legal challenges on the definition of sheltered accommodation based on accessibility and proximity to local amenities. Relaxing the definition of sheltered housing could also result in the number of homes covered by sheltered housing rent decreasing and potentially allowing for tenants below the age limit to occupy properties. This could result in purpose built accommodation not being readily available for those in greatest need.
- 5) With regards to changes to the extra care definition whilst we would welcome a clearer definition that includes a broader range of clients and needs, we have expressed concern that a definition which is too strict will restrict continuing improvement in provision of such accommodation by being too prescriptive.
- 6) Gateshead has a higher than national proportion of older people therefore care must be taken that the definition of sheltered accommodation does not remove existing provisions when there is already a shortage of older persons accommodation in many areas.
- 7) We welcome a review and improved regulation of service charges, however we have advised that there needs to be a mechanism for reviewing any cap which is introduced. Service charges should also be permitted to increase in line with the true cost of providing services.
- 8) As part of the wider Housing Strategy, a specific action to assess the demand for new and suitability of existing housing for older people will be completed ahead of implementation of the new model.

## **Gateshead response**

- 9) The consultation period ran from 31<sup>st</sup> October 17 until 23<sup>rd</sup> January 2018. The response set out in the attached annex, has been compiled in consultation with officers from The Gateshead Housing Company. The Cabinet Members for Housing and Economy were consulted on the draft submission ahead of it being submitted.

## **Implications of Recommended Option**

- 10) **Resources:** There are no resource implications arising out of this report
  - a) **Financial Implications** – Any changes to service charges could have an impact on the HRA Business Plan.
  - b) **Human Resources Implications** – No human resources implications.



- c) Property Implications** – No property implications.
- 11) **Risk Management Implication** – No risks associated with the consultation.
- 12) **Equality and Diversity Implications** – We have requested that the Government undertakes an Equality Impact Assessment, within our response.
- 13) **Crime and Disorder Implications** – No crime implications.
- 14) **Health Implications** – No health implications.
- 15) **Sustainability Implications** – No sustainability implications directly arise from this report
- 16) **Human Rights Implications** - No human rights implications.
- 17) **Area and Ward Implications** – The detail of this consultation would impact on all Ward Areas.

**Gateshead response to:**

**“Funding Supported Housing – Consultation on housing costs for sheltered and extra care accommodation”**

**Response of Gateshead Council to Government (DCLG) Consultation**

**Question 1: We would welcome your views on the following:**

- a) Sheltered Housing definition: what are the features and characteristics of sheltered housing and what would be the practical implications of defining it in those terms?**

**Comment:**

A conventional definition of sheltered housing would be an independent flat, apartment or bungalow in a block, or a cluster, that is designed for and occupied by older people (usually over 55). Typically there will be a degree of low level support available for residents. Schemes should provide independent, self-contained homes, but can be mixed size and tenure. The schemes should be of sufficient unit numbers to create a sense of community but not be excessive so as that they are difficult to manage in terms of demand at any one time.

Schemes should be designed or adapted to support residents to live independently for longer, with level access, and wheelchair accessible spaces. Schemes will usually include assistive technology, which provides a 24 hour response in the event of emergencies and provides reassurance. Sheltered schemes typically will also have on site support from a resident or mobile warden, who manage the day to day operation of the scheme and arrange services that support residents to sustain their basic independence within their home. The service should include monitoring the support needs of residents and managing their health and safety. Managed schemes will also usually have some shared or communal facilities such as a lounge for residents to meet, a laundry, a guest flat and a garden. Aside from providing local accessible services, communal facilities can support residents to maintain active and interact with neighbours, which can be critical in combating isolation.

The definition in both instances should make reference to the fact that schemes are designed, structurally altered, refurbished or designated for occupation and made available for customers who require specialised services or support in order to enable them to live or adjust to living independently within the community.

We would welcome a definition that includes preventative and enabling services for clients with wide ranging needs e.g. dementia care and intensive housing management and health care. The focus of schemes needs to be recognised within the definition as saving health and social care budgets through enabling residents to live independently.

Likewise for both instances, housing management costs tend to exceed those in general needs housing due to the needs of the client group.

In Gateshead we have received legal challenges on the definition of sheltered units,

specifically based on accessibility and proximity local amenities. Some clarity around this within the definition would be welcomed.

There are some practical issues that arise from mixed age accommodation

- Impacts on other services e.g. reduced TV licences for people aged over 60
- There is risk that the government will reduce the number of homes to be covered by The sheltered housing rent. We would seek a clearer understanding of government's intentions on this in.

New sheltered schemes housing should:

- Wherever possible be designed to building regulation standards:
  - M4(3)a "wheelchair adaptable"; or
  - M4(3)b "wheelchair accessible";
  - and a minimum of
  - M4(2) "accessible and adaptable"
- Incorporate assistive technology so that it is integral to the new development and maximises the independence of residents, and helps reduces care and support costs.
- Be within walking distance (400 metres) of good public transport routes, shops, community facilities and employment opportunities to help sustain the independence of residents and enable them to interact with the local community, as well as making the accommodation more accessibility for on site or visiting staff.
- Subject to viability, properties and schemes should be designed using HAPPI principles, with a focus on enabling customers to remain in accommodation as their support and mobility needs change through having adaptable space.
- Similarly, schemes should include community and outdoor space, to facilitate interaction with neighbours and engender a sense of community.

Sheltered housing conversion schemes should be designed to building regulation standards M4 (2)"accessible and adaptable" and incorporate assistive technology so that it is integral to the development.

Whilst it is increasingly important that minimum standards are set (to facilitate and help sustain independent living, so help reduce health and care costs, and maximise wellbeing) , there is a danger that too strict a definition will fetter continuing improvement in provision.

**b) Extra Care definition: what are the features and characteristics of extra care housing and what would be the practical implications of defining it in those terms?**

Similar to Sheltered Accommodation but Extra Care accommodation is specifically designed for older residents that have varying support needs, including dementia and physical or sensory disabilities. Typically extra care schemes will consist of residents with higher mobility needs and be designed to building regulations M4 (3)b "wheelchair accessible" standards, with additional space to enable full wheelchair access and larger bathrooms to facilitate assistance with personal care needs. Schemes will typically have care staff attached to them and will have communal facilities for meals, or exercise/ social activity, or other services (e.g. hairdressers) to be provided, to enable people to

come together.

Accommodation should, wherever possible, be within walking distance (400 metres) of good public transport routes, shops, community facilities and employment opportunities to help sustain the independence of residents and enable them to interact with the local community, as well as making the accommodation more accessible for on site or visiting staff.

We would welcome a definition that included preventative and enabling services for clients with wide ranging needs e.g. dementia care and intensive housing management and health care. These clients are often frailer older people, who have or anticipate a care need.

Whilst it is increasingly important that minimum standards are set (to facilitate and help sustain independent living, so help reduce health and care costs, and maximise wellbeing), there is a danger that too strict a definition will fetter continuing improvement in provision.

For both sheltered and extra care housing, the definition should include indicators that support the purpose of schemes to create communities and provide a range of services without being overly prescriptive as this will encourage providers to think more creatively around proposed schemes.

Schemes should be designated by RP's based on the above indicators and desired outcomes.

**c) Is there an alternative approach to defining this stock, for instance, housing that is usually designated for older people? What would be the practical implications of defining sheltered and extra care supported housing in those terms?**

On a practical level, any relaxing of the definition would open up the potential for people below the age limit to occupy properties. Whilst this in itself is not necessarily wrong, as there are benefits of having mixed ages within communities, it does present management challenges and could result in much needed purpose built accommodation not being readily available for those residents with the greatest need. RP's should be required to designate schemes according to an agreed definition.

There are additional practical issues that can impact on residents through changing the definition e.g. tenants over 60 can qualify for a reduced TV licence – a change to the definition that relaxed age restrictions would have financial implications for younger but no less vulnerable individuals.

Additionally, care needs to be taken that the definition does not take existing provision out of the bracket of "sheltered accommodation" as there is already a shortage of older person's accommodation in many areas.

The current picture in Gateshead is as follows:

Gateshead's population has a higher than national proportion of older people:

- In 2011, there were 71,866 people aged 50+ in Gateshead, which is approximately 36% of the total population. 47% (33,928) were male and 53% (37,938) were female (2011 census).

The population aged 65 or over is projected to increase by 9,750 persons in Gateshead between 2015 and 2030. (SHMA 2017)

- Groups in institutional population is likely to increase by 414 persons aged 75 years or over in Gateshead between 2015 and 2030. Their needs will need to be met through institutional housing and specialist housing for older person including sheltered or 'extra care'.

**Question 2: Housing costs for sheltered and extra care housing will continue to be funded through the welfare system. To meet the Government's objectives of ensuring greater oversight and value for money, we are introducing a 'Sheltered Rent' to cover rent inclusive of eligible service charges.**

**How should the detailed elements of this approach be designed to maximise your ability to commit to future supply?'**

Some certainty for the long term needs to be included in any proposals around the calculation and clear guidance available well in advance that gives LA's certainty around those service charges that are eligible. As described there is a need to consider increasing supply and whilst this can be justified through strategic housing needs assessment and population projections, it will also need to be clear that there is a viable case for new build or re-purposing of existing stock. Typically new build models will be determined on a 30 or 40 year business plan and the assumptions around projected income will need to be fully understood if LA's are to commit to investment and building of new sheltered or extra care facilities. Extra care – specialised supported housing should be developed in line with local health and social care and strategic priorities.

Service charges:

Under Sheltered Rent, rent controls for sheltered and extra care housing will apply to gross eligible rent, which is inclusive of eligible service charges, through the social rent setting system. Eligible service charges are those that are eligible under welfare rules.

We require an approach which allows rents to reflect the local market while the service charge reflects the actual cost of providing these services.

**Question 3: We are keen to make appropriate allowance for eligible service charges within Sheltered Rent that fairly reflects the costs of this provision, whilst protecting the taxpayer.**

**What are the key principles and factors that drive the setting of service charges (both eligible and ineligible)? What drives variations?**

The rent element is already regulated through the formula rent which should stay the same. Service charges should also be regulated in the same way with a cap applied once the true cost of providing services has been assessed and tackle service charges which are excessive and unreasonable.

All existing schemes should transfer into the new regulated regime at their current charges. Schemes in development should only transfer to the new regime if they will be complete after April 2020, in order to give certainty to developers

The rent element of the sheltered housing rent increase by CPI + 1%, the indicated rent settlement for the sector.

The service charge element of the sheltered housing rent should be permitted to increase in line with the true cost of providing services.

There should be a mechanism for reviewing any Cap on service charges following implementation, again through a data trawl of providers to assess average and appropriate charges.

Some clarity would be needed to confirm if proposed rents levels are just to be applied to “social” rented models or if it will be applied on a wider basis i.e. subsidised affordable housing schemes where there may be a variance.

All charges are reviewed annually. When setting service charges within Gateshead’s HRA we try to minimise the impact on the tenant wherever possible while ensuring full cost recovery. In the past a number of service charges were not achieving full cost recovery for various reasons. We are currently in the third year of a five year implementation of full cost recovery by 2020. This approach was agreed to minimise the annual impact on tenants. There are also instances where we reduce eligible charges dependent upon the costs to the Authority.

Any proposed charges are checked via a Tenant Impact Assessment, to ensure equality & fairness across the charges and to identify if a particular individual or tenant group are unfairly or disproportionately disadvantaged. We try to maintain a balanced approach to setting charges.

Although approx. 50% of our tenants are eligible for Housing Benefit payments this is not the main driving factor when setting charges, it would be unfair on the ineligible tenants who would face increased cash payments.

Allowances for eligible service charges within sheltered rents would need to take into consideration cost variances between Councils and areas. There will be various delivery models within regions and nationally that will need to be considered.

**Question 4: The Select Committee and a number of other sector representatives have suggested that we use a banded approach to reflect variety of provision across the sector. We are interested in understanding more about this.**

## How do you think this might work for sheltered and extra care housing?

This would be highly dependent on the nature of the banding. There are a number of variables that could be used to inform banding and further clarification would be required to provide a complete response as they could result in very different outcomes.

Bandings could potentially be:

- Type of provision
- Tenant need
- Geographical/regional e.g. following LHA zones
- Type of provider e.g. LA v RSL

Depending on the way bandings are calculated and set there is the potential to create a “post code lottery” effect creating disparity between neighbouring areas.

Is it the intention to band only the supported element of the charge with core rent being set in the usual way or would the banding be an all-inclusive rent & service charge?

We would suggest that there is a distinction between Sheltered and extra Care when considering bands with one for each supported by guidance.

There will be variances from one region to another and the size and scope of schemes may vary. If bands for sheltered and extra care rents are to be set, there needs to be some mechanism in the implementation to consider how these differences will be captured. Providers across the country should be asked to submit data to support this analysis. This could be captured through the annual LAHS return but it ought to be a wider trawl to include data and stats from RP's operating across the sector.

## Question 5: For providers, on what basis do you review eligible service charges? What drives changes?

All charges are reviewed annually as part of the budget setting process to ensure full cost recovery is maintained. Exceptions to this would be changes as a result of service provision and subsequent costs

## Question 6: Of your service charges, what percentage is paid by:

- Welfare payments - through eligible service charge  
38.5%

**- Local authorities - for example, through supporting people**

19.1%

**- The tenant**

38.2%

**- Any other reflections**

Planning and oversight:

A new planning and oversight regime will ensure that local areas are best able to provide supported housing for their vulnerable citizens. Local authorities will be asked to work in partnership with other local partners to produce a local strategic plan for supported housing, and to undertake an assessment of provision and need for all supported housing groups. A National Statement of Expectation will encourage local authorities to adopt strategies, planning and ways of working that we are keen to see for supported housing (including sheltered and extra care housing).

**Question 7: Attached to the policy statement is a draft National Statement of Expectation (see Section 4). We would welcome your views on the Statement and suggestions for detailed guidance.**

The statement of expectation is welcomed as it will support consistency across all LA's in terms of the approach to future supply. This needs to go hand in hand with more transparency around reporting on delivery. The suggestion of annual reporting is welcomed if it encourages discussion and liaison at a local level between authorities on housing supply and local planning policy, in relation to cross border movement of older people.

In order to support supply of older person's accommodation, commercial housebuilders will need to be engaged in the process. Currently it is too easy for developers to opt out of bungalow accommodation on grounds of commercial impact or viability as larger footprints of units will come at the expense of density on sites. Some thought needs to be given to this in the context of the National Expectation. Having a National Policy that encourages local authorities to have planning policies is all well and good, but if there is no incentive or mechanism to encourage developers to build, the financial burden will fall on LA's to subsidise supply and this hidden cost is unlikely to be reflected in the "sheltered rent".

In terms of New Supply - There needs to be a clear definition of what is treated as new supply under these proposals to ensure the viability of schemes currently in development or which could be committed shortly. Schemes in development should be treated as existing schemes if they are let before April 2020 or if the schemes have been approved by the Homes and Communities Agency as part of the Shared Ownership and Affordable Homes Programme but will not complete until after April 2020.

**Question 8: The National Statement of Expectation encourages greater partnership working at local level regarding supported housing, including sheltered and extra care housing.**



**What partnership arrangements do you have for sheltered and extra care housing at the local level?**

We have established partnerships with, health, residents, providers, community organisations and the third sector that will support a coordinated approach.

Gateshead is a partner in a choice based regional lettings scheme which comprises of other LA's and RP's. Part of the role of this partnership board is to monitor the effective lettings and allocations of properties and there will be a role for this board to look at specific implications that may arise from a move to a sheltered rent.

**Question 9: Government has moved the implementation of the reform on sheltered and extra care accommodation to April 2020.**

**How will you prepare for implementation in 2020, and what can the Government do to facilitate this?**

As part of the wider Housing Strategy, a specific action to assess the demand for new and suitability of existing housing for older people will be completed ahead of the implementation in Gateshead. It would be helpful in supporting this work if Government can publish common definitions and outcomes that would be expected across local authorities.

There is a clear commitment within Gateshead to identify provision of supported accommodation that can achieve savings for health and social care budgets through enabling independent living.

We will continue to work with other RP's as part of our lettings strategy to ensure that outcomes from sheltered/extra care housing are maximised for individuals, local authorities and providers.

**Question 10: Deferred implementation will allow for additional preparatory measures. What suggestions do you have for testing Sheltered Rent**

A desktop exercise to assess impact should be sufficient but would request that any learning from this exercise or concerns are clearly communicated to LA's at the earliest opportunity so impact on viability of existing schemes, business plans and future supply can be gauged.

**Question 11: How do support services predominantly in sheltered and extra care accommodation get commissioned in your organisation or local area?**

Extra Care:

There are 6 extra care schemes in Gateshead which are all commissioned through the Local Authority.

Sheltered Services:

Support Services for Sheltered Services are arranged direct from the landlords and either charged through Housing Benefit or paid direct by the tenants. No services are commissioned by any public body.

**Question 12: We believe the sector can play an important role in driving forward improvements in outcomes and value for money, for instance through joint commissioning and sharing of best practice.**

**What role can the sector play in driving these improvements forward?**

The sector is best placed to help drive forward the development of both sheltered and extra care services. Due to the changes in demographics there will be a big changes required in housing developments for older people which includes the use of more cost effective support through advanced technology.

The Sector needs to support the Local Authority with examples of best practice and how the sector can respond to the future Housing Needs of the older population. This will be through various mechanisms such as through Housing Strategies, Market Position Statements, Provider Forums or through formal procurement exercises.

**Question 13: If you have any further comments on any aspect of our proposals for sheltered and extra care accommodation, please state them here.**

It is not clear what level of tenant involvement has been undertaken in relation to these proposals, if the client group are to be engaged in the process and there be genuine involvement then regular feedback in the run up to implementation would be required to enable LA's and Housing providers to prepare tenants for the changes and seek views.

Involvement also should include potential future applicants for sheltered housing as this may have a bearing on demand and inform expectations in terms of quality and cost of accommodation.

Will there be an equality impact assessment and greater detail on the implementation?

**Contact:** Phil Gallagher ext 2735

**“Funding Supported Housing – Consultation on housing costs for short-term accommodation”**

**Response of Gateshead Council to Government (DCLG) Consultation**

**Policy Context**

The Government has issued a consultation document seeking comments on a new housing costs funding model for emergency and short-term accommodation in England.

**Background**

- 1) This consultation follows on from a broader supported housing funding consultation which took place in 2016. Following feedback from this consultation and taking on board the recommendations of the Joint Select Committee report and recommendations from various task and finish groups it has been identified that the new funding regime will be tailored to the three main types of supported housing; sheltered and extra care housing, short term supported housing and long term housing.
- 2) The consultation states that that short-term supported housing should be funded differently to other forms of supported housing to best reflect the particular circumstances of the people who need it, especially regarding the urgency and transitional nature of the provision.
- 3) It also highlights that a local approach to funding a short-term placement will be beneficial as it promotes provision that matches local needs, and enables local areas to promote a joined up approach to commissioning housing and support services.
- 4) The funding model must also work with recent and on-going changes to the welfare system, including universal credit changes. However, for short-term supported housing the consultation states the Government are tailoring their approach to meet the particular circumstances of the vulnerable people who live there. These people may only have a short stay of less than a month or require payments to more than one landlord in order to move on to more appropriate housing at the right time.
- 5) Short-term accommodation is defined by the Government as “accommodation with support, accessed following a point of crisis or as part of a transition to living independently, and provided for a period of up to two years or until transition to suitable long term stable accommodation is found, whichever occurs first”.
- 6) The key elements of this new model are:
  - i) 100% of this provision will be commissioned at a local level and funded locally through a ring-fenced grant. This removes funding from the welfare system entirely (an individual’s entitlement for help with their housing costs

through Housing Benefit or the housing cost element of Universal Credit) will be unchanged)

ii) it is underpinned by a new local planning and oversight regime, including Supported Housing Strategic Plans, Needs Assessments, non-statutory guidance, and National Statement of Expectation

- 7) Within our response we have provided our views to six areas of potential change, these include changes to the; Definition, New Funding Model, Strategic Plans and meeting local needs, Local Connection, Commissioning and Implementation, prior to the new model being finalised in April 2020.

### **Implications**

- 8) We welcome a clear definition regarding short-term supported housing; however we have expressed the view that any revised definition should not prevent us from developing flexible new models of supported housing that aim to best meet local need.
- 9) Paying temporary accommodation housing costs through Universal Credit has proved to be problematic. Within our response we have welcomed the planned response to move this back to locally administered housing benefit.
- 10) Within our response we have highlighted that there should be no assumption made that the current levels of funding, through welfare are adequate. That there is evidence this is not the case and that there is increased demand for this accommodation. We have requested a mechanism for increased demand to be recognised and accounted for within the funding available.
- 11) Gateshead is currently reviewing its overarching Housing Strategy and carrying out needs assessments for support and supported accommodation. It will look to identify current provision of short-term accommodation, carry out demand analysis, and undertake planning for required volumes by 2020.

### **Gateshead response**

- 12) The consultation period ran from 31<sup>st</sup> October 17 until 23<sup>rd</sup> January 2018. The response as set out in the attached annex, has been compiled in consultation with officers from The Gateshead Housing Company. The Cabinet Members for Housing and Economy Portfolio were consulted on the draft submission.

### **Implications of Recommended Option**

- 13) **Resources:** There are no resource implications arising out of this report
- a) **Financial Implications** – There are not considered to be any specific financial implication arising from this consultation.
- b) **Human Resources Implications** – No human resources implications.

- c) Property Implications –** No property implications.
- 14) **Risk Management Implication –** No risks associated with the consultation.
- 15) **Equality and Diversity Implications –** No equality and diversity implications
- 16) **Crime and Disorder Implications –** No crime implications.
- 17) **Health Implications –** No health implications.
- 18) **Sustainability Implications –** No sustainability implications directly arise from this report
- 19) **Human Rights Implications -** No human rights implications.
- 20) **Area and Ward Implications –** The detail of this consultation would impact on all Ward Areas.

## **APPENDIX 2**

### **Gateshead response to:**

#### **“Funding Supported Housing – Consultation on housing costs for short-term accommodation”**

#### **Response of Gateshead Council to Government (DCLG) Consultation**

##### **Question 1: Do you agree with this definition?**

The definition still appears to require some clarity and gives rise to a number of questions

- What is “soft support”?
- Does it matter who is providing the support?
- Can the support be provided together with the accommodation but not by the landlord?
- Can only certain kinds of landlord provide this type of accommodation e.g. RSL/not for profit etc.?
- Must the support be accepted as a condition of taking the tenancy?

There is also no reference to the amount of support that would need to be provided – there is a significant body of HB case law that suggests this needs to be more than minimal (e.g. not just completing forms).

New models of supported housing are being developed to provide more flexibility; any new funding regime must not fetter this. Increasingly we are looking to house vulnerable clients in mainstream housing (settled accommodation), with floating support; where support will taper or escalate, depending on need, with the expectation that clients remain in the accommodation as long as it meets their needs and aspirations. Would this fall within the definition of “short-term supported accommodation?”

##### **Question 2: What detailed design features would help to provide the necessary assurance that costs will be met?**

We would welcome some clarity about the figures Government anticipate would have been paid out have been calculated or assumed and exactly what this includes (presently the LA cannot claim subsidy on supported housing provided by non-profit making bodies over the rent officer’s determination – this seems an inherent penalty on the LA).

It’s is not clear if currently there people being passed to other types of accommodation simply because there is no suitable alternative and how will this need be addressed – does it need to be identified as part of the design of the funding

model?

The design of the funding model needs to be flexible enough to accommodate additional funding being made available via other streams which could increase the accommodation provision (e.g. the additional funding to increase refuge spaces for distribution over the next 2 years).

How long will this particular funding model apply and how often will this be reviewed? What would be the process if a particular LA suddenly had a significant unanticipated increase in the requirement for this type of provision?

This model starts from the premise that the current level of funding through welfare is adequate, yet there is evidence to suggest that this is not the case and that in general, there is a very genuine need for an increased volume of this type of accommodation. Where a need for increased demand is demonstrated, we require some mechanism to recognise this within the funding available.

**Question 3:**

**a) Local authorities – do you already have a Supported Housing plan (or plan for it specifically within any wider strategies)?**

Yes

Supported Housing Strategic Plan – We are currently reviewing our overarching Housing Strategy, and at the same time we are carrying out needs assessments for support and supported accommodation. Once the supported accommodation needs assessments are complete, action/delivery plans will be produced, these will then become a component of the overarching Housing Strategy.

**b) Providers and others with an interest – does the authority(ies) you work with involve you in drawing up such plans?**

Not Applicable

**c) All - how would the Supported Housing plan fit with other plans or strategies (homelessness, domestic abuse, drugs strategies, Local Strategic Needs Assessments)?**

Gateshead's approach would be to embed its Supported Housing Plan within its wider, evidence based, Housing Strategy; this will ensure linkages with wider strategic issues.

The overall aim of Gateshead's current Housing Strategy is:

“To help people access, and sustain a good quality affordable home in a sustainable community”

The Strategy is structured around three, linked objectives:

- Support - To help residents access, and sustain, a home which promotes their wellbeing

- Standards - To improve the quality, condition and management of housing so that all residents benefit from safe, healthy and well-managed homes
- Supply - To ensure the supply of new housing, and use of existing stock, best meets current and future needs and aspirations.

The Housing Strategy also satisfies the Council's requirement to publish a Homelessness Prevention Strategy, which is currently being reviewed in advance the context of the Homelessness Reduction Act.

The Strategy also supports the delivery of strategic objectives of sustainable economic and housing growth, sustainable neighbourhoods, and improved health and wellbeing, as set out in Vision 2030, the Gateshead Local Plan, Prosperous Gateshead (a framework for a thriving economy), and the LEP's Strategic Economic Plan.

There are a number of key themes that are also embedded within the Housing Strategy:

- To reinforce the links between strategic planning for Housing and Health.
- To support the prevention agenda, so minimising demand for Council services, reducing wider, social care and health costs, and improving health & wellbeing;

#### **Question 4:**

##### **a) Local authorities – do you already carry out detailed needs assessment by individual client group?**

No

##### **b) Providers – could you provide local government with a detailed assessment of demand and provision if you were asked to do so?**

Not Applicable

#### **All – is the needs assessment as described in the National Statement of Expectation achievable?**

Yes.

As part of our approach to Gateshead's Housing Strategy, we will be working to carry out detailed needs assessments for all vulnerable cohorts that are likely to require short term and more settled long term supported accommodation. We feel this is something that should be achievable in all local authority areas. A 5 year period for a strategic plan seems an appropriate length of time, but with provision for this to be reviewed on an annual basis, given how external circumstances effecting demand can change significantly.

This 5 year plan will require all local authorities to work closely with providers to analyse need and demand which will enable the identification of gaps in service. An analysis of out of borough cases will contribute to this plan.



Analysing the spectrum of support services will identify the role that all providers play in supporting vulnerable clients in the community.

The Needs Assessment must focus on quantitative data, as well as analysing the specific needs of those accessing services, and will also need to analyse intelligence about those clients who are turned away from support services, or on a waiting list waiting for support.

In two-tier local authority areas the grant will be allocated to the upper tier, to fund provision as agreed with districts in line with the Strategic Plan. Grant conditions will also require the upper tier to develop this plan in cooperation with district authorities and relevant partners.

**Question 5: Do you agree with this approach?**

Yes - as above with a focus on quantitative data.

It will not be straight forward to predict accurately the quantities of clients requiring short-term and long-term support, given the complexity of need of many clients. It will be important to ensure that the funding regime does not restrict appropriate transitions into and out of accommodation, both to promote greater independence or where higher levels of support become necessary temporarily or permanently, or for an uncertain period of time.

It will be important to allow sufficient time for LAs to carry out needs assessments and prepare Supported Housing Plans, where these are currently under review, or not in place.

**Question 6: The draft National Statement of Expectation (see Section 4) published today sets out further detail on new oversight arrangements and the role of local authorities. We would welcome your views on the statement and suggestions for detailed guidance.**

As referrers into, and providers of, supported accommodation, we would welcome increased scrutiny of supported housing providers. As well as considering voids, data on waiting times and the outcomes for clients who are rejected from supported housing services would be particularly useful, although this information may be difficult to obtain.

As part of the National Expectations on short term/medium term accommodation, all providers should have a move on protocol for clients. All support providers should be provided with a base rate of support outcomes that they are expected to deliver such as access to benefits, health services and support with social activities as a few examples to ensure that where appropriate all clients receive this level of support regardless of where they are accommodated across the Country.

**Question 7: Do you currently have arrangements in place on providing for those with no local connection?**

Yes.

Gateshead Council's current Lettings Policy does not have a local connection criteria, but it does not award priority (other than to homeless applicants & applicants with a medical need to move into the Borough) for rehousing to out of Borough applicants

Applicants who are victims of domestic violence are currently assessed and assisted as homeless applicants, and awarded Urgent Housing Need Status, irrespective of whether they are residing in a refuge/temporary accommodation or their own home.

Critical Housing Priority will be awarded for victims of domestic abuse – where applicants are experiencing severe harassment, and have been assessed as being at risk unless rehoused. 'Applicants who must be rehoused to prevent a child being taken into care or to ensure the safety of children under the terms of current legislation' and 'Urgent homeless cases, where Gateshead Council needs to discharge its statutory duty as a matter of urgency'. Urgent Housing Priority includes the following provision for domestic abuse – 'Domestic Violence'. Therefore victims of domestic abuse would fall into the Critical or Urgent categories as opposed to 'Substantial' or 'General'.

Personnel leaving the armed forces will be awarded Urgent Housing Need status three months before their discharge date.

The Council's Housing Strategy sets out the Council's intention to reduce homelessness and reduce the use of temporary accommodation. The Council is currently reviewing its specialist and supported accommodation services, and accommodation needs. The Council is looking to increase the provision of floating support, and flexible, settled, supported accommodation that will follow "Building the Right Homes" and Housing First principles, and reduce the use of temporary accommodation, so that providing short-term, specialist support that assists transition to settled accommodation and independent living, and reduce the period of occupancy of temporary accommodation. The Council is currently reviewing the provision for needs of vulnerable cohorts including: victims of Domestic abuse; Young People and Children and care leavers; people with Learning Disabilities and/or Autism.

Our Strategic Tenancy Policy states that Gateshead Council will expect registered housing providers support it in meeting its statutory duties relating to homeless and potentially homeless people by:

- i) Accepting homeless households through nominations from the council and
- ii) Providing the most secure and long term type of tenancies to ensure that tenants

have a stable and secure home environment.

Gateshead Council is making preparations for delivering the additional duties arising from the Homelessness Reduction Act, and will be reviewing its lettings Policy to ensure it satisfies the new requirements.

**Question 8: How can we help to ensure that local authorities are able to commission both accommodation and associated support costs in a more aligned and strategic way? Do you have further suggestions to ensure this is achieved?**

Having an evidence based assessment of need is key. Local Authorities should be encouraged to develop procurement protocols – The Government could provide guidance and support to Local Authorities to ensure a consistent approach.

Clearly linking into the Local Strategic Plan and Housing Strategy are key however, another important element in respect of this question is flexibility, particularly with regards to the ring-fenced block grant to ensure that fluctuating levels of support can be addressed along with changes in supply that reflect shifting local needs. Learning taken from new commissioned services may identify needs that require more support or specialist interventions that had not been considered in the planning stages of the commissioning process. In terms of writing specifications the level of grant available for services, including what constitutes core rent and eligible charges, is important to identify over the contractual term (within a flexible framework) so that the financial implications are clear and achievable for the local market.

Any additional funding streams that are identified to support the supply of additional short term accommodation ought to have criteria attached to bidding guidance that requires a Local Authority to evidence links to wider strategies and be assessed against potential future savings. Whilst this can be labour intensive it is a measure of ensuring that proposals are joined up. Adequate lead in time for funding bids and realistic timescales for meaningful submissions should however be built into the bidding process.

**Question 9: How will you prepare for implementation in 2020, and what can the Government do to facilitate this?**

Through identifying current provision of short term accommodation, carrying out demand analysis, and undertake planning for required volumes by 2020.

It will be important for Government to announce the funding and structures in a timely manner to give accommodation providers some certainty over the development of new accommodation and to allow sufficient time to plan for implementation of new models.

The Government could provide guidance and support to Local Authorities to ensure a consistent approach to demand analysis.

It will be important to have clarity at the earliest opportunity on the Government's expectations for the mechanisms that will need to be put in place by Local Authorities for managing the ring-fenced grant funding and payments to providers. Clarity will be needed on how the grant funding regime fits with the process of local authority service and accommodation procurement/commissioning.

**Question 10: What suggestions do you have for testing and/or piloting the funding model?**

We suggest an incremental approach, selecting certain providers in each area for the initial pilot. Using feedback from these pilots to highlight required adjustments of the model if required before full roll out and implementation. An earlier start date of implementation may be required if the model is to be tried and tested initially as a pilot.

**Question 11: If you have any further comments on any aspects of our proposals for short-term supported housing, please could you state them here.**

Paying temporary accommodation housing costs through Universal Credit is causing problems for tenants, landlords and local councils alike. So we are pleased that the Government is planning to move this support back to locally-administered housing benefit. This is a significant, and welcome, change.

Although we welcome the benefits that the new funding model will bring in terms of the funding certainty to providers, we do have concerns about the implication of the funding model with residents not having to pay rent. Supported accommodation is not only provision of accommodation at a difficult time in the clients life but it also serves the purpose of preparing the client for independent living, removing any form of personal responsibility from the client may make it more difficult for them to transition into independent living. There is a body of evidence emerging from the roll out of universal credit to demonstrate that rent arrears increase when a tenant has to take responsibility for payment of their housing costs direct having previously had a direct payment in place for housing costs. Whilst we would agree that personal responsibility should be an aspiration when a person moves into settled long term accommodation, it is clear that many of those that have vulnerability will likely require ongoing support during this transition from short term supported accommodation. The increased housing management costs associated with this support need to be acknowledged and reflected

in the funding model.

**Contact:** Phil Gallagher ext 2735

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### DfT consultation on creation of a Major Road Network

#### Policy context

1. The Department for Transport has issued a consultation on proposals for the creation of a Major Road Network (MRN). This would include a network of the main locally managed roads to complement the Strategic Road Network (SRN) managed by Highways England. Roads included in the MRN will be able to access additional funding via a specific new funding stream.

#### Background

2. The Government sees a strong case for increasing investment on the most important roads currently managed by local authorities in order to support economic growth, unlock new housing and relieve traffic pressures on local communities. To do this it proposes to define a national network of such routes as the Major Road Network.
3. The Government intends to define the MRN on a consistent national basis. Roads included will be based on traffic levels and qualitative criteria including network coherence (ensuring sensible route continuity), linking of economic centres and its inter-relationship with the SRN.
4. A plan of an indicative MRN is provided in the document. Roads within Gateshead included on this are the A184 Felling By-pass, A184 Consett route/Askew Road, and the A167 south of the A1 through Birtley. At least one crossing of the Tyne is included, but it is not possible to determine from the plan whether this includes the Tyne Bridge, Redheugh Bridge, or both. The consultation emphasises this is an indicative network only, and that further engagement will be undertaken with local and regional bodies before it is finalised.
5. In order to deliver on the objectives the following core principles are proposed:
  - Increased certainty of funding;
  - A consistent network;
  - A co-ordinated investment programme;
  - Clear local, regional and national roles;
  - A focus on enhancement and major renewals;
  - Strengthening links with the Strategic Road Network.
6. It is anticipated roads within the MRN will remain under the control of local authorities. However the consultation is clear that proposed measures for

them should be developed on a collaborative basis to provide a co-ordinated approach to routes.

7. The following types of scheme are proposed to be eligible for funding:
  - By-passes;
  - Missing links between existing stretches of SRN/MRN;
  - Widening of existing roads;
  - Major structural renewals;
  - Major junction improvements;
  - Improved technology;
  - Packages of improvements, suggested as combined elements of safety, widening, junction improvements and new alignments.
8. The following types of scheme are specifically proposed for exclusion:
  - Schemes on roads not on the MRN, unless a compelling case could be made that there will be a significant positive impact on it;
  - Schemes wholly on the SRN, unless there is a clear regional need that would warrant consideration through national investment criteria;
  - Public transport schemes, unless they are part of wider interventions and their inclusion can be shown to support MRN objectives;
  - Non-specific local authority wide packages of improvements.

### **Implications**

9. Definition of the MRN will provide a potential additional source of funding to allow the upgrading of some of the more major roads in Gateshead. Proposals will usually need to be prepared on a collaborative route basis, rather than by individual local authorities.
10. As part of their draft Strategic Transport Plan, Transport for the North (TfN) have identified a significantly more extensive MRN (developed through their Major Roads Report in mid-2017). As the MRN is essentially a sub-national tier of roads the definition and management of them should be handled by bodies such as TfN, where they exist.

### **Gateshead response**

11. In principle definition of the MRN, with its recognition of the wider importance of major routes (and consequent commitment to additional funding), is to be welcomed. The consultation seeks responses on 16 specific questions, the proposed response to which is attached in the accompanying Annex.



## Implications of recommended option

### 12. Resources:

a) **Financial implications** – the Strategic Director, Corporate Resources confirms that there are no specific financial implications arising from this consultation response. However, routes identified as part of the MRN may present an opportunity to bid for additional funding.

b) **Human Resources implications** – none.

c) **Property implications** – none.

13. **Risk management implications** – additional investment in roads forming part of the MRN will reduce the risk of under-funding in these routes posing a risk to safety or reliability.

14. **Equality and diversity implications** – none.

15. **Crime and disorder implications** – none.

16. **Health implications** – the proposals currently provide only limited possibilities for promoting active and healthy travel.

17. **Sustainability implications** – the proposals currently provide only limited possibilities for promoting more sustainable travel.

18. **Human rights implications** - none

19. **Area and ward implications** – wards through which the draft MRN routes pass include Birtley, Bridges, Dunston & Teams, Felling, Lamesley, Lobley Hill & Bensham, Pelaw & Heworth and Wardley & Leam Lane.

## Major Road Network consultation – draft response

### Core Principles

*1. Do you agree with the proposed core principles for the MRN outlined in this document?*

As a sub-national tier of roads, the definition of the MRN needs to be undertaken at an appropriate level. Where they exist, the primary responsibility for the definition and management of the MRN should lie with the relevant sub-national transport body.

The comment that the MRN will not adversely affect local highway maintenance funding is welcome, but should be extended to cover funding for local highway improvements. It would not be acceptable for improvements to the MRN to be at the expense of other roads. The need for improvements to roads not on the MRN will remain, and will sometimes be of equal if not greater priority to those on the MRN.

### Defining the MRN

*2. To what extent do you agree or disagree with the quantitative criteria outlined and their proposed application?*

The quantitative criteria of traffic levels and the percentage of goods vehicles is a reasonable approach. However the criteria need to be transparent (no figures are supplied in respect of the indicative network shown in the consultation).

It is not clear why de-trunked roads should be automatically included. If such roads are of sufficient importance to warrant MRN status they should qualify on the basis of the wider criteria used in its definition.

*3. To what extent do you agree or disagree with the qualitative criteria outlined and their application?*

The qualitative criteria are supported.

*4. Have both the quantitative and qualitative criteria proposed in the consultation document identified all sections of road you feel should be included in the MRN?*

Additional links should be included as follows:

- A167 Durham Road, Gateshead (north of A1). This has high traffic levels (>20,000 vehicles per day in some places) and is a key alternative route to the A1 – during major road works on the A1 in 2009 increases in traffic flow in excess of 60% were observed;

- C324 Kingsway. This has traffic levels of up to 30,000 vehicles per day in some locations and again provides a key alternative to the A1. It also acts as the spine road to the Team Valley Trading Estate, one of the main economic centres on Tyneside employing some 20,000 people. This road is not currently part of the TfN proposals for the MRN but, given this consultation's emphasis on supporting the SRN, its inclusion should be considered;
- A1114 Handy Drive. This provides a major alternative route to the A1 linking to the regionally important development at the Metro Centre;
- Redheugh/Tyne bridges. The indicative network includes at least one of these major regional river crossings. The network should include both crossings in light of their very high traffic flows and strategic importance to the regional centre.

*5. Have the quantitative or qualitative criteria proposed in the consultation identified sections of road you feel should not be included in the MRN?*

No.

*6. Do you agree with the proposal for how the MRN should be reviewed in future years?*

The proposal for five yearly reviews is appropriate. However it may be necessary to allow any routes proposed for removal from the MRN at any time continued access to funding where schemes have already been identified as a priority.

### **Investment Planning**

*7. To what extent do you agree or disagree with the roles outlined for local, regional and national bodies?*

Given the regional role of roads on the MRN a more prominent role for sub-national transport bodies (where they exist) in the process of defining and setting priorities for the MRN should be provided. This could include devolution of funding decisions through appropriate allocations to the areas covered.

*8. What additional responsibilities, if any, should be included? Please state at which level these roles should be allocated.*

See answer to question 7 above.

*9. Do you agree with our proposals to agree regional groupings to support the investment planning of the MRN in areas where no sub-national transport bodies (STBs) exist?*

Yes.

*10. Are there any other factors, or evidence, that should be included within the scope of the Regional Evidence Bases?*

No.

*11. Do you agree with the role that has been outlined for Highways England?*

Yes, albeit programme, analytical and cost estimate support should be channelled via sub-national transport bodies, where these exist.

### **Eligibility & Investment Assessment**

*12. Do you agree with the cost thresholds outlined?*

A £20 million threshold appears to be significantly in excess of what is likely to be affordable through most other funding streams. A lower threshold, perhaps £10 million, would seem more appropriate.

*13. Do you agree with the eligibility criteria outlined?*

The eligibility criteria need to reflect better the more complex issues faced by local authorities in conurbations. These sections of the MRN are likely to be the most heavily trafficked and congested, face the most conflicts between competing demands, and be linked with other problems. This was a factor highlighted in the original work on the MRN by the Rees Jeffreys Fund but, other than packages, little attention is paid to it here.

There should be a more explicit link to other priorities, notably improving air quality. References to pedestrians and cyclists are particularly weak, and the exclusion of public transport schemes is arbitrary and unnecessary. In addition there should be scope for funding boulevard/urban design treatments necessary to integrate high volume roads within densely built up urban areas.

*14. Do you agree with the investment assessment criteria outlined?*

The proposed criteria are appropriate.

*15. In addition to the eligibility and investment assessment criteria described what, if any, additional criteria should be included in the proposal? Please be as detailed as possible?*

Impact on carbon emissions should also be included within the assessment.

The original Rees Jeffreys Fund work highlights the likelihood that pressures of increasing congestion will outstrip the ability of additional capacity and technology to counter these. Accordingly schemes should also be assessed against how they intend to manage demand for travel in the longer term.

### **Other Considerations**

*16. Is there anything further you would like added to the MRN proposals?*

No.

**TITLE OF REPORT:** Primary Community Controlled School Admissions Arrangements and Co-ordinated Admission Schemes for Primary and Secondary Schools for 2019/20

**REPORT OF:** Caroline O'Neill, Strategic Director, Care, Wellbeing and Learning

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### **Purpose of the Report**

1. The purpose of this report is to request Cabinet to:
  - a. Approve the following:
    - proposed Community and Voluntary Controlled Primary Schools Admission Policy, 2019;
    - proposed Co-ordinated admission schemes for Infant, Junior, Primary schools and Secondary Schools 2019
  - b. Note the following:
    - proposed Planned Admission Numbers (PAN's) for Community schools for 2019/20.

### **Background**

2. The school admission code "the code" applies to school admission arrangements for admission in the 2019/20 academic year. It applies to all maintained schools in England. Academies, including those that are Free schools are required, to comply with the code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.
3. The code and the related legislation ensures that school admission authorities, whether Local Authorities (Las) or schools and academies, must operate in a fair way that promotes fair access to school choice, social equity and community cohesion. The Code has a statutory basis and imposes mandatory provisions. Admission authorities must ensure that their school admission arrangements comply with the mandatory provisions of this Code.
4. Admission regulations dissapply the necessity to consult on the arrangements if they remain the same and have been consulted on the previous 7 years and remain unchanged. This was the case for the 2016 admission arrangements. It should be noted that amendment to the policies to reflect mandatory requirements relating to the extended definition of Looked After Children (LAC) updated in the 2013 policies do not constitute a change requiring consultation.
5. The proposed school admission policies for 2019/20 (attached) have regard to the code issued in December 2014. They have been formulated having taken account of

the responses received from consultees in previous years (including individual parents and carers) following a consultation process that was completed in January 2016.

6. National offer dates apply for both the Secondary and Primary admission rounds. The Secondary national offer date is 1 March whilst the Primary offer date is 16 April each year. In both instances where the set national offer day falls on a Saturday or Sunday or bank holiday the actual offer date will move to the first working day after that.
7. The proposed Planned Admission Numbers are attached in Appendices 2 and 3. The proposed Co-ordinated admission schemes contained in Appendix 4 contain compliance dates for the exchange of information between schools and the LA so that co-ordination of the allocation of places to parents can take place by statutory deadlines. The dates contained in the schemes largely mirror the compliance dates and timeframes set in the previous year.

## **Proposal**

- 8 Cabinet is asked to consider the following:
  - The proposed Community and Voluntary Controlled Primary Schools admission policy for September 2019 as attached in Appendix 2, together with their proposed Planned Admission Numbers for 2019/20.
  - The proposed separate co-ordinated admission schemes for Secondary schools and Infant Junior and Primary schools for September 2019.
  - All secondary schools will be academies by this date and will formulate their own admission policies.
- 9 It is proposed, in accordance with statutory regulations, to adopt the closing dates of 15 January 2019 (for primary schools) and 31 October 2018 (for secondary schools) for the submission of applications for admission to schools in September 2019.

## **Recommendations**

10. It is recommended that:
  - (i) The Community and Voluntary Controlled Primary Admission Policy set out in Appendix 2 is adopted for September 2019;
  - (ii) The approved admissions policies for September 2017 are used as a basis of consultation, if necessary, with schools and others for formulating the relevant admissions policies from September 2017/18.
  - (iii) The two approved co-ordinated admission schemes for Secondary, Infant Junior and Primary schools are adopted for September 2019.
  - (iv) Note that the Planned Admissions Numbers set out in Appendix 2 and 3 for all community Secondary and Primary schools are to be adopted by the governing bodies of each school.

For the following reason:

To enable the Council to comply with statutory legislation as it relates to school admissions policies, admission arrangements and co-ordinated admission arrangements.

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**CONTACT:**      **Jeanne Pratt**      extension: 8644

### Policy Context

1. This report supports the Council's aims as set out in 'Vision 2030' of helping people to learn and develop through their lives and in raising levels of educational achievement. The proposals also support the Council's Equal Opportunities policy. The report reflects the duties placed on the Council by legislation and statutory guidance.

### Background

2. At its meeting in April 2016, the Council agreed that the approved school admissions policies for September 2017 be used as a basis for future school admissions policies.

### Statutory Infant class size limit

3. In certain defined circumstances as listed as "excepted reasons" within the admission code individual children must be admitted above the statutory infant class size limit of 30 children to a single teacher. The admission code issued in December 2014 added an additional category to the list of "excepted reasons" which now includes;

- Children of UK service personnel admitted outside the normal admission round;

### Allocation system- Equal Preference

4. The Admissions code requires all admission authorities to implement a mandatory "equal preference" allocation system when considering parental preferences. Freedom to express choice under the Equal Preference system does not override the admission criterion that applies to applicants for admission to individual schools.

### Fair Access Protocols

5. The school admissions code requires all admission authorities to participate in the fair access protocol to ensure that unplaced children who move in to the borough outside of the normal admissions round. There is no duty to comply with parental preference when allocating places through the fair access protocol. Children who have been referred for admission and allocated a school through the Fair Access Protocol will take precedence over all children on the waiting list with the exception of children in public care "looked after" children as defined within the policy. If appropriate to do so, the LA through the Fair Access Protocol, may determine that such children should be admitted above the planned admission number for a relevant school.

### Waiting lists

6. Waiting lists will be maintained for all oversubscribed community schools for the whole of the academic year.



## **Children in Public Care**

7. Children in public care **must** have top priority in school admission arrangements. This definition was extended in the admission code issued on 1 February 2012, to include children who were previously looked after but immediately after being “looked after” became subject to adoption residence, or special guardianship order. Policies have been updated to include this mandatory provision

## **Exceptional Social and Medical Grounds**

8. The LA considers cases from parents who have submitted the required independent evidence from a relevant health professional i.e. doctor or social worker as part of the admission process. This independent evidence must clearly demonstrate why the chosen school is the most suitable school and what difficulties would be caused if the child were to attend another school. These cases will be referred to the primary and secondary fair access panels for consideration.

## **Planned Admission numbers**

9. The proposed Planned Admission Numbers (PAN) for community primary schools are contained within in Appendix 2 and Appendix 3.
10. The LA recently consulted on the changes to the PAN for Glynwood Primary School.
11. Glynwood Primary School – The school requested that due to increased demand their PAN be increased to 60 from 45 as most year groups are over this number. This proposal was proposed last year, however, was withdrawn due to objections received from St Anne’s Catholic Primary School and Larkspur Primary School as it was felt that more data was needed to support this increase. Whilst both schools have again submitted objections to a permanent increase in Glynwood’s PAN, there is no evidence from catchment analysis to suggest that this will have a significant impact on either school but also fits with the pattern of parental preference in the area. It is therefore recommended that approval is given to the increase in the PAN for Glynwood Primary School.
12. All other schools are to maintain their current PAN.

## **Mandatory Closing dates for return of applications- Primary and Secondary**

13. Mandatory closing dates apply for the return of applications for Secondary and Primary admissions have been incorporated into the relevant admission policies.

## **Co-ordinated admission schemes 1) Secondary schools and 2) Infant, Junior and Primary schools.**

14. Both schemes contain the administrative timescales that must be met by those schools and academies who determine their own admission arrangements so that they can supply the LA with the allocation lists for their school enabling the co-ordination of the allocation of places by the LA to parents across the borough and for schools in neighbouring boroughs. The local dates contained in both schemes are similar to those set in the previous year and have regard to statutory deadlines contained in the admission code.

## Consultation

15. The admission code issued on December 2014 allows for exemption to consultation for up to 7 years providing the admission arrangements (admission criteria) were consulted on immediately prior to that period and have not changed. Providing the admission arrangements are the same as those in the previous years it is not necessary to consult on the admission arrangements. This is the case for 2019 as a full consultation process was completed for the 2016 admission process.
16. The Cabinet Members for Children and Young People have been consulted on this report.

## Alternative Options

17. There is no alternative to considering and adopting policies proposed in this report.

## Implications of Recommended Option

### 18. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that there are no financial implications arising from this report
- b) **Human Resources Implications** – None
- c) **Property Implications** - Schools that have increased their Planned Admission Numbers have confirmed that space is available to accommodate the planned increase in numbers in future years.

### 19. Risk Management Implication - None

20. **Equality and Diversity Implications** - The policies comply with equal opportunities requirements in that all persons are treated equally with criteria being applied objectively.

Section 49 of the Equality Act 2006 determines that it is unlawful to discriminate on the grounds of the person's religion or religious belief in specific ways including the terms on which an admission authority offers to admit a child or affords a child access to a benefit, facility or service or refuses him/her the benefit, facility or service. The Secretary of State has exempted those schools having religious character (faith schools) from this requirement. However, all schools need to be aware of their obligations to review their policies and practices to make sure these meet the requirements of the Act, even if they believe that they are already operating in a non-discriminatory way.

### 21. Crime and Disorder Implications – None

### 22. Health Implications - None

### 23. Sustainability Implications - None

24. **Human Rights Implications** - School Admissions Policies have Human Rights Implications. It is a convention right that no person should be denied the right to

education. The Policy pursues a legitimate aim and is proportionate. It is necessary to assist the LA and governors in distinguishing between competing applications. It is also necessary to allow parents to more accurately assess the prospects of their being able to obtain a place at the school/s they prefer.

25. **Area and Ward Implications** - All Wards are covered by this report

### Gateshead Co-ordinated Admissions Scheme Infant, Junior & Primary schools September 2019

#### Introduction

1. This scheme is made by Gateshead Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2002 and applies to all Infant, Junior & Primary Schools in Gateshead.

#### Interpretation

2. In this Scheme -

**'The LA'** means Gateshead Council acting in their capacity as local authority.

**'The LA area'** means the area in respect of which the LA is the local authority.

**'Primary education'** has the same meaning as in section 2(1) of the Education Act 1996.

**'Infant, junior & primary school'** has the same meaning as in section 5(1) of the Education Act 1996.

**'Secondary school'** has the same meaning as in section 5(2) of the Education Act 1996.

**'School'** means a community or voluntary school (but not a special school), which is maintained by the LA.

**'Academy'** means such of the schools have 'academy' status.

**'Voluntary controlled schools'** means such of the schools as are voluntary controlled schools, where the LA sets the admissions criteria and offers places.

**'VA schools'** means such of the schools as are voluntary-aided schools.

**'Admission authority'** in relation to a community or voluntary controlled school means the LA and, in relation to a VA school or Academy means the governing body of that school.

**'The specified year'** means the school year beginning at or about the beginning of September 2019.

**'Admission arrangements'** mean the overall procedure, practices, criteria, and supplementary information which govern the procedures and decision making for the purposes of admitting pupils to the school;

**'Home LA'** means the local authority in which the child resides.

**'CAF'** means the common application form that must be used by the parent to apply for a school place for normal admission round first year of entry.

**'Equal preference system'** means all preferences for each school listed by parents on the common application form are considered against the oversubscription criterion without reference to the parental ranking nominated on the CAF. However where a child may be

potentially offered a place at more than one school nominated on their CAF, then the rankings given on CAF will be used to determine the final single offer that will be made by selecting the school that was ranked highest on the CAF for which the child is eligible for an offer.

**‘Parent or Legal Guardian’** means any person who holds parental responsibility, including carers, as defined under the 1989 Children Act and with whom the child normally resides.

**‘In Year Admissions’** means any application for a place in any year group for Infant Junior or Primary school received during the academic year commencing in September 2019.

**‘Eligible for a place’** means that a child has been placed on a school's ranked list at such a point, which falls within the school's published admission number or is eligible following determination under the Fair Access protocol.

### **Commencement and extent**

This scheme applies in relation to the admission arrangements for the schools and Academies for admission year 2019/2020 (the specified year). The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect. The governing body of each of the VA schools and academies will include in its admission arrangements for the above year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

### **The Scheme**

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The Scheme shall apply to every infant, junior & primary school including academies in the LA area as identified in Appendix 1 (except special schools).
3. The scheme will also include applications from parents seeking admission to Gateshead schools who live within the following neighbouring LA's:

**Durham, Newcastle, Northumberland, South Tyneside and Sunderland**

We will also co-ordinate our admission process with any other admission authorities where relevant.

## **SCHEDULE 1**

### ***Part 1 - The Scheme***

1. A standard application form known as the Common Application Form (CAF) will be used for applications to school for normal year of entry in the specified year. A standard application form known as 'School Transfer Form' will be used for 'In Year' applications made after the commencement of the academic year 2019.
2. The CAF will be used for the purpose of admitting pupils into the first year of Infant/Junior/Primary education in the academic year 2019/2020.
3. The CAF must be used as a means of expressing up to 3 preferences by parents resident in the LA area wishing to express a preference for their child:
  - a) to be admitted to a school within the LA area (Academies, Community, Voluntary aided and Community controlled schools).
  - b) to be admitted to a school located in another LA's area (including Voluntary Aided, Foundation schools and Academies).
4. **The Common Application Form will -**
  - a) allow the parents to express up to 3 preferences by naming them in rank order of preference and where relevant for schools outside Gateshead LA area.
  - b) invite parents to give their reasons for each preference.
  - c) specify the closing date and where the application form must be returned, in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure that:**
  - a) the CAF is available on request from the LA and on-line at **[www.gateshead.gov.uk](http://www.gateshead.gov.uk)** until the closing date and;
  - b) every parent resident in the LA area who has a child eligible to commence primary education and those transferring from infant to junior school receives a written explanation of how to apply and an explanation of the admission procedures and coordinated admission scheme and has access to the CAF on-line and paper copy (on request only).
  - c) every parent whose application falls within the category of 'in year' admission receives a copy of the School Transfer Form and an explanation of the admission procedures and co-ordinated admission scheme.
6. **The LA will take all reasonable steps to ensure that:**
  - (i) applicants will receive no more than one offer of a school place and
  - (ii) a place will be offered at the highest ranked school for which they are eligible under the admission criteria; and
  - (iii) if more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as having ranked the

schools in the order appearing on the form (the first-mentioned being ranked the highest);  
and

(iv) if a place cannot be offered at any nominated school, a place will be offered at an alternative school.

7. All preferences expressed on the CAF are valid applications. The governing body of an academy, foundation or VA school can require parents who wish to nominate, or have nominated, their school on the CAF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it will be sent to the parents by the governing body for completion and returned to the school.
8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by the school then the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, the LA will contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents must not be under any obligation to complete an individual school's supplementary form where this is not required for the Foundation VA or Academy governing body to apply their oversubscription criteria.
9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2 (no School in Gateshead operates criteria for selection-based ability or aptitude).

#### **Submitting Applications (CAF)**

10. Completed CAFs must be returned to the LA by 15 January 2019. It will be the responsibility of parents to ensure that CAFs are returned to the LA, on-line or in paper by the closing date.

#### **Determining offers in response to the Common Application Form**

11. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAF's received. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:
  - (a) it is acting in its separate capacity as an admission authority, or
  - (b) an applicant is eligible for more than one place and is allocated a place at the highest ranked school, or
  - (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 17 of this Schedule.

12. Completed application forms must be returned to the home LA by the closing date of 15 January 2019.
13. Completed application forms that are received after the closing date will be considered as 'late' unless exceptional circumstances apply except that the procedure must not prevent the proper processing under the Scheme of those application forms received on time refer to paragraph 23 in part 2 of this scheme.

14. The LA will process all application forms. Any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after the closing date unless exceptional circumstances apply.
15. **By 28 January 2019** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the Gateshead LA area, then Gateshead LA will also notify the relevant maintaining authority by this date.
16. **By 1 March 2019** the admission authority for each school will consider all applications for their school and apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of all potential offers in ranked order according to the school's oversubscription criteria.
17. **By 8 March 2019** the LA will match the above lists against the ranked lists of the other schools nominated and:
  - Where the child is eligible for a place at the parents' first preference school, that school will be allocated to the child.
  - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered.
  - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at the school that is ranked the highest on the CAF for which they are eligible and any lower offered will be disregarded.
  - Where the child is not eligible for a place at any of the ranked schools, the child will (if places are still available) be allocated a place at the Community catchment school, or if this is not available at the next nearest appropriate Community school with a vacancy, measured as the crow flies from the centre of the parental residence to the main entrance of the school.
  - The LA will allocate a school place to those pupils who have not submitted a CAF after all other pupils who submitted a CAF have been considered. The LA will allocate a place at the appropriate community catchment school or if this is not available at the next nearest appropriate community school, with a vacancy, measured, as the crow flies, from the centre of the parental residence to the main entrance of the school,
18. **By 11 March 2019** the LA will provide other LA's with a first indicative list of offers and refusals for Gateshead schools for children resident in their LA areas.
19. **By 8 April 2019** the LA will inform its infant, junior & primary schools and academies of the pupils to be offered places at their schools

#### **National Offer Day**

20. **On or around 16 April 2019**

Parents will be notified by email if they applied online that they are being offered a place at the allocated school. If parents completed a paper application form, a letter will be posted 2<sup>nd</sup> class informing them of the school place allocated (parents that applied online will also receive this letter confirmation).



This letter will give the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the CAF;
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools and waiting list procedures;
- Inform parents of the date they should accept the school place offered.
- Invite parents to write to the LA if they want to be considered for any places that might become available in the re-allocation process on 10 May 2019 for those schools nominated on the CAF at which they were refused a place.
- Contact details to obtain an appeal form for higher ranked schools on the CAF for which they were not offered a place

The letter will not inform parents of places still available at other schools.

- 21. 30 April 2019** - the deadline for parents to accept the place offered. If parents do not respond by this date it will be assumed that they have accepted the place, however the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools.

Where parents have not returned their acceptance slip for oversubscribed schools the LA will give the parent a further opportunity to respond however, the LA will explain that the offer may be withdrawn if they do not respond.

**22. Waiting Lists and reallocation of places 10 May 2019**

The LA will maintain waiting lists for all oversubscribed schools in Gateshead.

Parents may request in writing for their children to be placed on a waiting list at any school at which they have been refused a place. Parents may be informed of the position their child occupies on the list, however individual positions may change on a regular basis due to the addition or deletion of children to the list or changes in the admission criteria applied to individual applications.

A child's position on any waiting list will be determined using the admission criterion for the school in question. However children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

The LA will maintain waiting lists for all oversubscribed schools in Gateshead. Voluntary Aided schools and Academies will inform the LA where children shall be placed on the waiting list for their respective schools.

If vacancies occur after 16 April 2019 the first allocation of places will take place on 10 May 2019 for all relevant schools followed by subsequent allocations, if found to be necessary, at weekly intervals on the Friday of each week.

Where a child may be eligible for an offer from more than one school or academy waiting list then the offer made will be for the school or academy that was ranked highest by the parent on the CAF.

**On 10 May 2019** the LA reallocates any places that have become available since 16 April 2019 in accordance with the schools admission criteria. The waiting list will be compiled from those children whose parent/carer has written to the LA requesting to be placed on the waiting list for the school/academy in question. This list will include the following children:

- Those who applied late after 15 January 2019 but before 16 April 2019 and who did not receive an offer for a school choice which was ranked higher on the CAF than the school they were offered. Such applicants may be placed on the waiting list for all schools nominated on the CAF at which they have been refused a place.
- Those who have not been offered a place at any of the schools they nominated on the CAF.
- Where a parent has been offered a place at a school which they did not nominate of the CAF, they may be placed on the waiting list for all schools they did nominate on the CAF.
- Those who have been offered a place at a school nominated on the CAF, but were refused a place at a school ranked higher on the CAF than the school they were offered. For example, where a parent has been allocated a place at their second ranked school, they may be placed on the waiting list of their first ranked school but not their third and so on.
- Parents who have submitted a new application (accepted for exceptional reasons only i.e. moved house into the area) for consideration including those for children in public care as defined by the admission policy and children requiring placement through the Fair Access protocol.

Parents who write to request a new school not originally named on the CAF following the allocation date on 16 April 2019 and who do not have exceptional reasons as described above will NOT be placed on the waiting list for that new school until 17 May 2019, this is after the first reallocation of places on 10 May 2019.

From 17 May 2019 the waiting list will be opened to all new requests.

### ***Part 2 - Late Applications***

- 23.** The closing date for applications in the normal admissions round is **15 January 2019**.

As far as is reasonably practicable applications for places in the normal admissions round that are received late for exceptional reasons will be accepted provided they are received by 4 February 2019. Examples of what will be considered as a valid exceptional reason include: where a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Gateshead property will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

### **Changing of preferences received after 15 January 2019**

- 24.** Parents submitting requests to change their preferences, from those originally ranked on the CAF, will be classed as late applications and may only be considered if 'exceptional circumstances' apply such as those examples described in paragraph 23 above. If no such exceptional circumstances apply the LA will continue to proceed with those original preferences ranked on the CAF for the purposes of the allocation of places on the 16 April 2019. In these circumstances such applications may only be considered if vacancies exist after all on time applicants who have ranked the school on their CAF have been allocated a place.

### **Late applications received after 4 February 2019**

25. Applications received after 4 February 2019, will be classed as late and will not be processed until after 16 April 2019. Parents will, nevertheless, receive an offer of a school place on 16 April 2019 according to the terms of this scheme.

### **No application received by 16 April 2019**

26. Where no CAF is submitted the child will, on 16 April 2019, be offered a place at their community catchment school if there are places available. If no places are available at the catchment school, a place will be offered at the next nearest community school with places available, measured, as the crow flies, from the centre of the parental residence to the main entrance of the school. The LA will be aware which parents this applies to as a result of liaison with nursery school and private providers.

### **Applications received after 16 April but before 10 May 2019**

27. Applications made direct to the school or academy must be forwarded to the LA immediately. The LA will offer a place on 10 May 2019 in accordance with the scheme, at the school ranked highest on the CAF at which there is a vacancy, or if this is not possible, at their community school, or if this school is also full at the next nearest community school measured as the crow flies from the centre of the parent residence to the main entrance of the school. However please note that new applications submitted during this period from parents who have already submitted a CAF in the normal admission round will not be considered until 17 May 2019 in accordance with paragraph 22 above.

### **Applications received after 16 April 2019 but before 31 August 2019**

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2019.

Applications received after **16 April 2019**, for first year of entry must be made on the CAF and sent to the LA, who will:

- Determine any application for a community school for which it is the admission authority and
  - If the application is for a Foundation, Academy, Trust or voluntary aided school refer the application to the governing body of the school, which will make a determination and notify the LA of their decision. The LA will notify the parent. Parents who are refused admission will be offered a right of appeal and informed about the waiting list procedures.
  - If any parents approach foundation, Academy, Trust or voluntary aided schools directly about a casual admission, the governing body must ensure that the parent completes a CAF (if they have not already done so). The CAF should be sent to the maintaining LA as soon as practically possible, along with the governing body's decision on the application. The governing body will notify the maintaining LA of its decision who will inform the Parent and, if the parent is refused a place, the right of appeal will be offered.
  - Please note, new applications/requests submitted after 16 April 2019 from parents who have already submitted a CAF in the normal admissions round and do not have exceptional reasons may not be considered until 17 May 2019 in accordance with paragraph 22 above.
29. The LA will keep track of any pupils who apply for admission from 16 April 2019 but before 31 August 2019 and intervene as appropriate to ensure that they are allocated a school place without undue delay.

### ***Part 3 – In Year Applications***

**30** 'In Year' applications are those applications received after 31 August 2019 for places in any year group requesting admission during the academic year 2019/2020.

**31** Parents should apply for a place in a Gateshead school directly through Gateshead LA.

In Year applications must be made on the Gateshead School Transfer Form. 'In Year' applications are those applications received after 31 August 2019 for places in any year group requesting admission during the academic year 2019/2020. Please note that parents who have been refused a place in the normal allocation round for the first year of entry to primary, infant or junior schools for admission from 2019 and have been refused a place by the independent appeal panel may not reapply for the same year of entry unless they can demonstrate there has been a significant and material change in their circumstances that relate to the question of admission.

**32** The Gateshead School Transfer Form for 'in year' admissions is available from the Education Support Service at Dryden Centre, Evistones Road, Gateshead.

**33** Gateshead Local Authority will process all School Transfer forms for Gateshead schools and inform parents of the outcome of their application even if the school is a voluntary aided school or academy.

**34** The local authority is unable to process applications for schools where the date that the school place is required from, is more than 6 weeks from the date of the application (Service and Crown personnel are exempt).

**35** Children must be resident in the country before a School Transfer Form can be considered (Service and Crown personnel are exempt).

**36** School places cannot be allocated on the basis of intended future changes of address unless a house move has been confirmed through the exchange of contracts or a rental agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

#### **Responding to School Transfer Forms**

**37** If the application form is for a Voluntary Aided school, the Local authority will refer the application to the Governing Body of the school. In the case of applications for schools outside Gateshead, the LA will request that parents apply directly to the relevant admission authority. We do not process 'in year' application forms for schools outside Gateshead.

**38** All primary schools within Gateshead must respond to the Local Authority (LA) within 10 days of receiving the School Transfer Form, informing the LA of the availability of a place. If there is a place available parents must be notified within 20 days from the date the application was received.

**39** Where places are not available at the highest ranked school the LA will co-ordinate with the second and third preference schools until a place can be offered at one of the preferences subject to the availability of places and admission criteria.

**40** If a pupil is not on the roll of a Gateshead school and a place cannot be offered at any of the nominated schools, the parent will be informed of places available at other schools in the area.

**41** If there are more applications than places available the published oversubscription admission criteria must be applied.

- 42** Pupils will only be refused a place at a school if one of the statutory reasons in the school admissions code applies.
- 43** Pupils should not be placed outside the normal age group without written recommendation from a professional within Care, Wellbeing and Learning at Gateshead Council. This could include an Education Psychologist, a Professional Officer working with Gifted and Talented children etc.
- 44** The LA will keep track of any pupils who apply for 'in year' admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of Children in Care and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveller children.

#### **Determining Offers in response to the School Transfer Form**

- 45** Pupils living in Gateshead and applying for a school in the area (including Voluntary Aided Schools and Academies) The LA will notify the parent verbally if a place is available for Schools and Academies in Gateshead. However, if a place is not available the parent will be notified of this in writing.
- 46** **Pupils living in Gateshead applying for a school out of the area.** The home authority (Gateshead) will request that the parent refers directly to the relevant admission authority to process their request.
- 47** **Pupils living outside Gateshead applying to a Gateshead school.** The home authority must ask the parent/carer to contact Gateshead LA to complete a School Transfer Form to confirm the availability of a place. Gateshead LA will liaise with the parents regarding the outcome of their request.
- 48** **Acceptance of a school place.** Parents will be expected to contact the school offered to accept or decline the offer within 2 weeks. Failure to do so may result in the school place being withdrawn and offered to the next child on the waiting list if appropriate.
- 49** **Waiting Lists.** The LA will hold the waiting list for oversubscribed Gateshead schools. If your child is refused a place at the school you requested, you may request that your child's name is placed on the waiting list for this school. The LA will maintain school waiting lists until the end of December 2019, following this date they will be sent to the individual schools to maintain. A child's position on a waiting list will be determined using the admission criterion for the school in question however children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

#### **Timescales for processing 'In Year' Applications**

School Transfer form received by the Education Support Service	Process commences, unless place is not required until a date more than 6 school weeks away (extended for children of service personnel and crown servants).
Within 5 school days of receipt of application	The LA notifies the Governing Bodies of any request for a place at their school/academy
Within 10 school days of the school/academy being notified of the request	The Governing Bodies of any requested school/academy must respond to the Education Support Service regarding the availability of places
Within 20 school days of receipt of application by the Education Support Service	The Education Support Service will notify the parent by telephone if a place is available at their requested school. If a place is not available the parent will be notified of this in writing, including information about appeals and waiting lists, where appropriate.
Within 2 weeks of the date of a school place being offered	The school must receive confirmation of acceptance of the place from the parent.

## **SCHEDULE 2**

### **Timetable of Primary Co-ordinated scheme 2019 First Year of Entry**

<b>Monday 10 September 2018:</b>	Common Application Form made available to parents online or paper copy (on request only). Schools/Academies receive their information packs for distribution to parents.
<b>Tuesday 15 January 2019:</b>	On–Line applications or paper form, together with any supplementary forms (as required) to be submitted to the LA.
<b>Monday 28 January 2019:</b>	Details of applications to be sent to VA schools/Academies, and other LA's.
<b>Friday 1 March 2019:</b>	VA schools and Academies provide the LA with ranked lists of applicants.
<b>Monday 11 March 2019:</b>	The LA will provide other LA's with an indicative list of offers for relevant children.
<b>Monday 8 April 2019:</b>	By this date the LA will notify schools/Academies which parents have been offered places at their schools.
<b>Tuesday 16 April 2019:</b>	Notifications sent to parents.
<b>Tuesday 30 April 2019:</b>	Last date for offers to be accepted by parents.
<b>Friday 10 May 2019:</b>	Any places that have become available are reallocated to parents in accordance with paragraph 22 of schedule 1 of this scheme.

**Waiting lists maintained by the LA until end of the autumn term December 2019**

**SEPTEMBER 2019**  
**PLANNED ADMISSION NUMBERS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

<b>Primary School</b>	<b>DFE Number</b>	<b>Determined Planned Admission Number 2018</b>	<b>Proposed Planned Admission Number 2019</b>
Barley Mow Community Primary	2226	30	30
Bede Community Primary	2039	30	30
Bill Quay Primary	2197	30	30
Birtley East Community Primary	2163	30	30
Blaydon West Primary	2182	30	30
Brandling Primary	2200	27	27
Brighton Avenue Primary	2221	45	45
Caedmon Community Primary	2233	30	30
Carr Hill Community Primary	2008	45	45
Chopwell Primary	2235	45	45
Clover Hill Community Primary	2216	30	30
Colegate Community Primary	2228	45	45
Crookhill Community Primary	2219	30	30
Dunston Hill Community Primary	2164	60	60
Emmaville Primary	2167	60	60
Falla Park Community Primary	2198	30	30
Fellside Community Primary	2231	30	30
Fell Dyke Community Primary	2232	45	45
Front Street Community Primary	2184	60	60
Glynwood Community Primary	2225	45	60*
Greenside Community Primary	2181	30	30
Harlow Green primary	2238	60	60
Highfield Community Primary	2186	17	17

\*indicates a proposal to increase to the Planned Admission Number from 45 to 60 from September 2019.

## **Gateshead Co-ordinated Admissions Scheme Secondary Schools September 2019**

### **Introduction**

1. This Scheme is made by Gateshead Council under the Education (Co-ordination of Admission Arrangements) (Secondary) (England) Regulations 2002 and applies to all Secondary schools in Gateshead.

### **Interpretation**

#### **2. In this Scheme**

**'The LA'** means Gateshead Council acting in their capacity as local authority;

**'The LA area'** means the area in respect of which the LA is the local authority;

**'Primary education'** has the same meaning as in section 2(1) of the Education Act 1996;

**'Secondary education'** has the same meaning as in section 2(2) of the Education Act 1996;

**'Primary school'** has the same meaning as in section 5(1) of the Education Act 1996;

**'Secondary school'** has the same meaning as in section 5(2) of the Education Act 1996;

**'School'** means a community, foundation or voluntary school (not a special school) which is maintained by the LA;

**'Foundation schools'** means such of the schools as are foundation schools;

**'VA schools'** means such of the schools as are voluntary-aided schools;

**'Academy'** means such of the schools have academy status;

**'CTC'** means City Technology College (Emmanuel College in Gateshead)

**'Admission authority'** in relation to a community or voluntary controlled school means the LA and, in relation to a VA school or Academy means the governing body of that school.

**'The specified year'** means the school year beginning at or about the beginning of September 2019;

**'Academic year'** means a period commencing 1 September and ending 31 August;

**'Admission arrangements'** means the overall procedure, practices, criteria, and supplementary information which govern the procedures and decision making for the purposes of admitting pupils to the school;

**'CAF'** means the common application form that must be used by the parent to apply for a school place for the normal admission round (first year of entry);



**‘Home LA’** means the local authority in which the child resides;

**‘Equal preference System’** means all preferences for each school listed by parents on the CAF are considered against the schools oversubscription criterion without reference to the parental ranking nominated on the CAF. However where a child may be eligible for a place at more than one school ranked on their CAF, then the rankings given will be used to determine the final single offer that will be made by selecting the school that was ranked highest on the CAF for which the child is eligible for an offer.

**‘Parent or Legal Guardian’** means any person who holds parental responsibility, including carers, as defined under the 1989 Children Act and with whom the child normally resides.

**‘In Year Admissions’** means any application for a place in any year group for secondary school received during the academic year commencing in September 2019.

**‘Eligible for a place’** means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number or is eligible following determination under the Fair Access protocol.

### **Commencement and extent**

This scheme applies in relation to the admission arrangements for the schools and Academies for the admission year 2019/2020 (the specified year). The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 of this scheme, or provisions having the same effect. The governing body of each of the VA and foundation schools will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

### **The Scheme**

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
2. The Scheme shall apply to every secondary school in the LA area including academies, as identified in Appendix 1 (except special schools and the Emmanuel College).
3. The Scheme will also include applications from parents seeking admission to Gateshead schools who live within the following neighbouring LA's:

**Durham, Newcastle, Northumberland, South Tyneside and Sunderland.**

We will also co-ordinate our admission process with any other admission authorities where relevant.

## **SCHEDULE 1**

### ***Part 1 -The Scheme***

1. A standard application form known as the Common Application Form (CAF) will be used for applications to school for the normal year of entry in the specified year. A standard application form known as a School Transfer Form will be used for 'in year' applications made after the commencement of the academic year in September 2019.
2. The CAF will be used for the purpose of admitting pupils into first year of secondary education in the academic year 2019/20.
3. The CAF must be used as a means of expressing up to 3 preferences by parents resident in the LA area wishing to express a preference for their child to:
  - a) be admitted to a school within the LA area (Academies, Community, Voluntary aided and Community controlled schools)
  - b) be admitted to a school located in another LA's area (including Voluntary Aided, Academies and foundation schools).
4. **The Common Application Form will:**
  - a) allow parents to express up to 3 preferences by naming them in rank order of preference and where relevant for schools outside Gateshead LA area.
  - b) invite parents to give their reasons for each preference.
  - c) specify the closing date and where the application form must be returned, in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure that:**
  - a) the CAF is available on request from the LA and on-line at [www.gateshead.gov.uk](http://www.gateshead.gov.uk) until the closing date and;
  - b) every parent resident in the LA area who has a child eligible to commence secondary education receives a written explanation of how to apply and an explanation of the key features of the admission procedures and co-ordinated admission scheme and has access to the CAF on-line and paper copy (on request only).
  - c) every parent whose application falls within the category of an 'in year' admission receives a copy of the School Transfer Form and an explanation of the admission procedures and co-ordinated admission scheme.
6. **The LA will take all reasonable steps to ensure that:**
  - (iv) **applicants will receive no more than one offer of a school place and;**
  - (v) a place will be offered at the highest ranked school for which they are eligible under the admission criteria; and
  - (vi) If more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as

having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and

- (iv) if a place cannot be offered at any nominated school, a place will be offered at an alternative school.

- 7. All preferences expressed on the CAF are valid applications. The governing body of an academy, foundation or VA school can require parents who wish to nominate, or have nominated their school on the CAF, to provide additional information on a supplementary form, only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it will be sent to the parents by the governing body for completion and returned to the school.
- 8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a CAF and the school is nominated on it. Where supplementary forms are received directly by the school then the school must inform the LA immediately so it can verify whether a CAF has been received from the parent and, if not, the LA will contact the parent and ask them to complete a CAF. Under the requirements of the scheme, parents must not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.
- 9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform to the timing requirements of the scheme as set out in Schedule 2. (please note, no Community or Voluntary Aided School in Gateshead operates criteria for selection-based ability or aptitude).

### **Submitting Applications (CAF)**

- 10. Completed CAF's are to be returned to the LA by 31 October 2018. It is the responsibility of parents to ensure that CAF's are returned directly to the LA, on-line or in a paper format by the closing date.

### **Determining offers in response to the Common Application Form**

- 11. The LA will act as a clearinghouse for the allocation of places by the relevant admission authorities in response to the CAF's received. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where:
  - (a) It is acting in its separate capacity as an admission authority, or
  - (b) An applicant is eligible for more than one place and is allocated a place at the highest ranked school or
  - (c) An applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 18 of this Schedule.

- 12. Completed application forms must be returned to the home LA by the closing date of 31 October 2018.

13. Completed application forms, which are received after the closing date will be considered as **LATE** unless 'exceptional circumstances' apply, except that the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms; any completed application forms must be treated as a confidential communication between the parent and the LA. All ranked applications received by the closing date will be considered before any ranked applications received after this closing date unless exceptional circumstances apply.
15. **By 19 November 2018** the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the LA area, then the LA will also similarly notify the relevant maintaining authorities by this date.
16. **By 7 January 2019** the admission authority for each school will consider all applications for their school and apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of all potential offers in ranked order according to the school's oversubscription criteria.
17. **By 25 January 2019** neighbouring LA's will exchange information of school offers to be made at schools in their area for Gateshead residents and inform Gateshead LA and vice versa.
18. **By 1 February 2019** the LA will match these ranked lists against the ranked lists of the other schools nominated and:
  - Where the child is eligible for a place at the parents first preference school, that school will be allocated to the child
  - Where the child is eligible for a place at only one of the preferred schools, a place at that school will be offered to the child.
  - Where the child is eligible for a place at two or more of the preferred schools, they will be offered a place at the school that is ranked the highest on the CAF for which they are eligible and any lower offers will be disregarded.
  - Where the child is not eligible for a place at any of the ranked schools, the child will be allocated a place at their community catchment school (if places are still available), or if places are not available at this school, a place will be offered at the next nearest appropriate community school with a vacancy, measured as the crow flies from the centre of the parental residence to the main entrance of the school.
  - The LA will allocate a school place to those pupils who have not submitted a CAF after all other pupils who submitted a CAF have been considered. The LA will allocate a place at the appropriate community catchment school or if this is not available at the next nearest appropriate community school, with a vacancy, measured as the "crow flies" in a straight line from the centre of the parental residence to the main entrance of the school.
19. **On 25 February 2019** the LA informs its secondary schools of the pupils to be offered places at their schools, and provides an update to other LA's of places in Gateshead schools to be offered to their residents.

#### **Offer Day**

20. **On 1 March 2019** parents will be notified by email if they applied online that they are being offered a place at the allocated school. A letter will also be posted to Gateshead residents on or around this

date informing them of the school place allocated (parents that applied online will also receive this letter confirmation).

This letter will give the following information:

- The name of the school at which a place is offered
- The reasons why the child is not being offered a place at any higher ranked school(s) nominated on the CAF
- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools and waiting list procedures
- Inform parents of the date they should accept the school place offered
- Invite parents to write to the LA if they want to be considered on the school waiting list for any places that might become available in the reallocation process on 22 March 2019 for those schools nominated on the CAF at which they were refused a place
- Contact details for the school (in the case of nominated foundation Academy and VA schools where they were not offered a place and all relevant LA's), so that they can lodge an appeal

The letter will not inform parents of places still available at other schools.

- 21. 15 March 2019** - the deadline for parents to accept the place offered. If parents do not respond by this date it will be assumed that they have accepted the place, however the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools.

Where parents have not returned their acceptance slip for oversubscribed schools the LA will give the parent a further opportunity to respond however, the LA will explain that the offer may be withdrawn if they do not respond.

## **22. Waiting Lists and reallocation of places 22 March 2019**

The LA will maintain waiting lists for all oversubscribed schools in Gateshead.

Parents may request in writing for their children to be placed on a waiting list at any school at which they have been refused a place. Parents may be informed of the position their child occupies on the list, however individual positions may change on a regular basis due to the addition or deletion of children to the list or changes in the admission criteria applied to individual applications.

A child's position on any waiting list will be determined using the admission criterion for the school in question however children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list. Voluntary Aided schools will inform the LA where children shall be placed on the waiting list for their school. Parents, who wish to go on waiting lists for any school operating 'random allocation' in Gateshead as their tie breaker mechanism, should be clear that any single place that becomes available at such schools will be subject of a separate random selection process within each oversubscription category within the policy.

The first reallocation of places will take place on 22 March 2019 for all relevant schools and academies followed by subsequent reallocations, if found to be necessary, at weekly intervals on the Friday of each week thereafter.

Where a child may be eligible for an offer from more than one school waiting list then the offer made will be for the school that was ranked highest by the parent on the CAF.

**On 22 March 2019** the LA reallocates any places that have become available since 1 March 2019 in accordance with the schools admission criteria. The waiting list will be compiled from those children whose parents/carer has written to the LA requesting to be placed on the waiting list for the school in question. This list may include the following children:

- Those who applied late after 31 October 2018 but before 1 March 2019 and who did not receive an offer for a school choice which was ranked on the CAF. Such applicants may be placed on the waiting lists for all schools nominated on the CAF at which they have been refused a place.
- Those who have not been offered a school place at any of the schools they nominated on the CAF.
- Where a parent has been offered a place at a school, which they did not nominate on the CAF they may be placed on the waiting list for all the schools they did nominate, on the CAF.
- Those who have been offered a place at a school nominated on the CAF, but were refused a place at a school ranked higher on the CAF than the school they were offered. For example, where a parent has been allocated a place at their second ranked school, they may be placed on the waiting list of their first ranked school but not their third and so on.
- Parents who have submitted a new application (accepted only for exceptional reasons i.e. moved house into the area) for consideration including those for children in public care ('Looked After' children as defined in the admission policy) and children requiring placement through the in year Fair Access protocol.

Parents who write to request a new school not originally named on the CAF following the allocation date on 1 March 2019 and who do not have exceptional reasons as described above, will not be placed on the waiting list for that new school until 29 March 2019, this is after the first reallocation of places on 22 March 2019.

From 29 March 2019 the waiting list will be opened to all new requests.

### ***Part 2 –Late Applications***

- 23.** The closing date for applications in the normal admissions round is **31 October 2018**.

As far as is reasonably practicable applications for places in the normal admissions round that are received late for exceptional reasons only may be accepted provided they are received by 14 December 2018. Examples of what will be considered as a valid reason include: a family that has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Gateshead property will be required in these cases) or for UK service personnel who have been relocated and have an intended address. Other circumstances will be considered and each case is decided on its own merits based on the evidence provided.

#### **Change of Preferences received after 31 October 2018**

- 24.** Parents submitting applications to change their preferences, from those originally ranked on the CAF, will also be classed as 'late' and may only be considered if exceptional circumstances apply such as those examples described in paragraph 23 above. If no such exceptional circumstances apply the LA will continue to proceed with the original preferences ranked on the CAF for the purposes of the allocation of places on the 1 March 2019. In these circumstances such applications

may only be considered if vacancies exist after all on time applicants who have ranked the school on their CAF and are eligible for an offer have been allocated a place.

#### **Late Applications received after 14 December 2019**

25. Applications received after 5 January 2019 will NOT be considered until after 1 March 2019. Parents will, nevertheless, receive an offer of a school place on 1 March 2019 according to the scheme.

No application form received by 1 March 2019

26. Where no CAF is submitted the child will, on 1 March 2019, be offered a place at their community catchment school if there are places available. If no places are available at the catchment school, a place will be offered at the next nearest community school with places available, measured 'as the crow flies', from the centre of the parental residence to the main entrance of the school. The LA will be aware which parents this applies to as a result of liaison with junior and primary schools.

#### **Applications received after 1 March 2019 but before 22 March 2019**

27. Applications made direct to any school or academy on the CAF must be forwarded to the LA immediately. The LA will offer a place on 22 March 2019 at the school/academy ranked highest on the CAF at which there is a vacancy, or if this not possible at their community catchment school, or if this school is also full at the next nearest appropriate community school with a vacancy (as defined in paragraph 18), measured 'as the crow flies' from the centre of the parental residence to the main entrance of the school. However, please note, new applications submitted after 1 March 2019 from parents who have already submitted a CAF in the normal admission round will not be considered until 29 March 2019 in accordance with paragraph 22 above.

#### **Applications received after 22 March 2019 but before 31 August 2019**

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2019.

Applications received after 22 March 2019 should be made on the CAF and sent to the LA, who will:

- Determine any application for a community or controlled school for which it is the admission authority; and
  - If the application is for a Foundation, Academy, Trust or Voluntary Aided or school, refer the application to the governing body of the school, which will make a determination and notify the LA who will then notify the parent. Parents who are refused admission will be offered a right of appeal.
  - If any parents approach foundation, Academy, or voluntary aided schools directly about a casual admission, the governing body must ensure that the parent completes a CAF (if they have not already done so). The CAF should be sent to the maintaining LA as soon as practically possible, along with the governing body's decision on the application. The governing body will notify the maintaining LA of its decision who will inform the Parent and, if the parent is refused a place, the right of appeal will be offered.
  - (NB new applications/requests submitted after 1 March 2019 from parents who have already submitted a CAF in the normal admissions round and do not have exceptional reasons will not be considered until 29 March 2019 in accordance with paragraph 22 above).
29. The LA will keep track of any pupils who apply after 1 March 2019 but before 31 August 2019 and intervene as appropriate to ensure that they are placed in a school without undue delay.

### ***Part 3 – In Year Applications***

**30.** In Year applications are those applications received after 31 August 2019 for places in any year group requesting admission during the academic year 2019/2020.

**31.** Parents should apply for a place in a Gateshead school directly through Gateshead LA.

In year applications must be made on the School Transfer Form. In Year applications are those applications received after 31 August 2019 for places in any year group requesting admissions during the academic year 2019/2020. Please note that parents who have been refused a place in the normal allocation round for the first year of entry to primary, infant or junior schools for admission from 2019 and have been refused a place by the independent appeal panel may not reapply for the same year of entry unless they can demonstrate there has been a significant and material change in their circumstances that relate to the question of admission.

**32.** The School Transfer Form for 'in year' admissions is available from the Education Support Service, Dryden Centre, Evistones Road, Low Fell, Gateshead, NE9 5UR.

**33.** Gateshead Local Authority will process all School Transfer Forms for Gateshead schools and inform parents of the outcome of their application even if the school is a voluntary aided school or academy.

**34.** The local authority is unable to process applications for schools where the date that the school place is required from, is more than 6 weeks from the date of the application (Service and Crown personnel are exempt).

**35.** Children must be resident in the country before a School Transfer Form can be considered (Service and Crown personnel are exempt).

**36.** School places cannot be allocated on the basis of intended future changes of address unless a house move has been confirmed through the exchange of contracts or a rental agreement. The admission authority reserves the right to seek further documentary evidence to support the claim to residence.

#### **Responding to School Transfer Forms**

**37.** If the application form is for a Voluntary Aided school, the Local authority will refer the application to the Governing Body of the school. In the case of applications for schools outside Gateshead, the LA will request that the parents apply directly to the relevant admission authority. We do not process 'in year' application forms for schools outside Gateshead.

**38.** All secondary schools within Gateshead must respond to the Local Authority (LA) within 20 school days of receiving the School Transfer Form, informing the LA of the availability of a place. If there is a place available the LA will notify parents of the outcome of the application within 5 school days of the school/academy notifying the Education Support Service of the availability of places.

**39.** Where places are not available at the highest ranked school the LA will co-ordinate with the second and third preference schools until a place can be offered at one of the preferences subject to the availability of places and admission criteria.

**40.** If a pupil is not on the roll of a Gateshead school and a place cannot be offered at any of the nominated schools, the parent will be informed of places available at other schools in the area.



41. If there are more applications than places available the published oversubscription admission criteria must be applied.
42. Pupils will only be refused a place at a school if one of the statutory reasons in the school admissions code applies.
43. Pupils should not be placed outside the normal age group without written recommendation from a professional within Care, Wellbeing and Learning at Gateshead Council. This could include an Education Psychologist, a Professional Officer working with Gifted and Talented children etc.
44. The LA will keep track of any pupils who apply for 'in year' admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay particularly in respect of Children in public care and disadvantaged children moving into the area i.e. Gypsy, Roma and Traveller children.

#### **Determining Offers in response to the School Transfer form**

45. **Pupils living in Gateshead and applying for a school in the area (including Voluntary Aided Schools and Academies)** The LA will notify the parent verbally if a place is available for Schools and Academies in Gateshead. However, if a place is not available the parent will be notified of this in writing.
46. **Pupils living in Gateshead applying for a school out of the area.** The home authority (Gateshead) will request that the parent refers directly to the relevant admission authority to process their request.
47. **Pupils living outside of the Gateshead authority applying to a Gateshead school.** The home authority must ask the parent/carer to contact Gateshead LA to complete a School Transfer Form to confirm the availability of a place. Gateshead LA will liaise with the parents regarding the outcome of their request.
48. **Acceptance of a school place.** Parents will be expected to contact the school offered to accept or decline the offer within 2 weeks. Failure to do so may result in the school place being withdrawn and offered to the next child on the waiting list if appropriate.
49. **Waiting Lists** The LA will hold the waiting list for oversubscribed Gateshead Schools. If your child is refused a place at the school requested, you may request that your Child's name is placed on the waiting list for this school. The LA will maintain school waiting lists until the end of December 2019, following this date they will be sent to the individual schools to maintain. A child's position on a waiting list will be determined using the admission criterion for the school in question however children who are the subject of a direction to admit by the LA or who have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

### Timescales for processing In Year Applications

School Transfer Form received by the Education Support Service	Process commences, unless place is not required until a date more than 6 school weeks away (extended for children of service personnel & crown servants)
Monday of each week	All secondary transfer forms discussed at LA weekly transfer
By the Friday of that week	The LA notifies the Governing Bodies of any request for a place their school/academy
Within 20 days of the school/academy being notified of the request	The Governing Bodies of any requested school/Academy must respond to The Education Support Service regarding the availability of places
Within 5 school days of the school/academy notifying the Education Support Service of the availability of places	Gateshead Council will notify the parent by telephone, if a place is available for all Schools and Academies in Gateshead. However, if a place is not available the parent will be notified of this in writing, including information about appeals and waiting lists, where appropriate.
Within 2 weeks of the date of a school place being offered	The school must receive confirmation of acceptance of the place from the parent.

## **SCHEDULE 2**

### **Timetable of Secondary School Co-ordinated Scheme 2019**

#### **First Year of Entry**

Monday 10 September 2018	Common Application Form made available to parents online or paper copy (on request only). Primary/Junior schools receive information packs to distribute to year 6 pupils.
Wednesday 31 October 2018:	On-line application forms, together with any supplementary forms (as required) to be submitted to School Admission Team, Dryden Centre, Evistones Road, Low Fell, Gateshead, NE9 5UR.
Monday 19 November 2018	Details of application and nominated preference to be sent to other admission authority schools and other LA's.
Monday 7 January 2019:	Foundation, Academies, and VA schools provide the LA with ranked lists of applicants.
Friday 25 January 2019:	LA's exchange information with other LA's on offer or refusal of school places.
Monday 25 February 2019:	By this date the LA will notify schools which parents have been offered places at their schools, and other LA's will be provided with an update of places in Gateshead schools that will be offered to their residents.
Friday 1 March 2019:	Notifications sent to parents on or around this date.
Friday 15 March 2019:	Last date for offers to be accepted by parents.
Friday 22 March 2019:	Any places that have become available are re allocated to parents from the waiting list in accordance with paragraph 22 of schedule 1 of this scheme.

Waiting lists will be maintained until end of the autumn term December 2019

**Admission Authorities in the Area of Gateshead to which the Scheme applies**

**The scheme applies to the Governing Body as the Admission Authority for the following Academies**

**Heworth Grange Comprehensive School**

High Lanes  
Heworth  
Gateshead, NE10 0PT

**Kingsmeadow Community Comprehensive School**

Market Lane  
Dunston  
Gateshead, NE11 9NX

**Joseph Swan Academy**

Saltwell Road South  
Gateshead, NE9 6LE

**Lord Lawson of Beamish Academy**

Birtley Lane  
Birtley, DH3 2LP

**Thomas Hepburn Community Academy**

Swards Road  
Felling  
Gateshead, NE10 9UZ

**Thorp Academy**

Main Road  
Ryton  
NE40 3AH

**Whickham School and Sports College (Academy Trust)**

Burnthouse Lane  
Whickham, NE16 5AR

**The Scheme applies to the Governing Body as the Admission Authority for the following Voluntary Aided Academies:**

**Cardinal Hume Catholic School**

Old Durham Road  
Gateshead, NE9 6RZ

**St Thomas More Catholic School**

Croftdale Road  
Blaydon, NE21 4BQ

**TITLE OF REPORT:**            **Nomination of Local Authority School Governors**

**REPORT OF:**                 **Caroline O'Neill**  
                                     **Strategic Director Care, Wellbeing and Learning**

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### **Purpose of the Report**

1. Cabinet is asked to nominate Local Authority Governors to schools seeking to retain their Local Authority governor in accordance with The School Governance (Constitution) (England) Regulations.

### **Background**

2. Schools - The School Governance (Constitution) (England) Regulations require all governing bodies to adopt a model for their size and membership. The regulations prescribe which categories of governor must be represented and what the level of representation is for each. The Local Authority's nomination is subject to the approval of the governing body. If approved, the nominee is appointed by the governing body.

### **Proposal**

3. It is proposed that Cabinet approves the nominations to schools as shown in appendix 1.

### **Recommendations**

4. It is recommended that Cabinet:
  - (i) Approves the nominations of Local Authority Governors as set out in appendix 1.
  - (ii) Notes the Term of office is determined by the schools' Instrument of Government.

For the following reason:

To ensure the School Governing Bodies have full membership.

**Policy Context**

**Schools**

1. In accordance with The School Governance (Constitution) (England) Regulations, local authorities can nominate any eligible person as a Local Authority governor. Statutory guidance encourages local authorities to appoint high calibre governors with skills appropriate to the school's governance needs, who will uphold the school's ethos, and to nominate candidates irrespective of political affiliation or preferences. A person is disqualified as a Local Authority governor if they are eligible to be a Staff governor at the same school.

**Consultation**

2. The Cabinet Member for Children and Young People has been consulted.

**Alternative Options**

3. The alternative option would be to make no nomination/appointment to the vacancies, leaving governing bodies under strength and less likely to demonstrate the correct configuration.

**Implications of Recommended Option**

4. **Resources:**
  - a) **Financial Implications** - The Strategic Director, Corporate Resources confirms there are no financial implications arising from this report.
  - b) **Human Resources Implications** - None
  - c) **Property Implications** - None
5. **Risk Management Implication** - None
6. **Equality and Diversity Implications** - None
7. **Crime and Disorder Implications** - None
8. **Health Implications** - None
9. **Sustainability Implications** - None
10. **Human Rights Implications** - None
11. **Area and Ward Implications** - None
12. **Background Information**

The School Governance (Constitution) (England) Regulations.

### 13. Local Authority Governor Nominations

#### Schools

In accordance with the School Governance (Constitution) (England) Regulations 2012, the following Local Authority governors are nominated for a period of four years (as stipulated in the individual Instruments of Government) with effect from the dates stated below:

School	Nomination	Date from
Oakfield Infant and Junior Federation	Mr Les Milne	01 April 2018
Crookhill Primary	Mrs Freda Geddes	20 February 2018
St Philip Neri RC Primary	Cllr Brenda Clelland	20 February 2018
St Mary and St Thomas Aquinas	Mr Christopher Buckley	20 February 2018

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**REPORT TO CABINET**  
**20 February 2018**

**TITLE OF REPORT:**            **Petitions Schedule**

**REPORT OF:**                **Mike Barker, Strategic Director, Corporate Services and Governance**

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**Purpose of the Report**

1.     To provide an update on petitions submitted to the Council and the action taken on them.

**Background**

2.     Council Procedure Role 10.1 provides that any member of the Council or resident of the borough may submit a petition to the Leader of the Council, to another member of the Council nominated by the Leader, to the Chief Executive or a Strategic Director.

**Proposal**

3.     Cabinet is asked to note the petitions received and actions taken on them.

**Recommendations**

4.     It is recommended that Cabinet note the petitions received and action taken on them.

For the following reason:

To inform Cabinet of the progress of the petitions.

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**CONTACT:** Mike Aynsley    extension: 2128

## APPENDIX 1

### Policy Context

1. The information is provided in accordance Council Procedure Rule 10.2 whereby progress of petitions is to be reported regularly to meetings of the Cabinet. The procedure supports the Council Plan.

### Background

2. Council Procedure Rule 10.1 provides that any member of the Council or resident of the borough may submit a petition to the Leader of the Council, to another member of the Council nominated by the Leader, to the Chief Executive or a Strategic Director.

### Consultation

3. This report has been prepared following consultation as set out in the schedule.

### Alternative Options

4. There are no alternative options.

### Implications of Recommended Option

#### 5. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that there are no financial implications arising from this report.

- b) **Human Resources Implications** – Nil

- c) **Property Implications** - Nil

6. **Risk Management Implication** - Nil

7. **Equality and Diversity Implications** - Nil

8. **Crime and Disorder Implications** – Nil

9. **Health Implications** - Nil

10. **Sustainability Implications** - Nil

11. **Human Rights Implications** - Nil

12. **Area and Ward Implications** - Borough wide

### Background Information

13. Petitions schedule attached.

## APPENDIX 2

### PETITIONS SUBMITTED TO GATESHEAD METROPOLITAN BOROUGH COUNCIL

DATE RECEIVED	REF	FROM	ISSUE	FORWARDED TO	ACTION TO DATE
22.06.17 Submitted to the Deputy Leader of the Council	07/17	Petition from Keser Girls School	Petition requesting a crossing on Whitehall Road	Strategic Director, Communities and Environment	Crossing surveys were ordered in week commencing 08/01/18.  A review of wider issues is currently ongoing.
23.11.17 Submitted to Councillor Twist  Page 2 of 9	10/17	Petition from residents of Whickham	Petition requesting the installation of 2 pedestrian crossings at Parkway, Whickham	Strategic Director, Communities and Environment	A traffic and pedestrian survey was ordered in week commencing 08/01/18. A review is currently ongoing comprising: <ul style="list-style-type: none"> <li>• accident history;</li> <li>• existing pedestrian movements; and</li> <li>• site investigation and public utility implications.</li> </ul>
20.11.17 Submitted to Democratic Services by Councillors K McCartney and J Graham	11/17	Petition from residents of Dale View Gardens, Crawcrook	Petition requesting roof replacements at Dale View Gardens, Crawcrook	The Gateshead Housing Company	The ward councillors, Liz Twist MP and the lead petitioner have been advised that the roofs are not currently included in a future investment programme. However, the Housing Company and Council are arranging for the properties to be surveyed to establish the extent of any works required. This will take place on a date that is mutually convenient for all interested parties.

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