



CABINET AGENDA

Tuesday, 23 February 2016 at 10.00 am in the Blaydon Room - Civic Centre

From the Chief Executive, Jane Robinson

Item Business

1. **Apologies for absence**

2. **Minutes** (Pages 1 - 8)

Cabinet is asked to approve the minutes of the last meeting held on 9 February 2016

Recommendations to Council

3. **Capital Programme 2016/17 to 2020/21** (Pages 9 - 30)

Report of the Strategic Director, Corporate Resources

4. **Review of Fees and Charges 2016/17** (Pages 31 - 80)

Report of the Strategic Director, Corporate Resources

5. **Budget and Council Tax Level 2016/17** (Pages 81 - 170)

Report of the Chief Executive and Strategic Director, Corporate Resources

6. **Addressing the 'Low Pay' within the Workforce - Impact of the National Living Wage** (Pages 171 - 178)

Report of the Strategic Director, Corporate Services and Governance

7. **Additional Non-Voting Member - Corporate Parenting Sub Overview and Scrutiny Committee (OSC)** (Pages 179 - 182)

Report of the Strategic Director, Corporate Services and Governance and the Interim Strategic Director, Care, Wellbeing and Learning

8. **Adoption and maintenance of sustainable drainage systems, open space and play areas on new developments** (Pages 183 - 194)

Report of the Strategic Director, Communities and Environment

9. **Restructure of Care, Wellbeing and Learning** (Pages 195 - 202)

Report of the Interim Strategic Director, Care, Wellbeing

Non Key Decisions

10. **Redesign of Care, Wellbeing and Learning (Adult Social Care)** (Pages 203 - 214)

Report of the Interim Strategic Director, Care, Wellbeing and Learning

11. **Primary and Secondary Community, Community Controlled School Admissions Arrangements 2017/18 and Co-ordinated admission schemes for Primary and Secondary Schools for 2017/18** (Pages 215 - 260)

Report of the Interim Strategic Director, Care Wellbeing and Learning

12. **Gateshead's Attendance Strategy 2016-2020** (Pages 261 - 276)

Report of the Interim Strategic Director, Care, Wellbeing and Learning

13. **Gateshead Local Plan - Planning Obligation Supplementary Planning Document (SPD)** (Pages 277 - 310)

Report of the Strategic Director, Communities and Environment

14. **Disposal, in principle, of land and buildings at the former West Park Aged Persons' Unit and garages in Meadow Lane, Dunston to Keelman Homes Ltd at less than market value** (Pages 311 - 316)

Report of the Strategic Directors, Corporate Services and Governance and Corporate Resources

15. **Petitions Schedule** (Pages 317 - 324)

Report of the Strategic Director, Corporate Services and Governance

16. **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
17	3
18	3

Key Decisions

17. **Award of Contracts to Gateshead Energy Company** (Pages 325 - 336)

Report of the Strategic Director, Communities and Environment

18. Home Care Services Contracts - Living Wage Fee Increase (Pages 337 - 342)

Report of the Interim Strategic Director, Care, Wellbeing and Learning and Strategic Director, Corporate Services and Governance

Contact: Kevin Ingledew Email: kevingledew@gateshead.gov.uk, Tel: 0191 4332142,
Date: Monday, 15 February 2016

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GATESHEAD METROPOLITAN BOROUGH COUNCIL

CABINET MEETING

9 FEBRUARY 2016

PRESENT: Councillor M Henry

Councillors: M Gannon, C Donovan, A Douglas, M Foy, G Haley,
J McElroy, M McNestry and L Twist

C152 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor L Green.

C153 MINUTES

The minutes of the Cabinet meeting held on 19 January 2016 were approved as a correct record and signed by the Chair.

C154 REALLOCATION OF FUNCTIONS

Consideration has been given to recommending the Council to approve a re-organisation of functions within the Council's management structure.

RESOLVED - That the Council be recommended to approve the management structure changes detailed in paragraphs 7 to 14 of the report, effective from the following dates in respect of:

- (i) Policy, Economic Growth & Transformation (paragraphs 7 to 9 of the report) – 1 April 2016; and
- (ii) Emergency Planning and Resilience, and Council Housing and Housing Support Functions, and Transport Strategy (paragraphs 10 to 14 of the report):
 - a). 29 February 2016, for those transferring to Council Housing, Design & Technical Services; and
 - b). 1 April 2016, for those transferring to the Gateshead Housing Company.

The above decisions have been made to enable continued improvement in the co-ordination of Council functions, the organisation of its staff, and to enable Council services to be delivered in a more efficient and effective way.

C155 HOUSING REVENUE ACCOUNT (HRA) AND HOUSING CAPITAL PROGRAMME

Consideration has been given to recommending the Council to approve:

- (i) the Housing Revenue Account (HRA) budget for 2016/17, including proposed savings;
- (ii) the proposed rent changes from 1 April 2016, in line with the Government's

- policy on rent setting;
- (iii) the detailed proposals for fees and charges;
- (iv) the proposed phased removal of subsidy for sheltered services support;
- (v) the proposed Housing Capital Programme for the next five years (2016/17 to 2020/21);
- (vi) amendments to the council house repair policy; and
- (vii) amendments to the council house rent policy

RESOLVED - That the Council be recommended to approve:

- (i) The Housing Revenue Account as set out in Appendix 2 to the report, including The Gateshead Housing Company management fee, the repairs and management budget and savings detailed in Appendix 3 to the report.
- (ii) The weekly rent reduction of 1% from 1 April 2016 in relation to non-supported housing.
- (iii) The weekly rent increase of 0.9% in relation to all supported housing.
- (iv) The fees and charges schedule as detailed in Appendix 4 to the report.
- (v) The phased removal of subsidy for sheltered services support.
- (vi) The Housing Capital Programme for the five years 2016/17 to 2020/21 as set out in Appendix 6 to the report.
- (vii) Amendments to the Repairs Policy to facilitate the achievement of the agreed savings to be delegated to the Strategic Director, Communities & Environment in consultation with the Leader and the Cabinet Member for Housing.
- (viii) Amendments to the rent policy to increase rent on vacant properties to target social rent and such detailed amendments to be delegated to the Strategic Director, Communities & Environment in consultation with the Leader and the Cabinet Member for Housing.

The above decisions have been made for the following reasons:

- (A) To set a Housing Revenue Account for 2016/17 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.

C156 ALLOTMENT PORTFOLIO - RENT REVIEW 1 APRIL 2016

Consideration has been given to the proposed increases in allotment rents and to recommending the Council to include the increased rental levels in the schedule of fees and charges for 2016/17.

RESOLVED - That the Council be recommended to approve the proposed increases in allotment rent levels as set out in Appendix 2 to the report and that the increased rental levels be included in the schedule of fees and charges for 2016/17.

The above decision has been made for the following reasons:

- (A) To remove the current subsidy arising from the management of the allotment portfolio.
- (B) To increase rents in line with the current allotment tenancy agreements.

(Councillor J McElroy declared a personal interest in the above matter because he is an allotment holder. The Strategic Director, Corporate Services and Governance reminded Councillors that the setting of fees and charges formed part of the budget setting process and was therefore covered by the dispensation given to all Councillors from declaring interests on such matters).

C157 MAINTAINING A SUSTAINABLE ORGANISATION - DELIVERING CHANGE

Consideration has been given to proposals for an enhanced programme of change necessary to deliver the Council Plan 2015-2020. This includes proposals to broaden the range and pace of change across the authority. This is in response to the continuing financial pressures and the need to ensure the Council provides the best possible outcomes for Gateshead residents.

The alternative options to that being recommended, but which were discounted, included use of a specialist consultancy firm to devise and deliver a programme; increasing internal capacity on a project by project basis or sharing a programme with another authority; as well as doing nothing.

RESOLVED -

- (i) That the approach to organisation change outlined in the report be endorsed.
- (ii) That the resourcing of the programme to be funded from the strategic change reserve that has been set aside for this purpose and from invest to save opportunities be noted.
- (iii) That a quarterly update report that identifies programme progress be submitted to Cabinet.

The above decision has been made for the following reasons:-

- (A) To contribute to the delivery of Council priorities as identified in Vision 2030 and the Council Plan.

- (B) To assist in ensuring a sustainable financial position for the Council for the medium to long term.

C158 NORTH EAST COMBINED AUTHORITY - PROPOSED DEVOLUTION AGREEMENT AND ELECTED REGIONAL MAYOR

Consideration has been given to the information on the consultation exercises currently being undertaken in relation to the proposed Devolution Agreement (the “proposed Agreement”) and to the proposal that full Council be consulted on the proposed Agreement.

- RESOLVED -
- (i) That the current consultation undertaken in relation to the North East Combined Authority proposed Devolution Agreement including the proposal for an Elected Mayor for the NECA area be noted.
 - (ii) That a report be submitted to Council on 25 February 2016 outlining the proposals contained in the proposed Agreement at Appendix 2 to the report and detailing the consultation exercise undertaken on the proposed Agreement to date, the consultation responses and any other relevant information.
 - (iii) That the Chief Executive in consultation with the Leader and the Strategic Director, Corporate Services and Governance be authorised to provide a report to Council on 25 February 2016 setting out the matters referred to in (ii) above and inviting the views of Council to be provided.
 - (iv) That a further report be submitted to a meeting of Cabinet (extraordinary if necessary) following the Council meeting, to consider whether to consent to the creation of a Mayoral Combined Authority for the NECA.

The above decisions have been made for the following reasons:

- (A) The proposed Agreement entered into between NECA and the Chancellor was conditional upon a number of actions being taken by each party. NECA is required to undertake “further public consultation” on the proposed Agreement and this consultation is ongoing.
- (B) Whereas the formal consent to the proposal for a Mayoral Combined Authority is an executive function, to ensure that the Authority as a whole is fully appraised of the proposals including the proposal that the NECA become a Mayoral Combined Authority it is recommended that Cabinet seek the views of Council at the next ordinary meeting on 25 February 2016, prior to consideration whether to consent by Cabinet at a meeting later in March.

C159 COUNCIL PLAN – SIX MONTH ASSESSMENT OF PERFORMANCE AND DELIVERY 2015/16

Consideration has been given to the Council Plan six month assessment of performance and delivery for 2015/16.

- RESOLVED –
- (i) That the recommendations of all the Council’s Overview and Scrutiny Committees in relation to the 2015/16 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.

C160 MENTAL CAPACITY ACT POLICY, GUIDANCE AND PROCEDURAL FRAMEWORK

Consideration has been given to the contents of the revised and streamlined draft Mental Capacity Act and Deprivation of Liberty Policy Framework.

- RESOLVED -
- (i) That the provisions within the revised Mental Capacity Act and Deprivation of Liberty Policy and the development of future practice guidance documents to strengthen this policy area and approach be endorsed.
 - (ii) That the revised policy framework document be referred to the Local Safeguarding Children’s Board.

The above decisions have been made for the following reasons:

- (A) To support Council employees and partnership agencies across Gateshead in complying with the provisions of the Mental Capacity Act and the Deprivation of Liberty Safeguards.
- (B) To respond to the recommendations made by the Care Quality Commission’s sixth annual report; *Monitoring the use of the Mental Capacity Act Deprivation of Liberty Safeguards in 2014/15*

C161 EIGHTON LODGE (NEWCASTLE BANK, BIRTLEY) PARK AND RIDE PROPOSAL

Consideration has been given to the submission of the outline business case for the Eighton Lodge park and ride site, as shown edged black on the plan attached to the report, to the North East Combined Authority (NECA).

- RESOLVED -
- That the Strategic Director, Communities and Environment be authorised to submit the outline business case for the Eighton Lodge park and ride site to the North East Combined Authority.

The above decision has been made to enable progress in developing the scheme and accessing allocated funding.

C162 RESPONSES TO CONSULTATION

Consideration has been given to responses to recent consultations.

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

- Changes to the National Planning Policy Framework – Department for Communities and Local Government
- Green Belt and Site Selection Options for a proposed International Advanced Manufacturing Park - South Tyneside and Sunderland City Councils

The above decision has been made to enable the Council to contribute responses to the consultation.

C163 SURPLUS DECLARATION AND GRANT OF LEASES OF LAND AND BUILDING AT WARDLEY WELFARE PARK

Consideration has been given to:

- (i) the land and property at Wardley Park being declared surplus to the Council's requirements;
- (ii) the grant of a lease of the pavilion pursuant to the Council's Community Asset Transfer Policy; and
- (iii) the grant of a lease of the football pitches to Felling Magpies Football Club.

- RESOLVED -
- (i) That the land and property at Wardley Park be declared surplus to the Council's requirements.
 - (ii) That the Strategic Director Corporate Services and Governance be authorised to grant two co-terminous 35 year leases of Wardley Park to Felling Magpies Football Club (a) relating to the pavilion for a term of 35 years at a peppercorn rent pursuant to the Council's Community Asset Transfer Policy and (b) relating to the football pitches at an annual rent of £1,400 subject to a phased payment over the first four years of the lease.

The above decisions have been made to manage resources and rationalise the Council's assets in line with the Corporate Asset Strategy and Management Plan.

C164 PROPOSED GROUND LEASE OF LAND AT DERWENTHAUGH MARINA

Consideration has been given to the grant of a ground lease of land at Derwenthaugh Marina to the Gateshead Community Rowing Club.

- RESOLVED - That the Strategic Director, Corporate Services and Governance be authorised to grant a 99 year ground lease to the Gateshead Community Rowing Club at a peppercorn rent subject to the Club's fulfilment of the Council's Armed Forces Community Covenant .

The above decision has been made for the following reasons:

- (A) To manage the Council's assets in line with the

Corporate Asset Strategy and Management Plan.

- (B) To contribute to the Council's Armed Forces Community Covenant.

C165 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.

C166 PROPOSED SALE OF THE FORMER MARLEY HILL PRIMARY SCHOOL, MARLEY HILL (PARAGRAPH 3)

Consideration has been given to the proposed sale of the Council's freehold interest in the former Marley Hill Primary School, Marley Hill to Buckley Burnett Limited, which is subject to the company obtaining a detailed planning permission for residential redevelopment.

- RESOLVED -
- (i) That the sale of the former Marley Hill Primary School to Buckley Burnett Limited for the initial purchase price as set out in the report be approved.
 - (ii) That the Service Director, Legal, Democratic & Property Services be authorised to:
 - (a) negotiate any deductions from the initial purchase price for abnormal development costs and planning obligations, up to a maximum value of £250,000; and
 - (b) proceed with the second highest offer as set out in the report (less deductions) from Gus Robinson Developments Limited, or the unconditional offer as set out in the report from Fordinghall Limited, whichever is the highest, in the event Buckley Burnett fail to provide proof of funds confirming their ability to acquire and develop the site.

The above decision has been made to dispose of a surplus asset, realise a capital receipt and provide housing growth.

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: 10 February 2016

Chair.....

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TITLE OF REPORT: Capital Programme 2016/17 to 2020/21

REPORT OF: Darren Collins, Strategic Director, Corporate Resources

Purpose of the Report

1. Cabinet is asked to recommend that Council approve the proposed capital programme for the next five years to provide significant levels of strategic investment to deliver priority outcomes within the Council Plan.

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 outcomes within the Council Plan. Each annual review therefore builds on existing commitments.
3. The Council's existing MTFS, approved by Council in July 2015, 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 9 February 2016 Cabinet agreed to recommend to Council the Housing Revenue Account (HRA) budget for 2016/17 and a proposed 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 proposed 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 2016/17 programme totals £71.1m, with £48.8m being funded from the General Fund and this is proposed to be recommended to Council for approval. Over the five years to 2020/21, the level of capital investment is forecasted to be £250.6m, of which £155.7m relates to General Fund schemes. Despite the current pressure on resources this represents a significant level of strategic investment in the Council's assets to deliver Vision 2030.
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 £1bn of private investment to Gateshead over the lifetime of

the schemes, helping to facilitate the development of up to 5,500 new homes and 250,000m² of commercial floor space with the potential to generate Business Rates and Council Tax of around £40m per annum when the schemes are fully developed.

8. The programme includes projects that are key to delivering Vision 2030 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 that are 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 or developer contributions, 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 2016/17, and the provisional programmes for 2017/18 to 2020/21, 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 provide significant strategic investment to deliver priority outcomes within the Council Plan.
- (ii) To realise the Council's policies and objectives in relation to maximising resources available within its capital programme.
- (iii) To assist with the medium and longer term financial sustainability of the Council.

CONTACT: David Mason extension 3686

PLAN REF: 281

APPENDIX 1

Policy Context

1. All Council capital expenditure is consistent with delivery of Vision 2030. The approach, agreed by Cabinet, ensures schemes that make up the capital programme can demonstrate delivery of priority outcomes within the Council Plan.

Background

2. Details of potential future capital schemes for the 2016/17 to 2020/21 capital programme were collated and considered alongside the schemes within the existing three-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 2016/17 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 2016/17. The five year capital programme was updated to cover the period 2016/17 to 2020/21 and was agreed by Cabinet to be recommended to Council on 9 February 2016.

Capital Programme 2016/17 to 2020/21 Scheme Selection

5. The basis for considering the programme for 2016/17 was the current system for prioritising capital investment that gives priority to schemes which:
 - are consistent with the corporate priorities to deliver Vision 2030;
 - generate economic and housing growth within Gateshead;
 - are essential from a health and safety perspective;
 - meet mandatory and/or statutory requirements, including those set out in the Equality Act (2010);
 - 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 maintenance of existing service provision;
 - 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 remain to be high priority.

8. The commitments include the continuation of significant investment in the following key areas:

- **Economic Growth**

Investment of £26m 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. The Council is currently working with Ask Real Estate, our development partner, to identify specific projects at Gateshead Quays with the development value expected to exceed £200m upon its completion. In addition potential investment proposals are being developed at Baltic Business Quarter including a proposal for an Office development and the creation of a Northern Centre for Emerging Technologies which is seeking £3.2m of ERDF funding as part of a potential £6.5m project with the funding award decision expected early in the 2016/17 financial year following a review of the detailed business case.

- **Investing in Decent Homes Improvements**

Investment of over £59m 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 £17m 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. Exceptional extensive works have been identified amounting to over £14m which are seeking to address sustainability issues, which includes a contribution towards a potential £11m scheme seeking ERDF funding to implement energy efficiency works to some of the Council's tower blocks.

- **Housing Regeneration**

The Council continues to invest in assembling and preparing sites for future redevelopment. This includes planned investment of £0.7m as part of the Council's Joint Venture Vehicle, with works now underway as part of the first phase of major housing developments in Birtley, Bensham and Saltwell. A further £2.1m has also been identified to complete the site preparation works as part of the existing estate regeneration programme within the HRA which will help to facilitate the redevelopment of a number of former estates. An allocation of £1.7m has 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. Finally, the programme also includes £2.25m of loans to Keelman Homes to facilitate the development of additional affordable housing at West Park within Gateshead which will benefit from the application of grant funding from the Homes and Communities Agency (HCA).

- **Carbon Management and Sustainability**

A total of £9.6m has been included within the capital programme relating to the Gateshead Town Centre Energy Network, which will provide low carbon energy within the Town Centre, Quays and Baltic Business Quarter and encourage redevelopment. The scheme is expected to be operational in 2016. In addition, £0.5m of resources have also been included to complete the Council's existing

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 £71.1m in 2016/17 and £250.6m over the five year programme.

Capital Resources Available

11. The provisional local government finance settlement for 2016/17 continued to outline significant reductions to local government funding which has significant implications on the resources available to support capital investment.
12. 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:
 - Over £20m of investment over the next five years in improving the Council's transport infrastructure in accordance with the principles set out in the Council's Highways Asset Management Plan;
 - An estimated £10m of externally funded investment in the Council's Schools, helping to address both condition and capacity issues as part of the Capital Maintenance, Basic Need and Targeted Basic Need programmes;
 - Outline applications are currently being considered seeking over £4m of European Regional Development Funding to support proposed investment in extensions to the District Energy Network along with the potential development of a Northern Centre for Emerging Technologies.
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 partner, Ask Real Estate, to help develop schemes to ensure that the Council can maximise the revenue income stream resulting from the planned capital investment in Gateshead Quays.
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, the full amount of the projected 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 Council's 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 this includes the revenue costs associated with the proposed investment in the Digital Gateshead project, which is subject to the development of the detailed business case, and additional schemes may emerge for consideration during the financial year.

Proposed Capital Programme 2016/17 – 2020/21

18. In addition to supporting existing commitments, which account for around 90% 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:

- **Extensions of the District Energy Network**

Almost £3m has been identified to invest in infrastructure to extend the Council's District Energy Network with proposals being developed to connect to the Trinity Square development, also helping to provide the opportunity for further connections within the urban core to encourage redevelopment, as well as a separate extension to reach the Gateshead Leisure Centre and neighbouring public sector buildings, subject to the award of ERDF funding.

- **Street Lighting LED Upgrade**

An additional £4.3m scheme has been developed to upgrade existing street lighting lanterns with the latest LED technology. This investment will install long-life LED lanterns, helping to avoid future maintenance costs, and reduce carbon emissions by a further 40%. The project is expected to generate revenue savings in excess of £0.25m per annum upon its completion and is projected to have a net revenue benefit of over £1m over the lifetime of the project after meeting the associated capital financing costs.

- **Cemetery Extensions**

Investment of £2.3m has been identified to fund the expansion of cemeteries in Birtley and Saltwell. This investment will enable the necessary site preparation works to be undertaken to ensure that there is additional burial capacity available when the existing cemeteries reach their capacity over the next 10-15 years.

- **Digital Gateshead**

Proposed investment of £0.6m in the infrastructure required to deliver the Council's Digital Strategy and improve the delivery of digital services within Gateshead. This is expected to generate significant savings for the Council's revenue budget and each investment proposal will be subject to the development of a detailed business case which confirms the revenue benefit associated with the investment. This approach will also enable the Council to determine whether any of the initial revenue costs

associated with the implementation of the project are able to benefit from the additional flexibility regarding the application of capital receipts that are generated during the financial year.

- **Flood Defence Infrastructure**

Investment in the creation of sustainable surface water management schemes to reduce the risk of flooding within Gateshead as part of the Environment Agency's Flood Defence Grant in Aid scheme which could benefit from over £1.3m of external funding over the medium term.

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 2016/17 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 £71.1m in 2016/17 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 budget and HRA. This level of capital programme represents a significant investment in the local economy and forms a key part of the delivery of Vision 2030.
22. 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 £1bn of private investment to Gateshead over the lifetime of the schemes, helping to facilitate the development of up to 5,500 new homes and 250,000m² of commercial floor space with the potential to generate Business Rates and Council Tax of around £40m per annum when the schemes are fully developed.
23. The benefits associated with investment in capital projects are ultimately reflected in individual service budgets. Over the medium term the benefits are expected to include:
 - Projected additional revenue income of £0.6m in 2016/17 relating to investment in energy infrastructure, which is expected to increase by a further £0.5m by 2020/21 as a result of the additional planned investment;
 - Additional revenue savings rising to £0.25m per annum as a result of the continued investment in upgrading street lighting, which have already seen the annual running costs reduce by £0.5m;
 - Projected business rate income of over £1.5m per annum by 2020/21 as a result of the planned investment in the Accelerated Development Zone;
 - Additional Council Tax income of £0.5m per annum by 2020/21 as a result of additional investment in preparing sites for housing development as part of the Council's Housing Joint Venture; and
 - Potential revenue savings of £0.5m relating to the investment in delivering the Council's Digital Strategy.

24. 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.
25. 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

26. The development of detailed project proposals arising from this report will involve consultations with all stakeholders.

Alternative Options

27. No alternative options were considered.

Implications of Recommended Option

28. **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, with an expected reduction in the associated capital financing costs of £2m in 2016/17 and £8m over the medium term.
- 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 Council Plan priority outcomes. The property implications of individual schemes will be considered and reported separately.

29. **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.

30. **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;
- The Local Government Improvement and Development Equalities Framework;
- The Council Plan.

The Equality and Diversity implications will be considered for each individual scheme within the capital programme. In addition, a total allocation of £0.6m has been incorporated into the proposed three year capital programme to carry out necessary works to ensure that the Council complies with the Equality Act 2010.

31. **Crime and Disorder Implications** - There are no direct crime and disorder implications arising directly from this report.
32. **Health Implications** - There are no health implications arising directly from this report.
33. **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.
34. **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.
35. **Area and Ward Implications** - The proposals will have implications for all areas and wards in Gateshead.
36. **Background Information** - The following background papers have been used in preparing this report:
 - (i) Report for Cabinet, 19 January 2016 – Capital Programme 2014/15 – Third Quarter Review
 - (ii) Report for Cabinet, 9 February 2016 – Housing Revenue Account and Housing Capital Programme
 - (iii) Report for Cabinet, 14 July 2015 – Medium Term Financial Strategy
 - (iv) Report for Cabinet, 24 February 2015 – Capital Programme 2015/16 to 2017/18

Appendix 2 – Capital Programme 2016/17 TO 2020/21

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
GENERAL FUND CAPITAL PROGRAMME						
Mandatory/Health and Safety Schemes						
All Round Camera System for Collection Vehicles	Implementation of a 360 degree camera system on refuse and recycling vehicles.	65	-	-	-	-
Disabled Facilities Grants	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
Equality Act	Ongoing improvement programme to ensure Council buildings comply with the Equality Act.	200	150	150	150	150
Falls Prevention	Extending the existing programme of works to undertake improvements to prevent falls in and around the home.	100	100	100	-	-
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.	2,000	1,950	250	250	250
Telecare Equipment	Provision of telecare equipment to clients over 75 helping to preserve their independence.	75	75	75	75	75
Total Mandatory/Health and Safety Schemes		4,690	4,525	2,825	2,725	2,725
Strategic Transport Investment						
Bus Based Major Transport Scheme	Provision of a proposed park and ride scheme at Eighton Lodge to support growth in the urban core.	90	3,150	4,860	-	-
City Boulevard	The scheme will complete the design of the City Boulevard, which aims to create a gateway into Gateshead to act as a positive stimulus for development and regeneration.	50	-	-	-	-
Flood Defence	Investment to create sustainable surface water management schemes to reduce the risk of flooding in Gateshead.	210	530	115	45	785
Great North Cycleway	Sustainable transport improvements as part of an externally funded scheme to develop the Great North Cycleway.	70	630	-	-	-

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Highway Infrastructure Strategic Maintenance	Investment to support the delivery of the Council's Highways Asset Management Plan (HAMP).	750	750	750	500	500
Local Transport Plan	Externally funded investment in improving the Borough's transport network, including highway maintenance and improvement, sustainable transport infrastructure, traffic management and road safety.	4,900	3,790	3,550	3,550	3,550
Team Valley Flood Alleviation	Contribution to a proposed £3m EA scheme to develop flood infrastructure and reduce the risk of flooding at Team Valley as part of their regional investment programme.	40	60	20	-	-
Total Strategic Transport Investment		6,110	8,910	9,295	4,095	4,835
Core Service Delivery						
Agresso Development	Investment in developing additional modules to enhance the functionality of the Council's financial system.	100	-	-	-	-
Birtley Cemetery Extension	Investment to provide additional burial space in the Birtley area.	140	240	400	400	400
Civic Centre Workspace Strategy	Completion of the Civic Centre workspace scheme by refurbishing the public areas, helping to improve service delivery and accessibility.	800	700	-	-	-
Digital Gateshead	Investment in the development of the Council's Digital Platform to improve the delivery of Digital services in Gateshead.	450	110	65	-	-
Gateshead Millennium Bridge Strategic Maintenance	Replacement of key components within the bridge in accordance with lifecycle requirements.	150	-	-	-	-
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.	2,600	2,750	2,500	1,350	1,750
Saltwell Cemetery Extension	Investment to extend the existing cemetery to provide additional burial space in Saltwell.	-	130	100	275	200
Strategic Maintenance	Planned improvement works to the Council's operational buildings.	1,250	750	750	750	750

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Technology Plan – Infrastructure	Ongoing replacement of desktop equipment, network infrastructure and the refresh of desktop software and multi-year licence arrangements.	2,785	1,400	3,500	1,300	1,450
Technology Plan - Transformation Programme	Investing in the increased use of mobile devices and the associated infrastructure to increase efficiency within the Council.	1,500	500	500	275	300
Total Core Service Delivery		9,775	6,580	7,815	4,350	4,850
Energy & Sustainability						
Energy Network Extension - Gateshead Leisure Centre	Extension of the Council's District Energy Network to serve the Leisure Centre and surrounding Council buildings.	-	2,160	-	-	-
Energy Network Extension - Trinity Square	Extensions of the Council's Energy Network to encourage potential regeneration, support existing businesses and reduce carbon emissions.	400	410	-	-	-
Gateshead Town Centre District Energy Network	Investment in the development of a district heating scheme to support the Council's objectives around regeneration, the environment, health and fuel poverty.	9,200	450	-	-	-
Smart Energy Efficiency Works	Ongoing energy improvement works to deliver revenue savings with each demonstrating up to a 5 year payback period.	200	250	250	250	250
Street Lighting Phase 3 LED Lanterns	Completes the existing £9m investment programme to replace street lighting in residential areas.	250	250	-	-	-
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.	600	2,320	1,380	-	-
Tower Block Energy Scheme	A proposed scheme seeking ERDF funding to install a district energy system to serve 6 tower blocks at Harlow Green and a ground source heating system at Bensham Court.	-	1,000	1,800	-	-
Waste Infrastructure	Ongoing externally funded investment in waste management infrastructure.	125	-	-	-	-
Total Energy & Sustainability		10,775	6,840	3,430	250	250

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Investment in Schools						
Additional Childcare Provision	Funding to develop additional capacity for childcare provision within the borough.	280	-	-	-	-
Ravensworth Terrace Primary	Construction of a new 2 form entry Primary School at Birtley to address capacity issues.	4,845	693	98	-	-
School Basic Need Investment	External funding awarded to address capacity issues within Gateshead Schools.	-	845	-	-	-
School Condition Investment	External funding awarded to address condition issues within the Council's Schools.	1,529	1,529	1,500	1,500	1,500
Total Investment in Schools		6,654	3,067	1,598	1,500	1,500
Regeneration and Economic Growth						
ADZ Investment – BBQ	Proposed investment in Office development within BBQ to encourage economic growth and generate additional business rate income for the Council.	5,500	8,100	1,500	-	-
ADZ Investment - Gateshead Quays	Investment within the Council's ADZ area to provide infrastructure to support the proposed mixed use development and generate additional business rate income for the Council.	650	5,150	5,200	-	-
Bensham & Saltwell Site Assembly (Housing JV)	This relates to the required costs to complete the land acquisition and necessary site preparations to deliver cleared sites for development as part of the Housing Joint Venture.	300	50	-	-	-
Brandling Site Assembly (Housing JV)	The completion of the final site assembly to facilitate future redevelopment by the Housing Joint Venture.	350	-	-	-	-
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.	85	385	200	20	-
Chase Park Restoration	Investment in the restoration of Chase Park as part of a £1m Heritage Lottery Funded project.	490	17	-	-	-

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Coatsworth Road Redevelopment	This relates to a Townscape Heritage Initiative scheme, now in progress, which will improve the public realm and restore architectural features along Coatsworth Road. The project is primarily externally funded by Heritage Lottery Funding.	580	590	-	-	-
Development Site Preparation Works	Works to facilitate future redevelopments within Gateshead	520	300	300	300	300
Empty Property Refurbishment	Investment in bringing long term privately owned empty properties back into use, utilising grant funding from the HCA.	145	145	-	-	-
Keelman Homes - Affordable Housing Development	A loan facility to support the development of affordable housing within Gateshead as part of the HCA 2015-18 Affordable Homes Programme.	500	1,750	-	-	-
Land of Oak and Iron	A £3m HLF Landscape Partnership to develop a range of natural, cultural and Heritage projects in the Derwent Valley.	195	-	-	-	-
Metrogreen	Development of Delivery Strategy and Action Plan for Metrogreen.	200	130	100	-	-
New Build Housing	Construction of a house for commercial sale as a pilot scheme to inform future development activity.	210	-	-	-	-
Public Realm Improvement	A rolling programme to improve street furniture such as public seating, fencing, signage, bins and recycling banks.	80	60	60	50	50
Urban Core - Creative Quarter	Undertaking technical studies to inform the future mixed use development of the area surrounding Gateshead Old Town Hall.	50	-	-	-	-
Urban Core - Exemplar Neighbourhood	Continuing the property acquisitions programme within High St South and undertaking technical studies to facilitate the future redevelopment.	350	-	-	-	-
Urban Core - Retail Quarter	Undertaking technical studies to inform the future mixed use development of the area surrounding the Council owned land at Jackson St and Bewick Way.	90	-	-	-	-
Crawcrook Quarry Restoration	Contribution towards the potential restoration of the disused quarry to create a local wildlife site, offsetting the potential loss of biodiversity arising from proposed development.	100	-	-	-	-

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Non Operational Portfolio - Strategic Investment Plan	Ongoing investment targeted specifically towards the Council's tenanted non-operational portfolio, seeking to enhance the performance of the existing portfolio and address urgent building condition and energy efficiency needs.	400	200	-	-	-
Total Regeneration and Economic Growth		10,795	16,877	7,360	370	350
TOTAL GENERAL FUND CAPITAL INVESTMENT		48,799	46,799	32,323	13,290	14,510
HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME						
Improvement Works						
Lift Replacement/Refurbishment	This scheme will carry out essential works to replace lifts within the Council's housing stock in accordance with their lifecycle requirements.	700	500	500	500	500
Replacement of Communal Electrics	This scheme will carry out essential works to upgrade communal electrics circuits and services in accordance with stock condition needs.	250	250	250	250	250
Boiler Plant Renewal	Planned replacement of communal boiler plant with modern efficient boilers.	200	200	200	300	300
External Wall Insulation Works to Non-Traditional Properties	A programme of investment in improving the fabric of the Council's housing stock to improve energy efficiency, including enveloping works and insulation measures.	455	210	-	400	-
T-fall Insulation	Targeted insulation works to reduce the risk of condensation.	150	150	120	-	-
Warden Call Renewal	The 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
Door Entry System Upgrades	Investment in upgrading door entry systems in low rise properties.	250	250	250	250	250
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
Total Improvement Works		3,755	3,310	3,070	3,450	3,050

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Exceptional Extensive Works						
Equality Act Works - Multi Storey Flats	Includes improvements to ensure the Councils Multi Storey Flats comply with the provisions in the Equality Act 2010.	250	250	250	250	250
Equality Act Works - Communal Lounges	Includes improvements to ensure the Councils 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
Tower Block Energy Efficiency Improvements	A proposed scheme seeking ERDF funding to install a district energy system to serve 6 tower blocks at Harlow Green along with window replacement as well as a ground source heating system at Bensham Court.	2,000	285	3,265	-	-
Regent Court	Investment to replace the existing façade at Regent Court.	1,500	1,500	1,500	-	-
Risers (Services)	Refurbishment and renewal of communal services such as risers, ventilation and water hygiene in tower blocks.	400	400	400	400	400
Total Exceptional Extensive Works		4,300	2,585	5,565	800	800
Catch Up Works and Major Future Works						
Decent Homes - Investment Programme	The project continues the planned improvement work to the Council's housing stock in accordance with the Decent Homes standard and prioritised in line with stock condition data.	6,500	6,500	6,750	7,000	7,500
Decent Homes – Backlog/Ad-hoc Works	Investment to address improvement works in the Council's housing stock to specific properties in accordance with the Decent Homes standard.	300	300	300	350	350
Back Boiler Renewal	The project funds the replacement of back boilers in a phased manner following the change in legislation.	1,000	1,000	1,000	1,000	500
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.	1,000	1,000	1,000	1,000	1,000
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

CAPITAL INVESTMENT	BRIEF DESCRIPTION	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Window Replacement	This project continues the window replacement programme to replace existing single glazed windows with double glazing	750	750	750	750	750
Total Catch Up Works and Major Future Works		11,550	11,550	11,800	12,100	12,100
Contingent Major Works						
One-off Heating Replacement	The project funds the replacement of failed and obsolete boilers, upgrading them with more efficient solutions to help address fuel poverty issues	450	475	475	500	600
Timber Replacements	Planned timber renewals/replacement identified through the prior to painting programme.	100	100	100	100	100
Total Contingent Major Works		550	575	575	600	700
Estate Works						
Estate Regeneration	Completion of the decommissioning, demolition and site preparation works as part of the regeneration of Bleach Green, Chandless, Clasper and Dunston	2,115	-	-	-	-
Total Estate Works		2,115	-	-	-	-
TOTAL HOUSING REVENUE ACCOUNT CAPITAL INVESTMENT		22,270	18,020	21,010	16,950	16,650
TOTAL PLANNED COUNCIL CAPITAL INVESTMENT		71,069	64,819	53,333	30,240	31,160

Appendix 3 – Capital Programme Financing 2016/17 TO 2020/21

CAPITAL RESOURCE	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000
Confirmed Capital Grants					
Department for Transport	4,970	4,420	3,550	3,550	3,550
Disabled Facilities Grant Funding (Better Care Fund)	1,480	-	-	-	-
Heritage Lottery Funding	1,085	472	-	-	-
School Capital Maintenance	1,529	1,529	-	-	-
Other Capital Grants/Contributions	290	145	-	-	-
Total Confirmed Capital Grants	9,354	6,566	3,550	3,550	3,550
Anticipated Capital Grants					
Department for Transport	50	500	75	35	660
Disabled Facilities Grant Funding (Better Care Fund)	-	1,000	1,000	1,000	1,000
ERDF	2,250	1,860	-	-	-
North East Combined Authority	-	2,320	2,670	-	-
School Basic Need	312	1,538	98	-	-
School Capital Maintenance	-	-	1,500	1,500	1,500
Other Capital Grants/Contributions	280	-	-	-	-
Total Anticipated Capital Grants	2,892	7,218	5,343	2,535	3,160
General Fund Prudential Borrowing	32,723	32,015	18,430	7,205	6,300
Total Prudential Borrowing	32,723	32,015	18,430	7,205	6,300
Capital Receipts	3,830	1,000	5,000	-	1,500
Total Capital Receipts	3,830	1,000	5,000	-	1,500
Major Repairs Reserve (Housing Revenue Account)	22,270	18,020	21,010	16,950	16,650
Total HRA Resources	22,270	18,020	21,010	16,950	16,650
TOTAL CAPITAL FINANCING	71,069	64,819	53,333	30,240	31,160

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. 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.

2016/17 Investment

4. At this stage it is envisaged that this additional flexibility may be useful to support the Council's investment in delivering the Digital Gateshead Strategy which is seeking to:
 - Transform how, where and when services are delivered;
 - Change the way that our councillors and employees work; and
 - Facilitate new ways of working with partners.
5. In addition to the proposed investment in the Digital Gateshead capital project, initially geared towards the implementation of a new digital platform, there are estimated to be revenue costs associated with redesigning business processes as part of the delivery of the scheme which include staff resources, marketing and content development.
6. The detailed business case and specific investment plans are currently being developed following an initial review of existing processes and this will confirm the potential future revenue savings (estimated to be in the region of £1m within the 2016-2018 budget options) as well as the initial resource requirement. The aim is to develop Digital services as the preferred way to request information and services, with a target of 80% of transactions being carried out online via a digital service by 2020, which can be up to 50 times cheaper than existing arrangements.

7. The investment plans and use of the additional flexibility will be confirmed 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.
8. 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 availability of receipts for this purpose with the assumptions that have already made around their application to support existing capital investment within the Medium Term Financial Strategy to ensure the capital investment plans remain affordable and that the benefit arising from the available resources is maximised for the Council.
9. The Council's Change Programme may also identify further investment proposals to help deliver transformational projects and this may result in additional investment to save opportunities being considered throughout the year, 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 2016/17

REPORT OF: Darren Collins, Strategic Director, Corporate Resources

Purpose of the Report

1. A review of fees and charges is an integral part of the annual budget process. The purpose of this report is to set the level of fees and charges for the Council for 2016/17.

Background

2. The Council currently raise in the region of £17.8m per annum from fees and charges of which around £3.3m relate to statutory charges and £14.5m relate to non-statutory charges.
3. The largest areas of non-statutory charges relate to Adult Services, Car Parking, Waste Services and Grounds Maintenance and Leisure which account for over £12m of the total charges, with Leisure being the largest amount of income generated. The largest areas of statutory charges relate to Cemeteries and Crematoria, Planning and Car Parking.
4. It is normal practice for the Council to review fees and charges annually and propose 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 2015 inflation rate of 0.8%.
5. In the Councils' 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
 - To 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

6. A summary of the proposed changes to Fees and Charges for Gateshead Council in 2016/17 is presented in Appendix 1 and the full listing is presented in Appendix 2.
7. Additional income generated as a result of the proposed changes to Fees and Charges have been included in the budget options for 2016/17 and this is estimated at £608,000.

Recommendations

8. Cabinet is requested to recommend that Council agree the following:
- (i) the Fees and Charges as set out for 2016/17 in Appendix 2; and also
 - (ii) authorise the Strategic Director, Corporate Resources to make any necessary adjustments to correct any errors in the schedule of Fees and Charges.

For the following reason:

- To ensure that Fees and Charges are set in accordance with Council priorities, which will support the delivery of the Council's budget and Council Plan outcomes.

Policy Context

1. The proposals in this report are consistent with the Council's vision and medium term objectives as set out in Vision 2030 and the Council Plan, in particular 'Ensuring a Sustainable Gateshead' by ensuring best use of resources to deliver value for money services and long-term financial sustainability.
2. In the Councils' 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
 - To 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 to support the delivery

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 2016/17.
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 2015 inflation rate of 0.8%, or have had a nominal increase applied in order to take account of rounding's.
6. Proposals have been made to increase 11% of charges by the September RPI inflation rate of 0.8% or by a nominal amount of less than £1.00 to take account of rounding's.
7. It is proposed that 20% of charges will increase 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.
8. 9% of charges are proposed to reduce which is mainly as a result of carrying out detailed reviews of service provision and market testing with a view to retaining market share or attracting more customers. 60% of charges remain unchanged.

Changes to Fees and Charges

9. The main changes to proposed fees and charges are listed below and the full listing of all fees and charges for 2016/17 is attached at Appendix 2:

Adult Social Services

10. A new charge is proposed for Special Olympics and Other Supported Day Services of £9.50 per hour. This is a service already offered to eligible residents as part of care packages, however this charge is for non-residents, or those residents who are not eligible for adult social care services, as neighbouring Councils do not offer this service.

Children's Services

11. A number of new charges are proposed for Childminder training courses at a charge of between £70.00 and £300.00.

Building Control

12. These charges are set in agreement with other Tyne and Wear Authorities and no proposals have been made to change any of these charges.

Car Parking

13. Annual permit charges have increased by between 0% and 9.4%. Off-street parking charges are proposed to increase at some car parks with the highest increases being at Civic Centre (all tariffs increased by 25%), South Shore Road and Mill Road (one hour tariffs increased by 20%) and Charles Street (all tariffs increased by 20%). On-street parking charges for Church Street are proposed to increase by 50%, with the rest remaining unchanged.
14. The statutory parking charges (penalty charges) remain unchanged. There are no proposed increases on staff permits following a 20-30% increase in 2015/16. There are no increases to residents' permits, resident zone business permits or blue badges.
15. A new charge is proposed for an Annual permit for Pipewellgate car park at £640.00. Some new charges for Seasonal Permits for specified days are also proposed at several off-street car parks, and a new charge for Bus Lane Enforcement is proposed of £70.00.
16. The proposed changes to fees and charges within Car Parking are estimated to generate an additional £66,000 in income from off-street and £17,000 from seasonal permits. This income is included within the budget options.

Cemeteries and Crematoria

17. Most burial and cremation fees have been increased above inflation by circa 5%. However, the Council's fees remain cheaper than neighbouring authorities.

18. Increases in charges for gravestones, tablets and monumental inscriptions, memorial plaques and some miscellaneous charges such as replacement memorial stones and kerbstones are proposed at 0%-6.5%, which equates to monetary increases of between £0 and £40.00. Entries in the book of remembrance are proposed to increase by between £2.00 and £6.00.
19. New charges are proposed for interments for exclusive rights for the period of 60-90 years at between £451.00 and £1,161.00, and additional crematorium time at £60.00 for 20 additional minutes.
20. The increase in fees is anticipated to generate a £100,000 saving that has been included in the budget options.

Development and Public Protection

21. The hourly rates for an Inspector and Support Staff for Trading Standards are proposed to increase by between 19.7%-26.4%, and Land contamination queries are proposed to increase from £188.03 to £250.00 in order to recover costs.
22. All statutory Trading Standards fees remain the same. New charges are proposed for the Registered Trader Scheme of £150 for initial registration and £100 per annum thereafter. A new charge of £25.00 is also proposed for the sale of the Core Strategy & Urban Plan in line with Newcastle City Council's charge.

Highways and Transport

23. Charges for Road Opening Notices and Permission to maintain apparatus in the public highways are proposed to increase by between £30.00 and £60.00. Local Transport Plan charges are proposed to increase by £5.00. Above inflationary increases of between £20.00 and £150.00 are also proposed to Bridge Banner charges, as the current fees do not reflect the actual cost of the works involved.
24. Statutory Highways charges in relation to National Road & Street Works Act (NRASWA) inspections remain the same. However two new charges are proposed: NRASWA Penalty charge of £120 and NRASWA S74 charge for overruns. These charges are mainly to utility companies. Additional income from NRASWA inspections is anticipated to be £13,000 with an additional £17,000 from the introduction of the fixed penalty notice income. This income has been included within the budget options.

Hire of Facilities

25. The following changes to room hire have been proposed:
 - an uplift of between 1.9% and 5.3% for multipurpose buildings and the Elgin Centre;
 - an uplift of 5% for rooms at the Civic Centre;
 - an uplift of circa 3% for charges at Dryden with the exception of hiring the Conference Hall to theatre groups on weekdays which has been reduced by 14.7% to £145.00 per 3 hour session, and hiring of rooms for up to 10 people to commercial organisations at weekends have been increased by between 15% and 22.7%.

26. The uplift in prices is estimated to provide an additional £5,000 per annum and will contribute towards delivery of the budget options.

Licensing

27. There is a mixture of statutory and non-statutory charges within Licensing and there are no proposed increases to statutory charges, although most non-statutory charges will either remain the same or be subject to an increase of circa 1%, although acupuncture/tattooing fees are proposed to double to reflect the actual administration and enforcement involved.
28. Some new charges have also been proposed, for example the provision of food safety and licensing advice at £75.00 per hour and Hackney carriage and private hire expedited processing fees which is subject to a separate report to Cabinet.
29. Income generated from new fees is within a budget proposal in Development and Public Protection and is estimated at £5,000.

Sport and Leisure

30. The service is working to increase income to bridge the ongoing shortfall and is implementing a number of measures including a review of fees and charges.
31. On 15 December 2015 Cabinet approved changes to: concessions, increasing the adult age ceiling from 60+ to 65+; GO membership, increasing charges for students and 65+ and joint membership; removing the distinction between residents and non-residents for Active cards (except Juniors); and agreeing increased casual swimming charges.
32. In reviewing increases, the charges of neighbouring authorities and of competitors have been considered, together with advice from leisure consultants. Many charges remain the same however the changes have resulted in higher than average increases on some charges of between 8% and 30% for 65+, students and Active Access Adults.
33. GO memberships are presently based on 12 month contracts, where members can access gym, swim and fitness classes. In order to increase income, the service is proposing a non-contract membership of £35.00 per month where members pay on a monthly basis (students and juniors presently do this) and also a membership swim only at Birtley Leisure Centre of £20.00 for adults and £15.00 for other concessions and a gym only membership at Gateshead International Stadium of £19.00 for adults and £15.00 for other concessions.
34. A new charge has been introduced for Family swims.
35. Cabinet in December 2015 authorised the Strategic Director, Communities and Environmental (in consultation with Strategic Director, Corporate Resources, Strategic Director, Corporate Services and Governance) to implement flexible pricing arrangements to increase income.

Libraries

36. The majority of charges remain unchanged although there are slight reductions in some reservation fees.

Waste Services and Grounds Maintenance

37. Charges for the delivery of replacement and new property bins are proposed to increase to more closely reflect full cost recovery: the charge for blue bins will increase from £11.00 to £25.00, and refuse wheeled bins from £23.00 to £35.00. Income from the increase is anticipated to generate £38,000.
38. Green waste charges for 2015/16 were approved at Cabinet in October 2015: residents signing up before 31 January 2016 pay £25 and £27 thereafter. Additional income of circa £140,000 is anticipated from the fee increase.
39. Increases for Bulky Household Special Collections are proposed which will generate additional income of £7,000.

Planning

40. The majority of these fees are statutory and have not changed however increases of between 9.6% and 10.3% are proposed for the carrying out of any operations connected with exploratory drilling for oil or natural gas in order to reflect actual cost.

Recreation

41. Charges for Seasonal Bowls Permit and hire of Football Pitches will remain the same but will be subject to a separate report to Cabinet later in the year as alternative management models are developed and further consultation with service users undertaken.
42. Cabinet approved a report on 9 February 2016 requesting an increase in allotment rents of between £14.00 and £25.50 per plot as the Council subsidises allotment provision to the value of £25,000.
43. Lettings for Fairgrounds and Open Spaces are proposed to increase by 10.4%-17.6% in order to recover the costs.

Business Centres

44. Charges for some meeting rooms are proposed to increase by between 0% and 19% with the maximum increase being £11.00 for a 12 person meeting room at Baltimore House. These increases will bring all of the fees and charges at each Business Centre in to line with each other.

Corporate Services

45. The maximum charges for Funeral and Protection of Property are proposed to increase from £500 to £1,000 in order to cover increased costs of administration. Also the maximum charges for Appointeeship cases are proposed to increase from £350 to £500 following a benchmarking exercise against the private sector. These charges will also be based upon a client's ability to pay.

46. New charges are proposed for administering deferred payments and for arranging care packages for self-funders. Cost recovery only is permitted by the Care Act and the estimated set up cost are between £250.00 and £350.00. A report is due to go to Cabinet on the Deferred Payments Policy on 17 March 2016.

Registrars

47. The priority guaranteed next day delivery application fee is proposed to increase from £21.00 to £25.00, and the Premises fees for Ravensworth are proposed to increase by between 2.4% and 7.1% which equates to monetary increases of between £4.00 and £10.00.
48. The registration of premises for marriage and civil partnerships was reduced from £2,000 to £1,750, however this reduction is offset by introduction of new charge for 3 year renewal of registration of premises for Marriage and Civil Partnership at £1,500.00.
49. These increases support a budget proposal and will generate £12,000.

Property and Land

50. A full review has been carried out on Property and Land charges as a result of a recent change in VAT treatment from outside of the scope to standard rate. This has resulted in some nominal increases and some significant reductions in charges in order to better reflect the actual cost of service, to continue to retain current business and to increase competitiveness.

Consultation

51. The Budget Consultation 2016-18, which closed on 30 December 2015, 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

52. There are no alternative options proposed.

Implications of Recommended Option

53. 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 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 2016/17 is estimated at £608,000

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.

54. **Risk Management Implications** - The risks associated with the impact on demand for services have been assessed when considering increases in fees and charges.
55. **Equality and Diversity Implications** - These are reflected in the proposed fees and charges, which also consider where appropriate the individual's ability to pay. Comprehensive Impact Assessments (CIA) have been completed and used to evaluate and take action, if necessary, to mitigate the effects of any equality and diversity implications.
56. **Crime and Disorder Implications** – There are no immediate crime and disorder implications arising from this report.
57. **Sustainability Implications** – There are no immediate sustainability implications arising from this report.
58. **Health Implications** - There are no immediate health implications arising from this report.
59. **Human Rights Implications** - There are no immediate Human Rights implications arising from this report.
60. **Area and Ward Implications** – The recommendations apply to all Areas and Wards.

Background Information

61. Cabinet Report Budget Consultation 2016/17.

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ADULT SOCIAL SERVICES	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Residential Accommodation for Older People			
Minimum (per week)	O/S	£92.00	£92.75
Maximum - Gateshead residents (per week)	O/S	£806.70	£813.15
Charge to external organisations (including rehab costs)			
Residential Accommodation (per week)	O/S	£1,000.10	£1,008.10
Promoting Independence Centres (per week)	O/S	£1,168.00	£1,177.35
Short Term Residential Accommodation for all Adults			
All Establishments (per week)	O/S	£109.10	£110.00
Transport to Day Centre (per journey)	O/S	£1.50	£1.50
Home Care Service* (per hour)	O/S	£11.90	£13.01
Extra Care (H21) (per hour)	O/S	£10.62	£10.62
Day Services* (per day)	O/S	£14.00	£14.00
Day Services* (per half day)	O/S	£7.00	£7.00
* 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.			
Day Care Attendance -Other Local Authorities (per day) (inclusive of transport)	O/S	£99.50	£100.00
Provision of Meals			
Day Centres (per meal)	O/S	£3.40	£3.45
Telephones for Chronically Sick and Disabled Persons	O/S	50% of rental	50% of rental
Care Alarms			
Lifelines / Dispersed Alarms (per week)	S*	£4.30	£4.35
Tenants and private residents who received this service following a social care assessment may be exempt from this charge following a financial assessment.			
Special Olympics and other Supported Day Services (per hour)	O/S	£0.00	£9.15
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	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Replacement of lost Bus Passes (Age 11-16 only)	O/S	£5.83	£6.00
Soft Play			
Admission (per child)	O/S	£0.50	£0.55
Party Bookings (Room Hire) (plus a returnable £10.00 deposit)	E	£10.50	£10.60
Equipment Hire			
Electric Breast Pump (with a returnable £5.00 deposit)	S	£25.00	£25.00
TENS machine (with a returnable £5.00 deposit)	S	£10.85	£11.00
Equipment Purchase			
Manual Breast Pump	S	£16.27	£16.50
Toy Library - Chowdene Childrens Centre			
Parent Membership			
6 months	S	£4.80	£4.85
1 year	S	£8.50	£10.00
Small organisation membership - 1 year	S	£10.60	£11.00
Large organisation membership - 1 year	S	£52.80	£53.50
Toy loans - per item dependent upon item and will range between	S	£0.25 - £5.50	£0.25 - £5.50
Active Kidz			
Per day	O/S	£14.55	£14.55
Per week (Mon-Fri)	O/S	£72.75	£72.75
Elgin Centre			
Sensory Room (per hour)	O/S	£7.00	£7.10
Community Play Provision (per session)	O/S	£1.00	£1.05
Early Years Childcare Service			
Childminders Pre-registration Course	S	N/A	£125.00
Paediatric First Aid Training	S	N/A	£70.00
Child Protection Training	S	N/A	£300.00
Children's Centres			
Celebration Activities (per session)	O/S	N/A	£1.00

BUILDING CONTROL	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Standard Charges for New Build Houses			
1 Dwelling			
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
2 Dwellings			
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
3 Dwellings			
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
4 Dwellings			
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
5 Dwellings			
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
6 Dwellings			
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
7 Dwellings			
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
8 Dwellings			
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
9 Dwellings			
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
10 Dwellings			
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
11 Dwellings			
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
12 Dwellings			
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
13 Dwellings			
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
14 Dwellings			
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
15 Dwellings			
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
16 Dwellings			
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
17 Dwellings			
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

BUILDING CONTROL	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
18 Dwellings			
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
19 Dwellings			
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
20 Dwellings			
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
For applications with number of dwellings in excess of 20 – please contact the Building Control team to discuss the relevant charge. Email D&E Building Control			
An additional charge becomes payable when electrical work is not 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.			
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.			
Domestic Extensions to a Single Building			
Single storey extension floor area not exceeding 10m²			
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
Single storey extension floor exceeding 10m² but not exceeding 40 m²			
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
Single storey extension floor exceeding 40m² but not exceeding 100m²			
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
Two storey extension not exceeding 40 m²			
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
Two storey extension to a dwelling house exceeding 40 m² but not exceeding 200m²			
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
Loft conversion			
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
Erection or extension of a non exempt attached or detached single storey domestic garage or carport up to 100m²			
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
Conversion of a garage to a dwelling to a habitable room(s)			
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
Alterations to extend or create a basement up to 100m²			
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 2011 applies. It is additional to the inspection charge, building notice charge or regularisation charge			

BUILDING CONTROL	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Domestic Alterations to a Single Building			
Underpinning			
<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
Renovation of a thermal element to a single dwelling			
<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
Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of the extension no additional charge)			
<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
Window replacement (non competent persons scheme)			
<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>			
Electrical work (carried out by installer not registered to an approved self-certifying Competent Persons Scheme).			
<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.			
Other, Non-Domestic Work - Extensions and New Build			
Floor area not exceeding 10m²			
Other Residential (Institution and Other)			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£342.13	£342.13
Regularisation charge	O/S	£714.90	£714.90
Assembly and Recreational use			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£388.09	£388.09
Regularisation charge	O/S	£772.35	£772.35
Industrial and Storage usage			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£360.51	£360.51
Regularisation charge	O/S	£737.87	£737.87

BUILDING CONTROL	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
All Other use Classes			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£377.87	£377.87
Regularisation charge	O/S	£759.57	£759.57
Floor area exceeding 10m² but not exceeding 40m²			
Other Residential (Institution and Other)			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£520.85	£520.85
Regularisation charge	O/S	£938.30	£938.30
Assembly and Recreational use			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£618.89	£618.89
Regularisation charge	O/S	£1,060.86	£1,060.86
Industrial and Storage usage			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£503.49	£503.49
Regularisation charge	O/S	£916.60	£916.60
All Other use Classes			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£770.04	£770.04
Regularisation charge	O/S	£1,249.80	£1,249.80
Floor area exceeding 40m² but not exceeding 100m²			
Other Residential (Institution and Other)			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£788.43	£788.43
Regularisation charge	O/S	£1,272.77	£1,272.77
Assembly and Recreational use			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£975.32	£975.32
Regularisation charge	O/S	£1,506.39	£1,506.39
Industrial and Storage usage			
Plan Charge	S	£229.79	£229.79
Inspection Charge	S	£662.81	£662.81
Regularisation charge	O/S	£1,115.75	£1,115.75
All Other use Classes			
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.			
All Non-Domestic Buildings, Domestic Alterations and Extensions			
Estimated Cost of Work £0-£5,000			
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
Estimated Cost of Work £5,001-£6,000			
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
Estimated Cost of Work £6,001-£7,000			
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
Estimated Cost of Work £7,001-£8,000			
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
Estimated Cost of Work £8,001-£9,000			
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
Estimated Cost of Work £9,001-£10,000			
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
Estimated Cost of Work £10,001-£11,000			
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
Estimated Cost of Work £11,001-£12,000			
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

BUILDING CONTROL	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Estimated Cost of Work £12,001-£13,000			
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
Estimated Cost of Work £13,001-£14,000			
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
Estimated Cost of Work £14,001-£15,000			
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
Estimated Cost of Work £15,001-£16,000			
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
Estimated Cost of Work £16,001-£17,000			
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
Estimated Cost of Work £17,001-£18,000			
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
Estimated Cost of Work £18,001-£19,000			
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
Estimated Cost of Work £19,001-£20,000			
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
Estimated Cost of Work £20,001-£100,000			
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
Demolition Charge	O/S	£200.00	£200.00
Window Replacement up to 20 windows			
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.			
Skips *			
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.			
General			
Copies of Approvals and Certificates	O/S	£24.67	£24.67
Scaffold and hoardings			
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	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
CAR PARKS - OFF STREET			
Off-Street Penalty Charge (Statutory Charge)*			
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			
Back Regent Terrace / Back Walker Terrace Car Park			
(Monday - Sunday 8.00am - 6.00pm 3hr max stay)			
Up to 1 hour	S	£1.00	£1.00
Up to 2 hours	S	£1.80	£2.00
Up to 3 hours	S	£2.60	£3.00
Seasonal Permit (Monday - Friday)	S	£745.00	£815.00
Seasonal Permit (All days)	S	£965.00	£1,050.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	N/A	£163.00
Charles Street Car Park			
(Monday - Sunday 8.00am - 6.00pm 3hr max stay)			
Up to 1 hour	S	£1.00	£1.20
Up to 2 hours	S	£2.00	£2.40
Up to 3 hours	S	£3.00	£3.60
Church Street Car Park			
(Monday - Sunday 8.00am - 9.00pm)			
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
Over 3 hours/All Day	S	£5.20	£5.20
Seasonal Permit (Monday - Friday)	S	£905.00	£905.00
Seasonal Permit (All days)	S	£1,305.00	£1,305.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	N/A	£181.00
Civic Centre Car Park A			
(Monday - Friday 9.00am - 5.00pm max stay 4hrs)			
First 20 minutes	S	Free	Free
Up to 1 hour	S	£0.80	£1.00
Up to 2 hours	S	£1.60	£2.00
Up to 3 hours	S	£2.40	£3.00
Up to 4 hours	S	£3.20	£4.00
Saturday & Sunday fixed daily charge	S	£1.00	£1.00
Annual staff permit	S	£400.00	£400.00
Coach Park			
(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
Computer House Car Park			
Annual staff permit			
	S	£240.00	£240.00
Cross Keys Lane Car Park			
(Monday - Saturday 9.00am - 5.30pm)			
All Day	S	£1.20	£1.50
Seasonal Permits (All days)	S	£100.00	£100.00
Felling Metro Car Park			
(Monday - Saturday 7.00am - 8.00pm)			
Up to 2 hours	S	£2.00	£2.00
All day	S	£2.60	£3.00
Sunday (Fixed daily charge)	S	£1.20	£1.20
Garden Street Car Park (Oakwellgate)			
(Monday - Sunday 8.00am - 9.00pm)			
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
Over 3 hours/All Day	S	£5.20	£5.20
Seasonal Permit (Monday - Friday)	S	£905.00	£905.00
Seasonal Permit (All days)	S	£1,305.00	£1,305.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	N/A	£181.00
Gateshead Leisure Centre Car Park			
Annual staff permit			
	S	£240.00	£240.00
Heworth North Car Park (Metro station)			
(Monday - Saturday 7.00am - 8.00pm)			
All Day	S	£2.10	£2.20
Sunday (Fixed daily charge)	S	£1.20	£1.20
Seasonal Permit (Monday - Friday)	S	£370.00	£390.00
Seasonal Permit (All days)	S	£505.00	£525.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	N/A	£78.00

CAR PARKING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Heworth South Car Park (Metro station) (Monday - Saturday 7.00am - 8.00pm 4hr max stay)			
Up to 2 hours	S	£2.00	£2.00
Up to 4 hours	S	£2.80	£3.00
Sunday (Fixed daily charge)	S	£1.20	£1.20
Hilda House Car Park Annual staff permit	S	£240.00	£240.00
Lowrey's Lane Car Park (Monday - Saturday 9.00am - 5.30pm)			
First 20 minutes	S	Free	Free
Per hour	S	£0.30	£0.30
All day	S	N/A	£1.50
Mill Road Car Park (Monday - Sunday 8.00am - 11.00pm)			
Up to 1 hour	S	£1.50	£1.80
Up to 2 hours	S	£3.00	£3.30
Up to 3 hours	S	£4.50	£4.80
All Day	S	£6.00	£6.30
Seasonal Permit (Monday - Friday)	S	£1,060.00	£1,115.00
Seasonal Permit (All days)	S	£1,535.00	£1,610.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	N/A	£223.00
Pipewellgate Car Park (Monday - Sunday 8.00am - 6.00pm)			
Up to 2 hours	S	£2.00	£1.00
All Day	S	£4.00	£2.50
Seasonal Permit (All days)	S	N/A	£640.00
Regent Court Car Park (Monday - Sunday 8.00am - 6.00pm)			
Up to 2 hours	S	£1.80	£1.90
Up to 3 hours	S	£2.60	£2.80
Up to 4 hours	S	£3.40	£3.70
All day	S	£4.20	£4.60
Sunday (Fixed daily charge)	S	£1.20	£1.20
Seasonal Permit (Monday - Friday)	S	£745.00	£815.00
Seasonal Permit (All days)	S	£965.00	£1,050.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	N/A	£163.00
South Shore Road Car Park (Monday - Sunday 8.00am - 9.00pm)			
Up to 1 hour	S	£1.50	£1.80
Up to 2 hours	S	£3.00	£3.30
Up to 3 hours	S	£4.50	£4.80
All Day	S	£6.00	£6.30
Seasonal Permit (Monday - Friday)	S	£1,060.00	£1,115.00
Seasonal Permit (All days)	S	£1,535.00	£1,610.00
Seasonal Permit (specified days) (1/5th of the "Monday-Friday" rate, per day)	S	N/A	£223.00
Sunderland Road (Tynegate) Car Park (Monday - Sunday 8.00am - 6.00pm)			
Up to 2 hours	S	£1.20	£1.20
All day	S	£2.00	£2.00
Annual Staff Permit	S	£240.00	£240.00
Swinburne Street Car Park (Monday - Sunday 8.00am - 6.00pm)			
Up to 1 hour	S	£1.00	£1.00
Up to 2 hours	S	£1.80	£1.90
Up to 3 hours	S	£2.60	£2.80
Up to 4 hours	S	£3.40	£3.70
All Day	S	£4.20	£4.60
Sunday (Fixed daily charge)	S	£1.20	£1.20
Annual Staff Permit	S	£300.00	£300.00
Town Hall Car Park (Monday - Sunday 8.00am - 6.00pm)			
Up to 1 hour	S	£1.00	£1.00
Up to 2 hours	S	£1.80	£1.90
Up to 3 hours	S	£2.60	£2.80
Up to 4 hours	S	£3.40	£3.70
All day	S	£4.20	£4.60
Sunday (Fixed daily charge)	S	£1.20	£1.20
Annual Staff Permit	S	£300.00	£300.00
Whickham Shopping Centre (East) Car Park (short stay) (Monday - Saturday 9.00am - 5.30pm 4hr max stay)			
Per hour	S	£0.30	£0.30

CAR PARKING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Whickham Shopping Centre (West) Car Park (long stay) (Monday - Saturday 9.00am - 5.30pm)			
Per hour	S	£0.30	£0.30
All Day	S	£1.20	£1.50
Seasonal Permit (All days)	S	£100.00	£100.00
Windmill Hills Car Park Annual Staff Permit	S	£240.00	£240.00
ON STREET PARKING			
On Street Penalty Charge (Statutory Charge) *			
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			
Church Street, Gateshead (All days 8.00am - 6.00pm 3hr max stay)			
Up to 1 hour	O/S	£1.00	£1.50
Up to 2 hours	O/S	£2.00	£3.00
Up to 3 hours	O/S	£3.00	£4.50
Ely Street, Gateshead (Monday - Friday 9.00am - 6.00pm 2hr max stay)			
Up to 20 mins	O/S	£0.20	£0.20
Up to 40 mins	O/S	£0.40	£0.40
Up to 1 hour	O/S	£0.60	£0.60
Up to 1 hr 20 mins	O/S	£0.80	£0.80
Up to 1 hr 40 mins	O/S	£1.00	£1.00
Up to 2 hours	O/S	£1.20	£1.20
Half Moon Lane/Hudson Street/Wellington St, Gateshead (Monday - Friday 9.00am - 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
High Street, Gateshead (All days 8.00am - 6.00pm 2hr max stay)			
Up to 20 mins	O/S	£0.50	£0.50
Up to 40 mins	O/S	£1.00	£1.00
Up to 1 hour	O/S	£1.50	£1.50
Up to 1 hr 20 mins	O/S	£2.00	£2.00
Up to 1 hr 40 mins	O/S	£2.50	£2.50
Up to 2 hours	O/S	£3.00	£3.00
Hopper Street, Gateshead (Monday - Saturday 8.00am - 6.00pm 2hr max stay)			
Up to 1 hour	O/S	£0.80	£0.80
Up to 2 hours	O/S	£1.60	£1.60
Mulgrave Terrace, Gateshead (Monday - Saturday 8.00am - 6.00pm)			
Per hour	O/S	£0.40	£0.40
Peterborough Close, Gateshead (Monday - Saturday 9.00am - 6.00pm)			
Per Hour	O/S	£0.40	£0.40
Queen Elizabeth Avenue (Monday - Friday 9.00am - 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
Swinburne Street/Swinburne Place, Gateshead (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
Bensham Rd (Walker Terrace), Gateshead (All days 8.00am - 6.00pm 2hr max stay)			
Up to 20 mins	O/S	£0.50	£0.50
Up to 40 mins	O/S	£1.00	£1.00
Up to 1 hour	O/S	£1.50	£1.50
Up to 1 hr 20 mins	O/S	£2.00	£2.00
Up to 1 hr 40 mins	O/S	£2.50	£2.50
Up to 2 hours	O/S	£3.00	£3.00
Warwick Street, Gateshead (Monday - Saturday 8.00am - 6.00pm 2hr max stay)			
Up to 1 hour	O/S	£0.80	£0.80
Up to 2 hours	O/S	£1.60	£1.60

CAR PARKING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Worcester Green access road, Gateshead			
(Monday - Friday 9.00am - 6.00pm 2hr max stay)			
Up to 20 mins	O/S	£0.20	£0.20
Up to 40 mins	O/S	£0.40	£0.40
Up to 1 hour	O/S	£0.60	£0.60
Up to 1 hr 20 mins	O/S	£0.80	£0.80
Up to 1 hr 40 mins	O/S	£1.00	£1.00
Up to 2 hours	O/S	£1.20	£1.20
BUS LANE ENFORCEMENT (subject to Council and Secretary of State approval)			
Penalty Charge Notices under S144 Transport Act 2000 for being in a bus lane	O/S	N/A	£70.00 (discounted by 50% if paid within a statutory period)
Resident Zone Annual Permit - Residents (per permit)			
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
Resident Zone Annual Permit - Residents' Visitor			
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
Resident Zone Annual Permit - Businesses (charge per permit)	O/S	£100.00	£100.00
Blue Badge (Statutory Charge)	O/S	£10.00	£10.00
Replacement permit charge	O/S	£20.00	£20.00
Change of vehicle charge	O/S	£10.00	£10.00
Health Professionals' permit	O/S	£50.00	£50.00
Parking Dispensation Notice (charge per bay per day)	O/S	£20.00	£22.50
Suspension Notice (Parking Bays) (charge per bay per day)	O/S	£20.00	£22.50

CEMETERIES AND CREMATORIA	VAT	2015-16 CHARGE	2016-17 CHARGE
Interments			
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	£757.00	£795.00
Additional cost of a grave taken out of rotation	O/S	£64.00	£67.00
For the interment of cremated remains in any grave	O/S	£215.00	£226.00
Interment fee Mon - Fri 2pm - 4pm	O/S	£942.00	£989.00
Interment weekend up to 3pm	O/S	£1,514.00	£1,590.00
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	£48.00	£50.00
Exclusive Rights of Burial (Full) in Earthen or Walled Graves or Vaults. 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 cannot exceed 100 years. Fee for the following duration:			
For period of 50 years	O/S	£614.00	£645.00
For period of 60 years	O/S	N/A	£774.00
For period of 70 years	O/S	N/A	£903.00
For period of 80 years	O/S	N/A	£1,032.00
For period of 90 years	O/S	N/A	£1,161.00
Exclusive Rights of Burial (Cremated Remains) in Earthen or Walled Graves or Vaults. For the exclusive right of burial in a grave space taken in rotation in any part of the burial ground for cremated remains. NOTE - All new graves must be purchased. Total term cannot exceed 100 years. Fee for the following duration:			
For period of 50 years	O/S	£358.00	£376.00
For period of 60 years	O/S	N/A	£451.00
For period of 70 years	O/S	N/A	£526.00
For period of 80 years	O/S	N/A	£601.00
For period of 90 years	O/S	N/A	£676.00
Exclusive rights of burial of a child (not compulsory with burial) for the following duration (total term cannot exceed 100 years):			
For period of 50 years	O/S	£358.00	£376.00
For period of 60 years	O/S	N/A	£451.00
For period of 70 years	O/S	N/A	£526.00
For period of 80 years	O/S	N/A	£601.00
For period of 90 years	O/S	N/A	£676.00
NOTE - All new graves must be purchased			
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 100 years).			
Note - Charges for all non-residents are double those fees listed above			
Gravestones, Tablets and Monumental Inscriptions			
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	£256.00	£269.00
NB All stones over 915mm in height or width will be priced on application	O/S	POA	POA
Additional inscription on a headstone	O/S	£52.00	£55.00
Half kerbstones - lawned section width of stone 600mm in front (full burials only)	O/S	£164.00	£172.00
Kerbstones or border stones enclosing a space not exceeding the measurements specified in the Regulations.	O/S	£328.00	£344.00
Horizontal Plaque to be placed between kerb stones not exceeding 750mm x 750mm.	O/S	£62.00	£65.00
Note - The fees indicated include the right to make inscriptions, for the first interment only. No kerbs or border stones are allowed on any lawn section. The fees, payments and sums indicated apply where the person to be interred, or in respect of whom the right is granted is, or immediately before his death was, an inhabitant of the Borough of Gateshead or a parishioner of any parishes comprised therein, or, in the case of a stillborn child, where the parents (or one of them) are, at the time of interment were, such inhabitants or parishioners. In other cases, the fees, payments and sums to be doubled, except where the Exclusive Right of Burial in the grave in question or the right to construct the grave or vault, was acquired at the single fee.			
A Memorial Seat			
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	£520.00	£546.00
Memorial cast iron plaque on existing seat in Saltwell Park for the lifetime of the seat	O/S	£800.00	£840.00
Additional or replacement plaque on an existing seat	O/S	£180.00	£189.00
Miscellaneous Charges			
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	£26.00	£27.00
Coffin Cover	E	£584.00	£613.00
Register transfer of ownership of grave or vault	E	£36.00	£38.00
Use of cemetery chapel for services (only if available) fee is in addition to interment fee.	E	£82.00	£86.00
Replacement memorial stone	O/S	£62.00	£65.00
Replacement kerbstone (Half Kerbs)	O/S	£82.00	£86.00
Replacement kerbstone (Full Kerbs)	O/S	£164.00	£172.00
Renovation - repairs, cleaning (Admin Fee)	O/S	£36.00	£38.00
Service cancellation (less than 72 hours notice)	O/S	£154.00	£162.00

CEMETERIES AND CREMATORIA	VAT	2015-16 CHARGE	2016-17 CHARGE
Cremation			
Of the body of a person whose age at the time of death exceeded 18 years	E	£604.00	£634.00
Environmental Surcharge	E	£43.00	£45.00
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	N/A	£60.00
Note - 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 as follows: On Saturdays after 11.30 am, at any time on Sundays and on Public Holidays, by 100% at other times 50%. 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.			
Entries in Book of Remembrance including touch screen visual display of entry accessible throughout the year			
For a double line entry	S	£62.00	£65.00
For each additional line	S	£31.00	£33.00
For Crest or Service Badge	S	£103.00	£108.00
Coat of Arms	S	£123.00	£129.00
Token Entry charged at actual cost plus:			
Admin fee	S	£30.00	£32.00
Miscellaneous Charges			
Medical Referee	O/S	£35.00	£37.00
Disposal in Garden of Remembrance of a person cremated elsewhere	E	£52.00	£55.00
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	£31.00	£33.00
Memorial Wall Plaque for 10 years	S	£410.00	£431.00
Replacement Memorial Wall Plaque for 10 years	S	N/A	£242.00
Memorial Kerb Tablet including plaque, inscription & vase (for a period of 10 years)	O/S	£715.00	£751.00
Memorial Kerb Tablet - replacement plaque	O/S	£180.00	£189.00
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	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Trading Standards			
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	£59.10	£70.73
Hourly rate for a member of support staff	O/S	£35.60	£45.00
Authorisations under the Environmental Protection Act 1990 / Pollution Prevention and Control Act 1999 Local Authority Pollution Control			
Application Fee - All charges are Statutory			
Standard Process	O/S	£1,579.00	£1,579.00
Additional fee for operating without a permit	O/S	£1,137.00	£1,137.00
PVR 1 & dry cleaners	O/S	£148.00	£148.00
PVR 1 & 2 combined	O/S	£246.00	£246.00
Vehicle refinishers & other reduced fee activities	O/S	£346.00	£346.00
Reduced fee activities*: Additional fee for operating without a permit	O/S	£68.00	£68.00
Mobile screening and crushing plant	O/S	£1,579.00	£1,579.00
For the third to seventh applications	O/S	£943.00	£943.00
For the eighth and subsequent applications	O/S	£477.00	£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	£294.00	£294.00
Annual Subsistence Charge			
Standard Process - Low Risk	O/S	£739	£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	£99.00	£99.00
Standard Process - Medium Risk	O/S	£1,111.00	£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	£149.00	£149.00
Standard Process - High Risk	O/S	£1,672.00	£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	£198.00	£198.00
Reduced fee activities - Low Risk - Statutory Charge	O/S	£76.00	£76.00
Reduced fee activities - Medium Risk - Statutory Charge	O/S	£151.00	£151.00
Reduced fee activities - High Risk - Statutory Charge	O/S	£227.00	£227.00
Petroleum Vapour Recovery stage I and II - Low Risk	O/S	£108.00	£108.00
Petroleum Vapour Recovery stage I and II - Medium Risk	O/S	£216.00	£216.00
Petroleum Vapour Recovery stage I and II - High Risk	O/S	£326.00	£326.00
* Reduced fee activities are service stations, vehicle refinishers, dry cleaners			
Vehicle refinishers, Low Risk**	O/S	£218.00	£218.00
Vehicle refinishers, Medium Risk**	O/S	£349.00	£349.00
Vehicle refinishers, High Risk**	O/S	£524.00	£524.00
Odourising of natural gas, Low Risk - Statutory charge	O/S	£76.00	£76.00
Odourising of natural gas, Medium Risk - Statutory charge	O/S	£151.00	£151.00
Odourising of natural gas, High Risk - Statutory charge	O/S	£227.00	£227.00
Mobile screening and crushing plant, Low Risk - Statutory charge	O/S	£618.00	£618.00
Mobile screening and crushing plant, Medium Risk - Statutory charge	O/S	£989.00	£989.00
Mobile screening and crushing plant, High Risk - Statutory charge	O/S	£1,485.00	£1,485.00
For the third to seventh authorisations, Low Risk - Statutory charge	O/S	£368.00	£368.00
For the third to seventh authorisations, Medium Risk - Statutory charge	O/S	£590.00	£590.00
For the third to seventh authorisations, High Risk - Statutory charge	O/S	£884.00	£884.00
For the eighth and subsequent authorisations, Low Risk - Statutory charge	O/S	£189.00	£189.00
For the eighth and subsequent authorisations, Medium Risk - Statutory charge	O/S	£302.00	£302.00
For the eighth and subsequent authorisations, High Risk - Statutory charge	O/S	£453.00	£453.00
Additional charge if subsistence payment is made by quarterly instalments - Statutory charge	O/S	£36.00	£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.			
Transfer and surrender - All charges are Statutory			
Standard process transfer	O/S	£162.00	£162.00
Standard process partial transfer	O/S	£476.00	£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	£45.00	£45.00
(2010/11) New Operator at low risk reduced fee activity	O/S	£75.00	£75.00
Temporary Transfers for Mobiles - All charges are Statutory			
First Transfer	O/S	£51.00	£51.00
Repeat following enforcement or warning	O/S	£51.00	£51.00

DEVELOPMENT AND PUBLIC PROTECTION	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Substantial Changes (Sections 10 and 11 of the Act) - All charges are Statutory			
Standard Process	O/S	£1,005.00	£1,005.00
Standard process where the substantial change results in a new PPC activity	O/S	£1,579.00	£1,579.00
Reduced fee activities***	O/S	£98.00	£98.00
***All above charges include the extra £98 for reporting under the E-PRTR Regulation			
Local Authority Integrated Pollution Prevention and Control - All charges are Statutory			
Application	O/S	£3,218.00	£3,218.00
Additional fee for operating without a permit	O/S	£1,137.00	£1,137.00
Annual Subsistence - Low	O/S	£1,384.00	£1,384.00
Annual Subsistence - Medium	O/S	£1,541.00	£1,541.00
Annual Subsistence - High	O/S	£2,233.00	£2,233.00
Additional charge of subsistence payment is made by quarterly instalments	O/S	£36.00	£36.00
Late Payment Fee	O/S	£50.00	£50.00
Substantial Variation	O/S	£1,309.00	£1,309.00
Transfer	O/S	£225.00	£225.00
Partial Transfer	O/S	£668.00	£668.00
Surrender	O/S	£668.00	£668.00
LAPC and LAPPC mobile plant charges (Application/ Subsistence) - All charges are Statutory			
1 authorisation, Application fee	O/S	£1,579.00	£1,579.00
1 authorisation, Subsistence Low risk	O/S	£618.00	£618.00
1 authorisation, Subsistence Medium risk	O/S	£989.00	£989.00
1 authorisation, Subsistence High risk	O/S	£1,484.00	£1,484.00
2 authorisations, Application fee	O/S	£1,579.00	£1,579.00
2 authorisations, Subsistence Low risk	O/S	£618.00	£618.00
2 authorisations, Subsistence Medium risk	O/S	£989.00	£989.00
2 authorisations, Subsistence High risk	O/S	£1,484.00	£1,484.00
For the third to seventh authorisations, Application fee	O/S	£943.00	£943.00
For the third to seventh authorisations, Subsistence Low risk	O/S	£368.00	£368.00
For the third to seventh authorisations, Subsistence Medium risk	O/S	£590.00	£590.00
For the third to seventh authorisations, Subsistence High risk	O/S	£884.00	£884.00
For the eighth and subsequent authorisations, Application fee	O/S	£447.00	£447.00
For the eighth and subsequent authorisations, Subsistence Low risk	O/S	£189.00	£189.00
For the eighth and subsequent authorisations, Subsistence Medium risk	O/S	£302.00	£302.00
For the eighth and subsequent authorisations, Subsistence High risk	O/S	£453.00	£453.00
Fees for the purpose of the Poisons Act 1972			
Initial registration	O/S	£46.10	£46.10
Re-Registration	O/S	£23.10	£23.10
Change in details of registration	O/S	£12.70	£12.70
Registered Trader Scheme			
Initial Registration	S	£0.00	£150.00
Annual membership thereafter	S	£0.00	£100.00
Land Contamination queries			
General Queries	S	£188.03	£250.00
Large or Complex Queries - actual cost using hourly charge out rates	S	Actual cost	Actual cost
Core Strategy & Urban Plan			
<i>Postage and packaging is in addition to these charges:</i>			
Copy	S	N/A	£25.00

HIGHWAYS AND TRANSPORT	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Road Opening Notice			
Section 171 Licence (Road Opening Notice)	O/S	£195.00	£225.00
Amendments to Section 171 Licence	O/S	N/A	£50.00
Permission to maintain apparatus in Public Highways			
Section 50 Licence - New Roads & Street Works Act (new apparatus)	O/S	£490.00	£550.00
Section 50 Licence - New Roads & Street Works Act (existing apparatus)	O/S	£245.00	£275.00
Amendments to Section 50 Licence	O/S	N/A	£50.00
Highways Inspection Reports			
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
NRASWA Inspection Fees (Statutory fees)			
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
NRASWA Penalty Charges (Statutory fees)			
Sample Inspection Fee - Statutory Fee	O/S	N/A	£120.00 (£80.00 if paid within a statutory period)
NRASWA S74 Charges (Statutory fees)			
Overrun charges under S74	O/S	N/A	Variable
Bridge Banners			
Application Fee	O/S	£55.00	£75.00
Banner per week	O/S	£25.00	£50.00
Fee for the removal of banner (Late Removal)	O/S	£100.00	£250.00
Local Transport Plan			
Traffic and Accident Data - 1-4 items	O/S	£120.00	£125.00
Unit - Charge for Data for each subsequent item	O/S	£30.00	£35.00
Transport Costs Associated with Development			
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).			

HIRE OF FACILITIES	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Multipurpose Buildings			
Room Bookings Hourly Rate			
<i>Small room (less than 10 people)</i>			
Weekday	E	£16.40	£17.00
Saturday	E	£21.00	£22.00
Sunday	E	£26.75	£28.00
<i>Medium room (11-20 people)</i>			
Weekday	E	£20.00	£21.00
Saturday	E	£25.50	£26.00
Sunday	E	£33.75	£35.00
<i>Large Room (more than 20 people)</i>			
Weekday	E	£24.50	£25.00
Saturday	E	£26.50	£27.00
Sunday	E	£33.75	£35.00
Room Bookings Daily Rate			
<i>Small room (less than 10 people)</i>			
Weekday	E	£108.00	£111.00
Saturday	E	£148.00	£152.00
Sunday	E	£189.00	£195.00
<i>Medium room (11-20 people)</i>			
Weekday	E	£139.00	£143.00
Saturday	E	£179.00	£184.00
Sunday	E	£237.00	£244.00
<i>Large Room (more than 20 people)</i>			
Weekday	E	£170.00	£175.00
Saturday	E	£186.00	£192.00
Sunday	E	£237.00	£244.00
Elgin Centre			
Meeting Room - as per small room hire shown above			
Multi Use Games Area (per hour)	E	£11.25	£12.00
Sports Hall (per hour)	E	£38.90	£40.00
Sports Hall (per day)	E	£269.00	£277.00
LIBRARIES			
Caedmon Hall* - day time rate			
up to 2 hour session - use of room	E	£119.00	£125.00
up to 5 hour session - use of room	E	£190.00	£200.00
up to 8 hour session - use of room	E	£305.00	£320.00
*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			
Community Library Rooms - Central Library - day time rate			
up to 2 hour session - use of room	E	£30.00	£31.00
up to 3 hour session - use of room	E	£45.50	£48.00
up to 4 Hour Session - use of room	E	£63.00	£66.00
8 hour hire	E	£113.50	£119.00
Community Library Rooms - Whickham and Blaydon Library - day time rate			
up to 2 hour session - use of room	E	£30.00	£31.00
up to 3 hour session - use of room	E	£45.50	£48.00
up to 4 Hour Session - use of room	E	£63.00	£66.00
8 hour hire	E	£113.50	£119.00
Cancellation of Bookings - Central Library			
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
St Mayr's Heritage Centre**			
Daytime rate			
Main Hall (per hour)	E	£59.34	£59.34
Chancel (per hour)	E	£34.05	£34.05
**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 £20 per person per hour cost for staffing.			

HIRE OF FACILITIES	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
SALTWELL PARK			
Weekdays			
Wailes Room (half day)	E	£100.00	£100.00
Wailes Room (full day)	E	£200.00	£200.00
Training Room (half day)	E	£50.00	£60.00
Training Room (Full day)	E	£90.00	£90.00
Saltwell Towers (evening 7pm to midnight)	E	£500.00	£500.00
Saltwell Towers Gallery (half day)	E	£250.00	£500.00
Saltwell Towers Gallery (full day)	E	£500.00	£1,000.00
Saturday			
Wailes Room (half day)	E	£150.00	£150.00
Wailes Room (full day)	E	£250.00	£250.00
Training Room (half day)	E	£60.00	£60.00
Training Room (Full day)	E	£100.00	£100.00
Saltwell Towers (evening 7pm to midnight)	E	£500.00	£500.00
Saltwell Towers Gallery (half day)	E	£500.00	£500.00
Saltwell Towers Gallery (full day)	E	£1,000.00	£1,000.00
Sunday			
Wailes Room (half day)	E	£150.00	£150.00
Wailes Room (full day)	E	£250.00	£250.00
Training Room (half day)	E	£60.00	£60.00
Training Room (Full day)	E	£100.00	£100.00
Saltwell Towers (evening 7pm to midnight)	E	£500.00	£500.00
Saltwell Towers Gallery (half day)	E	£500.00	£500.00
Saltwell Towers Gallery (full day)	E	£1,000.00	£1,000.00
Where hire of room is for wedding facilities (ceremony, wedding breakfast or evening reception the whole charge is standard rated).			
CIVIC CENTRE			
Bewicks B (half day)	E	£125.00	£131.25
Bewicks B (full day)	E	£225.00	£236.25
Bewicks A&B (half day)	E	£250.00	£262.50
Bewicks A&B (full day)	E	£450.00	£472.50
The Lamesely Room (per session)	E	£155.00	£162.75
The Bridges Room (per session)	E	£155.00	£162.75
The Whickham Room (per session)	E	£155.00	£162.75
The Blaydon Room or Saltwell Room (per session)	E	£155.00	£162.75
The Council Chamber (per session)	E	£330.00	£346.50
PARKS AND PAVILIONS			
Where the charge is negotiable – A session is of no fixed period but is dependent upon the needs of the individual organisation.			
DRYDEN CENTRE			
Non Commercial Organisations **			
Weekdays			
<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	£61.00	£63.00
Conference Hall (per 3 hour session)	E	£169.00	£174.00
Conference Hall (per hour) Theatre Groups	E	£47.00	£48.00
Conference Hall (per 3 hour session) Theatre Groups	E	£170.00	£145.00
Rooms Up to 10 People (per hour)	E	£15.00	£15.00
Rooms Up to 10 People (per 3 hour session)	E	£45.00	£46.50
Rooms Up to 20 People (per hour)	E	£23.00	£24.00
Rooms Up to 20 People (per 3 hour session)	E	£62.00	£64.00
Rooms 21 - 30 People (per hour)	E	£27.00	£28.00
Rooms 21 - 30 People (per 3 hour session)	E	£79.00	£81.50
Conference Room (per hour)	E	£31.00	£32.00
Conference Room (per 3 hour session)	E	£92.00	£95.00
Theatre package for amateur operatic, dramatic or other performances including rehearsals. ***	S	£141.00	£145.00
Saturday			
Conference Hall (per hour)	E	£90.00	£93.00
Conference Hall (per 3 hour session)	E	£253.00	£261.00
Conference Hall (per hour) Theatre Groups	E	£57.00	£59.00
Conference Hall (per 3 hour session) Theatre Groups	E	£169.00	£174.50
Rooms Up to 10 People (per hour)	E	£20.00	£21.00
Rooms Up to 10 People (per 3 hour session)	E	£60.00	£62.00
Rooms Up to 20 People (per hour)	E	£28.00	£29.00
Rooms Up to 20 People (per 3 hour session)	E	£83.00	£85.50
Rooms 21 - 30 People (per hour)	E	£29.00	£30.00
Rooms 21 - 30 People (per 3 hour session)	E	£86.00	£89.00
Conference Room (per hour)	E	£36.00	£37.50
Conference Room (per 3 hour session)	E	£103.00	£106.50
Theatre package for amateur operatic, dramatic or other performances including rehearsals. ***	S	£169.00	£174.50

HIRE OF FACILITIES	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Sunday and Bank Holiday			
Conference Hall (per hour)	E	£106.00	£109.50
Conference Hall (per 3 hour session)	E	£294.00	£303.00
Conference Hall (per hour) Theatre Groups	E	£57.00	£59.00
Conference Hall (per 3 hour session) Theatre Groups	E	£169.00	£174.50
Rooms Up to 10 People (per hour)	E	£22.00	£23.00
Rooms Up to 10 People (per 3 hour session)	E	£66.00	£68.00
Rooms Up to 20 People (per hour)	E	£36.00	£37.50
Rooms Up to 20 People (per 3 hour session)	E	£101.00	£104.50
Rooms 21 - 30 People (per hour)	E	£39.00	£40.50
Rooms 21 - 30 People (per 3 hour session)	E	£112.00	£115.50
Conference Room (per hour)	E	£42.00	£43.50
Conference Room (per 3 hour session)	E	£119.00	£123.00
Theatre package for amateur operatic, dramatic or other performances including rehearsals. ***	S	£169.00	£174.50
Photocopying - per copy	S	£0.10	£0.10
Commercial Organisations **			
Weekdays			
Conference Hall (per hour)	E	£71.00	£73.50
Conference Hall (per 3 hour session)	E	£213.00	£219.50
Rooms Up to 10 People (per hour)	E	£18.00	£19.00
Rooms Up to 10 People (per 3 hour session)	E	£54.00	£56.00
Rooms Up to 20 People (per hour)	E	£28.00	£29.00
Rooms Up to 20 People (per 3 hour session)	E	£84.00	£87.00
Rooms 21 - 30 People (per hour)	E	£36.00	£37.50
Rooms 21 - 30 People (per 3 hour session)	E	£108.00	£111.50
Conference Room (per hour)	E	£42.00	£43.50
Conference Room (per 3 hour session)	E	£126.00	£130.00
Saturday			
Conference Hall (per hour)	E	£108.00	£111.50
Conference Hall (per 3 hour session)	E	£324.00	£334.00
Rooms Up to 10 People (per hour)	E	£20.00	£23.00
Rooms Up to 10 People (per 3 hour session)	E	£60.00	£68.00
Rooms Up to 20 People (per hour)	E	£39.00	£40.50
Rooms Up to 20 People (per 3 hour session)	E	£117.00	£121.00
Rooms 21 - 30 People (per hour)	E	£42.00	£43.50
Rooms 21 - 30 People (per 3 hour session)	E	£126.00	£130.00
Conference Room (per hour)	E	£48.00	£49.50
Conference Room (per 3 hour session)	E	£144.00	£148.50
Sunday and Bank Holiday			
Conference Hall (per hour)	E	£123.00	£127.00
Conference Hall (per 3 hour session)	E	£369.00	£380.50
Rooms Up to 10 People (per hour)	E	£22.00	£27.00
Rooms Up to 10 People (per 3 hour session)	E	£66.00	£80.50
Rooms Up to 20 People (per hour)	E	£47.00	£48.50
Rooms Up to 20 People (per 3 hour session)	E	£141.00	£145.50
Rooms 21 - 30 People (per hour)	E	£53.00	£55.00
Rooms 21 - 30 People (per 3 hour session)	E	£159.00	£164.00
Conference Room (per hour)	E	£58.00	£60.00
Conference Room (per 3 hour session)	E	£174.00	£179.50
Photocopying - per copy	S	£0.20	£0.20
Refreshments - Buffet Lunch menu available for choices and price.	S		
Cancellation of Bookings			
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
** 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.			
***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.			

HOUSING RELATED CHARGES AND LICENSING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Baltic Road Gypsy and Traveller's Site			
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			
Service of Notices			
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%
Mandatory HMO Licencing*			
Standard Fee (5 Bedrooms)	O/S	£830.00	£830.00
Charge for each additional bedroom	O/S	£13.00	£13.00
Renewal of Mandatory HMO Licencing*			
Standard Fee (5 Bedrooms)	O/S	£460.00	£460.00
Charge for each additional bedroom	O/S	£13.00	£13.00
Immigration Inspections - Charge imposed when EHO's inspect properties in respect of immigration and visa purposes.	O/S	£115.00	£115.00
Housing Grants			
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	10%	10%
Selective Licensing - Central Gateshead Ph 1 and Swalwell*			
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			
Smoke and Carbon Monoxide Alarm Regulations			
Penalty Charge for 1st offence*	O/S	£1,000.00	£1,000.00
Penalty Charge for 2nd Offence	O/S	£2,000.00	£2,000.00
Penalty Charge for 3rd Offence	O/S	£3,000.00	£3,000.00
Penalty Charge for 4th Offence	O/S	£4,000.00	£4,000.00
Penalty Charge for 5th or more Offence(s)	O/S	£5,000.00	£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.			
Redress Schemes for Lettings Agency Work and Property Management			
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	£3,000.00	£3,000.00
Penalty Charge - Non Compliance with Warning Letter and Second Non-Compliance Notice of Intent Served	O/S	£4,000.00	£4,000.00
Penalty Charge - Non Compliance with Warning Letter, persistent and multiple non-compliance - Notice of Intent Served	O/S	£5,000.00	£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	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Licences			
Pet Animals Act 1951 - Pet Shop Licence*	O/S	£90.00	£91.00
Animal Boarding Establishment Act 1963 - Licence*	O/S	£90.00	£91.00
Dog Breeders - Licence*	O/S	£90.00	£91.00
Dangerous Wild Animals Act - Licence	O/S	£140.00	£141.00
Riding Establishment Act 1964 & 1970 - Licence*	O/S	£100.00	£101.00
Performing Animals Act 1925 Registration	O/S	£90.00	£91.00
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	£250.00	£252.00
Home Boarding (ABE Act 1963)	O/S	£60.00	£61.00
* Plus cost of veterinary inspection			
Scrap Metal Dealers Act 2013			
New Application (3yrs) - Site Licence	O/S	£346.00	£350.00
New Application (3yrs) - Collector Licence	O/S	£142.00	£144.00
Renewal Application (3yrs) - Site Licence	O/S	£256.00	£259.00
Renewal Application (3yrs) - Collectors Licence	O/S	£77.00	£78.00
Variation Application - Site Licence	O/S	£68.00	£69.00
Variation Application - Collector Licence	O/S	£38.00	£38.50
Variations (address/ vehicles/ contact details)	O/S	£10.00	£10.50
Replacement Licence or Badge	O/S	N/A	£9.15
Practice of acupuncture or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis			
Person (one off charge)	O/S	£61.00	£120.00
Premises (one off charge)	O/S	£121.00	£240.00
Hackney Carriage & Private Hire Licences			
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	£54.85	£54.85
Test Fee - Private Hire	O/S	£54.85	£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	N/A	£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
Replacement of Licence or Badge	O/S	£9.15	£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
Expedited Applications (48 hour response)			
Vehicle Licence - Hackney Carriage	O/S	N/A	£230.30
Vehicle Licence - Private Hire	O/S	N/A	£230.30
Hackney Carriage Drivers Licence (1 year)	O/S	N/A	£101.90
Hackney Carriage Drivers Licence (2 years)	O/S	N/A	£136.90
Hackney Carriage Drivers Licence (3 years)	O/S	N/A	£171.90
Private Hire Drivers Licence (1 year)	O/S	N/A	£101.90
Private Hire Drivers Licence (2 years)	O/S	N/A	£136.90
Private Hire Drivers Licence (3 years)	O/S	N/A	£171.90
Dual Driver Licence (1 year)	O/S	N/A	£134.00
Dual Driver Licence (2 years)	O/S	N/A	£169.00
Dual Driver Licence (3 years)	O/S	N/A	£204.00
Pleasure Craft Licences			
Vessel (Annual)	O/S	£70.60	£71.00
Person (Annual)	O/S	£21.70	£22.00
Sex Establishments			
Sex Shop	O/S	£1,905.00	£1,926.00
Sex Cinema	O/S	£1,905.00	£1,926.00
Sexual Entertainment Venue	O/S	£1,905.00	£1,926.00
Sex Establishment Variation/ Transfer Fee	O/S	£853.00	£862.00
Food Safety			
Food Safety and Food Safety Advice - per hour	S	£0.00	£75.00
Food Safety export certificates	S	£0.00	£75.00 + £75.00 per hour*
* additional hourly charge when a visit to premises is required			
Licensing Advice - per hour	S	£0.00	£75.00

LICENSING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Copy of CSE Course Attendance Certificate	S	£0.00	£10.50
Initial purchase fee for a Club Premises Certificate or Premises Licence - Statutory Charges			
Rateable Value			
£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
Annual renewal fee for a Club Premises Certificate or Premises Licence - Statutory Charges			
Rateable Value			
£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
Other Statutory Charges			
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 licencing@gateshead.gov.uk			
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
Unlicensed Family Entertainment Centre Gaming Machine Permits - Statutory Charges			
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
Prize Gaming Permits - Statutory Charges			
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
Club Gaming Permits - Statutory Charges			
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
Club Gaming Machine Permits - Statutory Charges			
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

LICENSING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Licensed Premises Gaming Machine Permits - Statutory Charges			
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
Licensed Premises Automatic Notification Process - Statutory charge			
Notification	O/S	£50.00	£50.00
Small Lottery Registration - Statutory Charges			
Grant	O/S	£40.00	£40.00
Annual Fee	O/S	£20.00	£20.00
Street Trading Consent			
1 Day (1 to 6 days)	O/S	£25.00	£25.00
1 Week	O/S	£93.36	£100.00
Summer Season (1 May to 31 October)	O/S	£426.88	£425.00
Winter Season (1 November to 30 April)	O/S	£426.88	£425.00
12 Months	O/S	£754.69	£750.00
Consent for Markets with Multiple Traders (per stall)			
Daily (1-6 market days)	O/S	N/A	£25.00
1 Week	O/S	N/A	£100.00
Summer Season	O/S	N/A	£425.00
Winter Season	O/S	N/A	£425.00
12 Months	O/S	N/A	£750.00
Market			
Daily per stall per day (1-6 market days)	O/S	N/A	£25.00
Up to monthly per stall (7-12 market days)	O/S	N/A	£100.00
Up to weekly per stall (13-52 market days)	O/S	N/A	£425.00
Block Consent Annual Fee	O/S	N/A	£1,620.00
Gambling Act Fees			
Bingo Club			
New Application (maximum prescribed £3,500)	O/S	£1,878.00	£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	£1,060.00	£1,072.00
Application for Re-instatement (maximum prescribed £1,200)	O/S	£1,060.00	£1,072.00
Provisional Statement (maximum prescribed £3,500)	O/S	£1,878.00	£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
Betting Premises			
New Application (maximum prescribed £3,000)	O/S	£1,504.00	£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	£1,060.00	£1,072.00
Application for Re-instatement (maximum prescribed £1,200)	O/S	£1,060.00	£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	£1,192.00	£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
Track betting			
New Application (maximum prescribed £2,500)	O/S	£1,878.00	£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	£1,878.00	£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
Adult Gaming Centres			
New Application (maximum prescribed £2,000)	O/S	£1,325.00	£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	£1,060.00	£1,072.00
Application for Re-instatement (maximum prescribed £1,200)	O/S	£1,060.00	£1,072.00
Provisional Statement (maximum prescribed £2,000)	O/S	£1,325.00	£1,340.00
New with Provisional Statement (maximum prescribed £1,200)	O/S	£1,060.00	£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

LICENSING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Family Entertainment			
New Application (maximum prescribed £2,000)	O/S	£1,325.00	£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	£1,325.00	£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
Highway Licensing			
Planting Trees, Shrubs in the Highway			
New Licence Application (subject to additionally)	O/S	£250.00	£255.00
Annual Inspection and monitoring fee (this is due on every anniversary of the licence being granted)	O/S	£75.00	£76.00
Licence transfer	O/S	£25.00	£25.00
Hoardings			
Per Hoarding - Up to 6 months	O/S	£100.00	£101.00
Portable Cabins (including storage containers)			
Up to 28 days	O/S	£55.00	£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>			
Building Materials, Rubbish, etc.			
Up to 10 days	O/S	£30.00	£31.00
Up to 10 days extension	O/S	£20.00	£25.00
<i>Building materials will not be permitted in the highway for longer than 20 days.</i>			
Buildings			
0 - 5 years	O/S	£1,250.00	£1,265.00
For every 5 years thereafter	O/S	£625.00	£635.00
Annual inspection fee	O/S	£125.00	£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.			
Bridges over the Highway*			
0 - 5 years	O/S	£1,250.00	£1,265.00
For every 5 years thereafter	O/S	£625.00	£635.00
Annual Inspection fee	O/S	£125.00	£127.00
To Transfer the Licence	O/S	£25.00	£25.00
Beams, Cables, Wires and Pipes along over or across the highway*			
0 - 5 years	O/S	£325.00	£330.00
For every 5 years thereafter	O/S	£165.00	£167.00
Annual Inspection fee	O/S	£75.00	£76.00
To transfer the licence	O/S	£25.00	£25.00
Cellars and Vaults under the Highway*			
0 - 5 years	O/S	£1,250.00	£1,265.00
For every 5 years thereafter	O/S	£625.00	£635.00
Annual Inspection fee	O/S	£125.00	£127.00
To transfer the licence	O/S	£25.00	£25.00
Openings into Cellars and Vaults under the streets*			
Additional fees may be incurred where there are multiple openings.			
0 - 5 years	O/S	£250.00	£255.00
For every 5 years thereafter	O/S	£125.00	£127.00
Annual Inspection fee	O/S	£75.00	£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.			
Crane Oversailing (fixed)			
Site inspections will be required in the case of complex applications.			
0 - 6 months	O/S	£650.00	£655.00
For every 3 months thereafter	O/S	£125.00	£127.00
Variation of Licence	O/S	£125.00	£127.00
Site Inspection fee	O/S	£75.00	£76.00
To transfer the Licence	O/S	£25.00	£25.00
Crane Oversailing (mobile)			
Site inspections will be required in the case of complex applications.			
Per day	O/S	£150.00	£153.00
Part Day (4 hours)	O/S	N/A	£100.00
Multiple sites (2 or more)	O/S	N/A	£100.00
- thereafter (per site)	O/S	N/A	£45.00
Variation of the Licence	O/S	£50.00	£51.00
A Boards (annual licence fee)	O/S	£0.00	£36.00
Pavement Displays (annual licence fee)	O/S	£0.00	£36.00
Pavement Cafes (annual licence fee)	O/S	£0.00	£120.00

LICENSING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Projecting signs, canopies and projections from buildings Licence Fee			
For 5 Years	O/S	£0.00	£300.00
For every five years thereafter	O/S	£0.00	£125.00
Annual inspection fee	O/S	£0.00	£75.00
To transfer the licence	O/S	£0.00	£25.00

SPORT AND LEISURE	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED 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	£3.60	£4.00
Activity Charges			
Table Tennis per table per hour			
Group 1 - Standard charge (no Active Card)	S	£5.10	£5.20
Group 2 - Adult (Active Card)	S	£4.40	£4.50
Group 3 - 65+ & Students (Active Card)	S	£2.55	£3.30
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£2.55/£2.35	£2.60
Group 5 - Juniors (Active Access)	S	£2.05	£2.05
Badminton per court per hour			
Group 1 - Standard charge (no Active Card)	S	£10.60	£10.60
Group 2 - Adult (Active Card)	S	£9.40	£9.40
Group 3 - 65+ & Students (Active Card)	S	£5.40	£7.00
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£5.40/£5.00	£5.40
Group 5 - Juniors (Active Access)	S	£4.20	£4.20
Major Games (4 Badminton courts per hour)			
Standard charge (no Active Card)	S	£51.15	£55.00
Active Card	S	£44.00	£45.00
Club hire	S	POA	POA
Ancillary Hall (Birtley Leisure Centre) per hour			
Standard charge (no Active Card)	S	£35.00	£35.00
Active Card	S	£30.00	£30.00
Hire of Equipment			
Group 1 - Standard charge (no Active Card)	S	£3.50	£3.50
Group 2 - Adult (Active Card)	S	£2.95	£2.95
Group 3 - 65+ & Students (Active Card)	S	£1.75	£1.75
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£1.75/Free	Free
Group 5 - Juniors (Active Access)	S	Free	Free
Fitness Room			
Group 1 - Standard charge (no Active Card)	S	£6.35	£6.50
Group 2 - Adult (Active Card)	S	£5.40	£5.50
Group 3 - 65+ & Students (Active Card)	S	£3.30	£4.00
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£3.30/£2.85	£3.30
Group 5 - Juniors (Active Access)	S	£2.55	£2.60
Fitness Room (Birtley Leisure Centre)			
Standard charge (all users)	S	£7.65	£7.65
Coaching Fees - Keep Fit classes			
Group 1 - Standard charge (no Active Card)	E	£5.70	£5.70
Group 2 - Adult (Active Card)	E	£4.70	£4.70
Group 3 - 65+ & Students (Active Card)	E	£2.95	£3.60
Group 4 - Juniors (Active Card), Adults (Active Access)	E	£2.95/£2.65	£2.95
Group 5 - Juniors (Active Access)	E	£2.25	£2.25
Squash (per court per session)			
Group 1 - Standard charge (no Active Card)	S	£8.50	£8.50
Group 2 - Adult (Active Card)	S	£7.15	£7.15
Group 3 - 65+ & Students (Active Card)	S	£4.60	£5.60
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£4.60/£3.90	£4.60
Group 5 - Juniors (Active Access)	S	£3.40	£3.40
Track			
Group 1 - Standard charge (no Active Card)	S	£4.75	£4.75
Group 2 - Adult (Active Card)	S	£4.05	£4.05
Group 3 - 65+ & Students (Active Card)	S	£2.40	£3.00
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£2.40/£2.15	£2.40
Group 5 - Juniors (Active Access)	S	£1.95	£1.95
Track Pass (Outdoor track only) - 3 months			
Group 2 - Adult (Active Card)	S	£35.00	£35.00
Group 3 - 65+ & Students (Active Card)	S	£17.50	£22.50
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£17.50	£17.50
Hire of Track and Field (Gateshead International Stadium)			
	S	£90.00 for the first hour, and then £45.00 thereafter	£90.00 for the first hour, and then £45.00 thereafter
Artificial Turf Pitches (Gateshead International Stadium)			
Lower Field	S	£35.00	£35.00
3rd Generation pitches (per half pitch)	S	£40.00	£40.00
Club hire	S	POA	POA

SPORT AND LEISURE	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Blaydon Rugby pitch & football pitches at Blaydon, Heworth & Birtley			
- per game	S	£30.00	POA
- per season	S	POA	POA
Floodlights (main arena)		Recharge for electricity consumed	Recharge for electricity consumed
Creche - per child per session			
Standard charge (no Active Card)	E	£5.10	£5.10
Active Card	E	£4.10	£4.10
Active Access	E	£3.10	£3.10
Soft Play - per hour			
Standard charge (no Active Card)	S	£2.60	£2.60
Active Card	S	£2.20	£2.20
Active Access	S	£1.55	£1.55
Swimming			
Group 1 - Standard charge (no Active Card)	S	£4.50	£4.60
Group 2 - Adult (Active Card)	S	£3.40	£3.60
Group 3 - 65+ & Students (Active Card)	S	£2.00	£2.50
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£2.00/£1.80	£2.00
Group 5 - Juniors (Active Access)**	S	£1.50	£1.50
Children under 4 years		Free	Free
** casual swimming is free for children enrolled on Council-run swimming lessons with a paying adult			
Family Swim (up to 2 adults and 2 children)			
Standard price (no Active Card)	S	N/A	£15.00
Active Card	S	N/A	£10.00
Active Access	S	N/A	£6.00
Pool hire			
Small Pools per hour	S	£23.00	POA
Club Hire	S	POA	POA
One-to-one swimming lesson (per half hour)			
Adult	E	N/A	£20.00
Junior	E	£13.30	£15.00
Active Access (Adult / Junior)	E	£9.15	N/A
School swimming per pupil	E	£2.40	£2.50
Flowrider			
Group 1 - Standard charge (no Active Card)	E	£15.00/£10.00	£10.00
Group 2 - Adult (Active Card)	E	£8.50	£8.50
Group 3 - 65+ & Students (Active Card)	E	£6.75	£7.50
Group 4 - Juniors (Active Card), Adults (Active Access)	E	£6.75	£6.75
Group 5 - Juniors (Active Access)	E	N/A	£5.00
Sauna per 2 hour sessions			
Group 1 - Standard charge (no Active Card)	S	£6.95	£7.00
Group 2 - Adult (Active Card)	S	£5.90	£5.90
Group 3 - 65+ & Students (Active Card)	S	£3.50	£4.00
Group 4 - Juniors (Active Card), Adults (Active Access)	S	£3.50/£3.10	£3.50
Group 5 - Juniors (Active Access)	S	£2.75	£2.75
Coaching fees - per person per course - 10 lessons			
Group 1 - Standard charge (no Active Card)	E	£77.00	£77.00
Group 2 - Adult (Active Card)	E	£65.50	£65.50
Group 3 - 65+ & Students (Active Card)	E	£46.00	£50.00
Group 4 - Juniors (Active Card), Adults (Active Access)	E	£46.00/£39.00	£46.00
Group 5 - Juniors (Active Access)	E	£34.00	£34.00
GO Unlimited Membership (12 month contract) - per month*			
GO Unlimited - Adult	S	£28.50	£28.50
GO unlimited - 65+ & students	S	£19.00	£23.00
GO unlimited - Junior / Active Access	S	£19.00/£15.00	£19.00
GO unlimited - Joint	S	£50.00	£52.00
GO unlimited - Group	S	£19.00	£19.00
* Direct debit payment			
GO Unlimited Non-contract Membership - per month			
GO Unlimited - Adult	S	N/A	£35.00
Swim only pass - Birtley Swimming Centre (12 month contract) - per month*			
Adult	S	N/A	£20.00
All other concessions	S	N/A	£15.00
* Direct debit payment			

SPORT AND LEISURE	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Gym only pass - Gateshead International Stadium (12 month contract) - per month *			
Adult	S	N/A	£19.00
All other concessions	S	N/A	£15.00
* Direct debit payment			
Gateshead Active Card			
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
Birtley Leisure Centre membership			
18+	S	£34.00	£34.00
Joint 18+	S	£63.00	£63.00
Juniors/60+/Students (concession)	S	£19.00	£19.00

LIBRARIES	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
ICT Membership			
Per Annum	S	£3.50	£3.50
Per Annum under 16	S	£1.00	£1.00
Reservations			
Adult Books - on shelves (per item)	O/S	£0.50	£0.25
Adult Books - on loan or on order (per item)	O/S	£0.90	£0.75
Junior Books - on shelves	O/S	Free	Free
Junior Books - on loan or on order (per item)	O/S	£0.45	£0.25
Pensioners Books - on shelves (per item)	O/S	£0.45	£0.25
Pensioners Books - on loan or on order (per item)	O/S	£0.60	£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
Audio / Visual Loans			
Compact Discs	O/S	£0.90	£0.90
Fines			
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. Minimum replacement charge:			
Hardback	O/S	£9.70	£9.70
Paperback	O/S	£4.80	£4.80
Audio/Visual	O/S	£9.70	£9.70
Lost Library Tickets			
Replacement of tickets	O/S	£2.25	£2.25
Photocopying			
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	£0.80	£0.80
Fax Service			
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
Writeable CD's (per disk)	S	£1.25	£1.25
Exhibition Service			
Providing arts exhibition sales facilities - minimum 20% commission on sales	S	20%	20%
Booking charge for selling exhibitions (non-returnable in case of customer cancellation)	S	£7.50	£8.00
Local History Service			
Photographs - price varies depending on format, quality and size (price quoted is minimum)	S	£5.20-£10.30	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	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Trade Refuse			
Standard Dustbins per bin per week	O/S	POA	POA
Wheel Bins			
240 litres	S	POA	POA
360 litres	S	POA	POA
1100 litres	S	POA	POA
Supply and delivery of replacement and new property bins			
Refuse Wheeled Bin	O/S	£23.00	£35.00
Recycling (Blue) Wheeled Bin	O/S	£11.00	£25.00
Garden Waste Wheeled Bin	O/S	£23.00	£35.00
Blue Bin Decontamination Charge	O/S	£11.00	£11.00
Green Waste Charges	O/S	£20.00	£27.00
Bulky Household Waste - Special Collection Charges			
<i>Each item from the list below:</i>			
Garage Door, Bathroom Suite, Dismantled Shed, Window Frames	O/S	£41.00	£42.00
<i>3 items from the list below:</i>			
Mattress, Carpet, Bed, Fridge/Freezer, Large Table, Wardrobe, Door, Washer, Armchair, Cabinet, Sofa	O/S	£16.50	£17.00
<i>8 items from the list below:</i>			
Bag of Household Waste, Bag of Garden Rubbish, Boxes, Small Table, Vacuum Cleaner, Headboard, Television Stand, Lawnmower	O/S	£12.50	£13.00
Asbestos removal	O/S	POA	POA
Graffiti Removal			
Removal of non offensive graffiti from private property.	O/S	POA	POA
Removal of syringes from private property	O/S	POA	POA
Supply and delivery of bagged rock salt to e.g. hospitals, emergency services properties etc. per bag	S	£7.10	£7.30
Floristry service products	S	POA	POA
Clearance of stopped private drains			
Normal Hours	S	£109.00	£109.00
Other Times	S	£217.00	£217.00
MOT Tests			
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
Hackney Carriage Tests			
Repeat Hackney Carriage Test (major)	S	£54.85	£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
Passenger Assistant Training Scheme (per person) (Training for taxi/minibus operators on securing wheelchairs in vehicles as well as customer care skills)	E	£50.00	£50.00
ID Badge for Central Transport Unit contractors (per badge) (this is needed for contracted runs)	S	£5.00	£5.00
Installation of Vehicle Crossings - Base price will be £700 but subject to survey	O/S	POA	POA
Private Hardstands (private driveways)	S	POA	POA
Disinfestation			
<i>Social Landlords / Gateshead Council Houses / Business Premises / Private Houses / Allotments</i>			
Standard Treatment	S	POA	POA
Special Treatment	S	Actual Cost	Actual Cost
Rodent Control			
<i>Social Landlords / Gateshead Council Houses / Business Premises / Allotments / Private Houses</i>			
Standard Treatment	S	POA	POA
Special Treatment	S	Actual Cost	Actual Cost
Other pests			
Feral cats	O/S	£94.00	POA
Recovery of stray dog from kennels			
Statutory Fee	O/S	£27.00	£27.00
Administrative Fee	S	£25.00	£30.00

PLANNING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Copy planning consents (each)	S	£0.50	£0.51
Formal confirmation that planning application conditions have been fulfilled*	S	£13.20	£13.55
*An additional hourly rate is applied to the above charge (per hour)	S	£61.20	£61.87
Pre Planning Advice			
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
Planning History Search (per hour)			
Major Applications	S	£64.70	£65.41
Minor Applications	S	£44.20	£44.69
Other and householders applications	S	£23.70	£23.96
PLANNING APPLICATIONS FEES - STATUTORY CHARGES			
1a. The erection or creation of a dwelling where the application is for Outline permission:			
Where the site area does not exceed 2.5 hectares (per 0.1 hectare)	O/S	£385.00	£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	£9,527.00	£9,527.00
For each 0.1 hectare in excess of 2.5 hectares (per 0.1 hectare)	O/S	£115.00	£115.00
<i>A maximum charge of £125,000 applies</i>			
1b. The erection or creation of a dwelling			
Where the number of dwellings to be created is 50 or fewer (per dwelling)	O/S	£385.00	£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	£19,049.00	£19,049.00
For each additional dwelling in excess of 50 (per dwelling)	O/S	£115.00	£115.00
<i>A maximum charge of £250,000 applies</i>			
2a. The erection of buildings where the application is for Outline permission (other than buildings in categories 1,3,4,5, or 7)			
Where the site area does not exceed 2.5 hectares (per 0.1 hectare)	O/S	£385.00	£385.00
Where the site area exceeds 2.5 hectares (charge for the first 2.5 hectares) plus an additional charge set out below:	O/S	£9,527.00	£9,527.00
For each 0.1 hectare in excess of 2.5 hectares (per 0.1 hectare)	O/S	£115.00	£115.00
<i>A maximum charge of £125,000 applies</i>			
2b. The erection of buildings (other than buildings in categories 1,3,4,5, or 7)			
Where floor space is created or the gross floor space created does not exceed 40sq.m	O/S	£195.00	£195.00
The gross floor space created exceeds 40sq.m but does not exceed 75sq.m	O/S	£385.00	£385.00
The gross floor space created exceeds 75sq.m but does not exceed 3,750sq.m (charge for each 75sq.m)	O/S	£385.00	£385.00
The development exceeds 3,750sq.m (charge for 3,750sq.m.) plus an additional charge below:	O/S	£19,049.00	£19,049.00
For each additional 75sq.m	O/S	£115.00	£115.00
<i>A maximum charge of £250,000 applies</i>			
3. The erection of buildings to be used for agricultural purposes on agricultural land where the application is for Outline permission (other than a building in category 4)			
Where the gross floor area does not exceed 465sq.m	O/S	£80.00	£80.00
The gross floor space created exceeds 465sq.m but does not exceed 540sq.m	O/S	£385.00	£385.00
The floor area exceeds 540sq.m but does not exceed 4,215sq.m £385 for the first 540 sq.m then an additional £385 for each 75sq.m in excess of 540 sq.m	O/S	£385.00	£385.00
The gross floor area exceeds 4,215sq.m (charge for 4,215sq.m) plus an additional charge set out below:	O/S	£19,049.00	£19,049.00
For each additional 75sq.m in excess of 4,215sq.m (per 75sq.m)	O/S	£115.00	£115.00
<i>A maximum charge of £250,000 applies</i>			
4. The erection of glasshouses on agricultural land			
The gross floor space does not exceed 465sq.m £80	O/S	£80.00	£80.00
The gross floor space does exceed 465sq.m £2,150	O/S	£2,150.00	£2,150.00
5. The erection, alteration or replacement of plant and machinery			
The site area does not exceed 5 hectares (charge per 0.1 hectare)	O/S	£385.00	£385.00
The site area exceeds 5 hectares (price for the first 5 hectares) plus an additional charge set out below:	O/S	£19,049.00	£19,049.00
For each 0.1 hectare in excess of 5 hectares (per 0.1 hectare)	O/S	£115.00	£115.00
<i>A maximum charge of £250,000 applies</i>			
6. The enlargement/alteration to a dwelling			
1 dwelling	O/S	£172.00	£172.00
2 or more dwellings (flat rate)	O/S	£339.00	£339.00
7. The carrying out of operations within the curtilage of a dwelling including the erection of walls/fences (flat rate)			
	O/S	£172.00	£172.00

PLANNING	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
8. The construction of car parks, service roads and other means of access where the development is incidental to the existing use of the land	O/S	£195.00	£195.00
9. The carrying out of any operations connected with exploratory drilling for oil or natural gas			
The site area does not exceed 7.5 hectares (charge per 0.1 hectare)	O/S	£385.00	£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	£28,750.00	£31,725.00
For each 0.1 hectare in excess of 7.5 hectares (per 0.1 hectare)	O/S	£115.00	£126.00
<i>A maximum charge of £250,000 applies</i>			
10. Other operations not coming within any other category			
In the case of operation for the winning and working of minerals where the site area does not exceed 15 hectares (charge per 0.1 hectare)	O/S	£195.00	£195.00
Where the site area exceeds 15 hectares (price for the first 15 hectares) plus an additional charge set out below:	O/S	£29,112.00	£29,112.00
For each 0.1 hectare in excess of 15 hectares (per 0.1 hectare)	O/S	£115.00	£115.00
<i>A maximum charge of £65,000 applies</i>			
In the case of operation for the winning and working of oil and natural gas where the site area does not exceed 15 hectares (charge per 0.1 hectare)	O/S	N/A	£214.00
Where the site area exceeds 15 hectares (price for the first 15 hectares) plus an additional charge set out below:	O/S	N/A	£32,100.00
For each 0.1 hectare in excess of 15 hectares (per 0.1 hectare)	O/S	N/A	£126.00
<i>A maximum charge of £65,000 applies</i>			
11. The change of use/conversion of a building to one or more dwellings			
As category 1b creation of a dwelling (maximum £250,000)	O/S		
12. Use of land for waste disposal or mineral storage or external mineral storage			
The site area does not exceed 15 hectares (charge per 0.1 hectare)	O/S	£195.00	£195.00
The site area exceeds 15 hectares (price for the first 15 hectares) plus an additional charge set out below:	O/S	£29,112.00	£29,112.00
For each 0.1 hectare in excess of 15 hectares (per 0.1 hectare)	O/S	£115.00	£115.00
<i>A maximum charge of £65,000 applies</i>			
13. Change of use	O/S	£385.00	£385.00
Application for a non-material change to a planning permission			
permission			
Householder applications	O/S	£28.00	£28.00
Any other applications	O/S	£195.00	£195.00
Application for a grant of replacement planning permission subject to a new time limit			
Householder applications	O/S	£57.00	£57.00
Major developments	O/S	£575.00	£575.00
Any other applications	O/S	£195.00	£195.00
Variation of condition 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	£195.00	£195.00
Reserved Matters where applicants earlier reserved matters applications have incurred total fees equalling that for a full application for entire site	O/S	£385.00	£385.00
Advertisement specifically relating to the site where they are displayed or 'advance signs'	O/S	£110.00	£110.00
All other advertisements	O/S	£385.00	£385.00
Prior Approval			
Determination of Prior approval - Agricultural and Forestry buildings and operations or Demolition of buildings	O/S	£80.00	£80.00
Determination of Prior approval (telecommunications)	O/S	£385.00	£385.00
Notification for Prior approval for a change of use where there are no associated building operations	O/S	£172.00	£80.00
Notification for Prior approval for a change of use with associated building operations	O/S	£172.00	£172.00
Playing fields for (non profit maling sports clubs etc)	O/S	£385.00	£385.00
Lawful Development Certificates			
Existing use	O/S	Normal fee	Normal fee
Proposed use	O/S	Half normal fee	Half normal fee
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		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		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.		No Fee	No Fee
Formal Discharge of Planning Conditions			
Conditions imposed on householder approvals (per request)	O/S	£28.00	£28.00
Conditions imposed on non-householder approvals (per request)	O/S	£97.00	£97.00

RECREATION	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
BOWLS Seasonal Permit (Club Members Only)	S	£40.00	£40.00
FOOTBALL PITCHES (including electricity)			
With Changing Rooms			
Seniors per season (alternate weeks)	E	£573.00	£573.00
Juniors per season (alternate weeks)	E	£235.00	£235.00
Additional Games			
Casual booking per game:			
Seniors (without seasonal booking)	S	£62.00	£62.00
Juniors (without seasonal booking)	S	£31.00	£31.00
Without Changing Rooms			
Seniors per season (alternate weeks)	E	£287.00	£287.00
Juniors per season (alternate weeks)	E	£123.00	£123.00
Additional Games			
Casual booking per game:			
Seniors (without seasonal booking)	S	£41.00	£41.00
Juniors (without seasonal booking)	S	£20.50	£20.50
<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>			
CRICKET PITCHES			
Hire per season	E	£410.00	£410.00
Casual booking per game	S	£51.00	POA
ALLOTMENTS			
Rents per annum			
Area up to 200m ²	O/S	£24.00	£38.00
201m ² - 300m ²	O/S	£33.00	£52.00
301m ² - 400m ²	O/S	£44.50	£70.00
<p>Rents above 400m² to be charged the 400m² fee together with the next band fee appropriate to make up the size e.g. a 600m² allotment will be charged at the 400m² and 200m² combined total</p>			
Lettings for Fairgrounds and open space events - (charges per day)			
To set up and dismantle	E	£51.00	£60.00
To operate	E	£154.00	£170.00

BUSINESS CENTRES	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Blaydon, Greenesfield and Gateshead International Business Centres, Northern Design Centre			
Occupancy Fees - per sq ft			
Blaydon Business Centre (Workshop)	N	£8.00	£8.00
Blaydon Business Centre (Office)	N	£14.20	£14.50
Greenesfield Business Centre	N	£26.65	£27.00
Gateshead International Business Centre	N	£26.00	£24.50
Northern Design Centre	S	£24.00	£24.50
Baltimore House	S	£19.00	£20.00
Virtual Office Service (GIBC, GBC, BLBC, BH)	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		
Telephony Fees			
Telephone charges	N	plus 25%	plus 25%
Line rental - per month	N	£32.00	£32.00
Handset rental - per month	N	£3.70	£3.70
Gateshead International Business Centre *			
20 people meeting room - per day	E	£91.00	£95.00
20 people meeting room - per half day	E	N/A	£50.00
20 people meeting room - per hour	E	N/A	£15.00
12 people meeting room - per day	E	£66.00	£75.00
12 people meeting room - per half day	E	N/A	£40.00
12 people meeting room - per hour	E	N/A	£12.00
5 people meeting room - per day	E	£52.00	£55.00
5 people meeting room - per half day	E	N/A	£30.00
Northern Design Centre *			
5 people meeting room - per day	E	£42.00	£50.00
5 people meeting room - per half day	E	£27.00	£27.00
5 people meeting room - per hour	E	£7.00	£8.00
12 people meeting room - per day	E	£84.00	£95.00
12 people meeting room - per half day	E	£47.00	£50.00
12 people meeting room - per hour	E	£13.00	£15.00
Greenesfield Business Centre *			
12 people meeting room - per day	E	£78.00	£80.00
12 people meeting room - per half day	E	£46.00	£46.00
12 people meeting room - per hour	E	£26.00	£15.00
Blaydon Business Centre			
8 person meeting room - Occupiers		Included in rent	Included in rent
8 person meeting room - per day (non-occupiers)	E	£44.00	£50.00
8 person meeting room - half day (non-occupiers)	E	£26.00	£30.00
Baltimore House *			
6 person meeting room - per day	E	£42.00	£50.00
6 person meeting room - half day	E	£27.00	£27.00
6 person meeting room - per hour	E	£7.00	£8.00
12 person meeting room - per day	E	£84.00	£95.00
12 person meeting room - half day	E	£47.00	£50.00
12 person meeting room - per hour	E	£13.00	£15.00
* Room Hire for non-occupiers plus 50% of the agreed charge.			
Sponsorship			
Business briefing or similar publication - annual 12 Editions	O/S	£1,059	£1,200
Business briefing or similar publication - per edition	O/S	£106	£200
Business Forum or similar event - 6 events	O/S	£2,118	£2,200
Business Forum or similar event - per event	O/S	£530	£600
Sponsorship of boardrooms at Business Centres (each)	O/S	£2,647	£3,000
Photocopying / Black & White Printing			
A4	N	£0.20	£0.25
A4 (double sided)	N	£0.20	£0.25
A3	N	£0.20	£0.25
A3 (double sided)	N	£0.30	£0.40
Multiple copies /colour printing charged at cost from Central Print Unit plus 25%	N		
Laptop Hire			
Per day	N	£28.60	£30.00
Per half day	N	£0.00	£20.00
Per hour	N	£0.00	£10.00

BUSINESS CENTRES	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
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%
Business Support Services**			
Business Development Consultancy (per day)	N	£272 - £539	£300 - £600
Business Planning Support - subject to negotiation up to	N	£1,187	£1,200
**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	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Charge for Funeral and protection of property arrangements	O/S	Up to a maximum of £500	Up to a maximum of £1,000
Charge for appointeeship cases	S	Up to a maximum of £350	Up to a maximum of £500
Charge for administering deferred payments	S	N/A	Actual cost
Charge for arranging care packages for self funders	S	N/A	Actual cost The lower of 1.15% or the rate set by the Department of Health
Deferred payment interest rate	O/S	N/A	N/A
Access to Information			
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	£0.20	£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
Disclosure and Barring Service			
Enhanced Check (includes administration fee of £10)	S	£54.00	£54.00
Standard Check (includes administration fee of £10)	S	£36.00	£36.00
Identity Cards			
Charge per card	S	£2.10	£2.15
Charge per card (chipped)	S	£5.80	£5.85
Design Fee	S	£22.50	£22.50
Clip	S	£0.22	£0.23
Lanyard	S	£0.32	£0.33
Card Holder	S	£0.32	£0.33
Yo-Yo	S	£0.38	£0.40
Electoral Services			
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
Copies of marked register			
Paper Copy - Statutory Charge Restricted	O/S	£10.00 plus £2.00 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	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
BIRTH, MARRIAGE AND DEATH CERTIFICATES			
From the Registrar who registered the birth, death or marriage (Statutory Charges):			
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
Short Birth Certificate (One Short Birth Certificate is issued free of charge at the time of registering the birth)	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.			
From the Superintendent Registrar:			
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	£16.00	£16.00
Priority guaranteed next day delivery - application made by 13:00pm	O/S	£21.00	£25.00
Searches			
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 in above	As shown in above
Marriages			
From the Superintendent Registrar:			
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
From the Registrar:			
For attending a marriage solemnized in a register office Mon-Thursday only (Includes cost of certificate so no actual change) - Statutory Charge	O/S	£46.00	£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
Certificate for Worship and Registration for Marriage			
From the Superintendent Registrar			
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
Registered Buildings			
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	S	N/A	£15.00
Ravensworth - Premises Fee (including cost of certificate)			
Monday to Thursday	E	£140.00	£150.00
Friday to Sunday	E	£166.00	£170.00

REGISTRARS	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Tyne Suite - Premises Fee (including cost of certificate)			
Monday to Thursday	E	£90.00	£90.00
Friday to Sunday	E	£100.00	£100.00
Mayor's Parlour - Premises Fee (including cost of certificate)			
Monday to Thursday	E	£320.00	£320.00
Friday to Sunday	E	£370.00	£370.00
Bewicks			
Monday to Thursday	E	£300.00	£300.00
Friday to Sunday	E	£350.00	£350.00
Blaydon Room (including cost of certificate)			
Monday to Thursday	E	£260.00	£260.00
Friday to Sunday	E	£286.00	£286.00
Lamesley Room (including cost of certificate)			
Monday to Thursday	E	£260.00	£260.00
Friday to Sunday	E	£286.00	£286.00
Civil Partnership			
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
Civil Marriages and Civil Partnerships			
Attendance at an approved premises (inclusive of formation and certificates)			
Monday to Thursday	O/S	£395.00	£395.00
Friday to Sunday	O/S	£445.00	£445.00
Civil Partnership Conversion to Marriage			
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
Re-Affirmation of Vows - at the Register Office			
Monday to Thursday	O/S	£160.00	£160.00
Friday to Sunday	O/S	£260.00	£260.00
Re-affirmation of Vows - at an Outside Venue			
Monday to Thursday	O/S	£240.00	£240.00
Friday to Sunday	O/S	£320.00	£320.00
Conversion Marriage Certificates			
On the day	O/S	£4.00	£4.00
Thereafter	O/S	£10.00	£10.00
Certification of a building as a place of worship	O/S	£29.00	£29.00
Registration of Approved Premises			
Registration of Premises for Marriage and Civil Partnership	O/S	£2,000.00	£1,750.00
Renewal of Registration of Premises for Marriage and Civil Partnership - 3 years	O/S	N/A	£1,500.00
Registering a building for the solemnisation of marriages			
Fee for Certification of Approved Premises	O/S	£123.00	£123.00
British Citizenship Ceremony			
Personal British Citizenship Ceremony (at Civic Centre)	O/S	£150.00	£150.00
Nationality Checking Service			
Adult	S	£55.00	£55.00
Child	S	£30.00	£30.00
Child Naming and Reaffirming of Vows			
At the Register Office			
Monday to Thursday	S	£160.00	£160.00
Friday to Sunday	S	£260.00	£260.00
At an Outside Venue			
Monday to Thursday	S	£240.00	£240.00
Friday to Sunday	S	£320.00	£320.00

PROPERTY AND LAND	VAT	2015-16 AGREED CHARGE	2016-17 PROPOSED CHARGE
Property Transactions			
Registration of assignments and mortgages on Commercial Leases	E	£110.20	£110.20
Registration of dealings on Residential Lease (Former Council Flats) (Per Dealing)	E	£73.50	£73.50
Consent to assign on Commercial Leases (charge dependent on time spent) (a minimum charge applies)	*	£107.40	£108.50
Application for depositing landowner statements and declarations	*	£400.00	£404.00
For each additional parcel of land contained within a statement and declaration	*	£90.00	£91.00
Retrospective Consent on alteration to former Council House	*	£96.90	£98.00
Consent to Postponement of charge on borrowing on former Council House - Consent given by letter	*	£59.20	£60.00
Consent to Postponement of charge on borrowing on former Council House - Lender requires formal Deed sealed	*	£86.90	£88.00
Redemption of Council Mortgage on residential property	*	£144.00	£145.50
Engrossment of Standard Council House Transfer	*	£36.10	£36.50
Copying Charges for all Legal Documents			
Standard retrieval fee	*	£61.60	£62.50
Copy charges A4	*	£0.20	£0.21
Copy Charges A3	*	£0.30	£0.31
Per Plan	*	£6.10	£6.20
Copy extract of Covenants			
Standard retrieval fee	*	£25.60	£25.60
Copy charges A4	*	£0.20	£0.21
Copy Charges A3	*	£0.30	£0.31
Per Plan	*	£6.10	£6.20
Draft and negotiate s.106 Agreements			
Commercial	S	£1,302.80	£1,315.00
Non-Commercial	S	£651.40	£657.50
Licence	*	£443.80	£448.50
Draft and negotiate s.278 s.38 Agreements	*	£1,857.60	£1,876.00
Emergency Road Closure	O/S	£154.80	£156.50
Temporary Traffic Orders	O/S	£258.00	£261.00
Permanent Traffic Orders	O/S	£619.20	£625.50
Stopping Up Orders	O/S	£1,960.80	£1,980.00
Local Land Charges - Cost of Tailored Report			
Commercial Property			
Non-Electronic			
Search LLC1	O/S	£27.30	£27.30
Enquiries CON29 (R)	O/S	£161.50	£90.46
Both	O/S	£188.80	£117.76
Electronic			
Search LLC1	O/S	£21.10	£21.10
Enquiries CON29 (R)	O/S	£155.30	£85.46
Both	O/S	£176.40	£106.56
Residential			
Non-Electronic			
Search LLC1	O/S	£27.30	£27.30
Enquiries CON29 (R)	O/S	£108.00	£71.32
Both	O/S	£135.30	£98.62
Electronic			
Search LLC1	O/S	£21.10	£21.10
Enquiries CON29 (R)	O/S	£100.40	£65.32
Both	O/S	£121.50	£86.42
Additional Property			
Electronic and Non-Electronic			
Search LLC1	O/S	£2.50	£2.50
Enquiries CON29 (R)	O/S	£11.20	£11.20
Both	O/S	£13.70	£13.70
Additional Enquiry Customers Own			
Electronic and Non-Electronic			
Enquiries CON29 (R)	O/S	£27.30	£27.30
Personal Searches			
Electronic and Non-Electronic			
Single Property	O/S	Free	Free
Additional Property	O/S	Free	Free
* 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.			

TITLE OF REPORT: Budget and Council Tax Level 2016/17**REPORT OF: Jane Robinson - Chief Executive**
Darren Collins - Strategic Director, Corporate Resources

Purpose of Report

1. To request Cabinet to recommend to Council on 25 February 2016 the Budget and Council Tax level for 2016/17. 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.

Background

2. On 14 July 2015, the Council agreed the Medium Term Financial Strategy (MTFS) that covered the period 2016/17 to 2020/21 and identified a very challenging financial position over the medium term and funding gap of over £77 million in the period with over £50 million of the gap in the first two years.
3. On 3 November 2015, Cabinet approved the basis for undertaking public consultation on budget proposals for 2016 - 2018 which took place between 3 November and 30 December 2015.
4. On 15 December 2015, Cabinet agreed the Local Council Tax Support Scheme for 2016/17.
5. On 17 December 2015, the Government announced the Provisional Local Government Finance Settlement for 2016/17.
6. On 19 January 2016, Cabinet agreed the Council Tax and Business Rates base forecasts for 2016/17.
7. On 19 January 2016, Cabinet noted the Provisional Local Government Funding Settlement and update of the funding gap for 2016/17. This identified a revised funding gap of £25.5 million that the Council was required to close in the 2016/17 financial year.
8. On 8 February 2016, the Final Local Government Funding Settlement was laid before Parliament. For this Council the final settlement was consistent with the provisional settlement reported to Cabinet on 19 January 2016 with no additional resources made available from Government. Public Health allocations were confirmed by Public Health England on 11 February 2016.
9. In relation to the financial year beginning in April 2016, the Secretary of State has determined (and the House of Commons has approved) a referendum threshold of 4% (comprising 2% for expenditure on adult social care and 2% for other expenditure) for adult social care authorities.
10. This report represents the final stage of the budget setting process in determining the budget and council tax level for 2016/17.

Proposal

11. The proposed base budget for 2016/17 before savings is £217.679m. Funding for 2016/17 is £198.883m based on the final settlement and including a council tax increase of 3.99%, council tax income and Collection Fund transfers leaving a budget savings requirement of £18.796m which can be summarised as follows:

Budget Savings Requirement 2016/17	£m
Net Budget brought forward into 2016/17	207.387
Plus, Inflation, New Burdens & Pressures & New Responsibilities	10.292
Equals Provisional Net Budget	217.679
Budget Savings Requirement	(18.796)
Proposed Net Budget 2016/17	198.883

12. The budget proposals approved for consultation by Cabinet on 3 November 2015 of £34.4m covering 2016/17 to 2017/18 have been reviewed to reflect the responses to consultation. The revised budget proposals result in savings of £18.796m for 2016/17 which closes the funding gap for the year.
13. This report proposes a budget in 2016/17 that includes £18.796m of savings in response to government funding reductions and service demand pressures. The budget has been balanced without recourse to the General Reserve in line with the Council's Medium Term Financial Strategy. However a total of £4.409m from reserves has been earmarked to mitigate some areas of savings over a 12 month period to allow service transformation, further consultation, timings of contractual delivery and ensure Council Plan priorities can be delivered. This includes the deployment of £3.971m from the Council's General Reserve and £0.438m from the ring-fenced Public Health reserve to be used in 2016/17.
14. The proposed budget will result in a council tax increase of 1.99% for residents of the Borough of Gateshead in respect of Gateshead Council expenditure which will generate additional income of £1.478m. This report recommends a 1.99% council tax increase in the Council's band D council tax in 2016/17.
15. The proposed budget will also result in a council tax increase of 2% for residents of the Borough of Gateshead in respect of a new charge for Adult Social Care expenditure which will generate income of £1.485m. This report recommends a further 2% council tax increase in the Council's band D council tax in 2016/17.
16. This will result in a combined council tax increase of 3.99% for residents of the Borough of Gateshead (excluding precepts) resulting in a 75 pence a week rise for the majority of council tax payers in Gateshead who live in the lowest value properties (Band A).
17. In developing the proposed budget for 2016/17 the Council recognises the impact of a possible council tax increase on some of the most vulnerable in society and particularly those on fixed incomes. Due to a combined effect of continued budget pressures and significant funding reductions, locally raised revenue increases in importance to protect vital services and it is on this basis that the proposal for an increase has been restricted to the minimum level within referendum principles that will protect the delivery of essential Council services to the residents of Gateshead.

Recommendations

18. Cabinet is requested to make the following recommendations to the Council:
- (1) That Gateshead's Band D council tax for 2016/17 is increased by 3.99% to £1,530.03
 - (2) The revenue estimates of £198.883m for 2016/17 be approved.
 - (3) That use of £3.971m from the Council's General Reserve and £0.438m from the Public Health Reserve be agreed to mitigate the impact of budget proposals in 2016/17.
 - (4) That the indicative schools funding presented in Appendix 2 be agreed.
 - (5) That the recommendations of the Strategic Director, Corporate Resources in respect of the robustness of estimates and adequacy of reserves identified in appendix 5 be noted.
 - (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 2016/17 as set out in Appendix 7 be approved.
 - (8) That the Budget Proposals following the outcome of consultation in Appendix 2 be noted.
 - (9) That it be noted that at its meeting on 19 January 2016, Cabinet calculated the following amounts for the year 2016/17 in accordance with regulations made under Section 31B(3) of the Local Government Finance Act 1992 as amended by the Localism Act 2011:-
 - (a) **50,480.1** 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) **1,184.7** 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 2016/17 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) **£574,790,475** 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) **(£497,545,093)** 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) **£77,245,382** 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) **£1,530.2145** 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) **£9,258.36** being the aggregate amount of all special items (Lamesley Parish Council) referred to in Section 34(1) of the Act
- (f) **£1,530.0311** 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
£1,537.8461 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	5.21	1,020.02
B	6.08	1,190.02
C	6.95	1,360.03
D	7.81	1,530.03
E	9.55	1,870.04
F	11.29	2,210.04
G	13.02	2,550.05
H	15.62	3,060.06

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 2016/17, 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	62.22	50.74
B	72.59	59.20
C	82.96	67.65
D	93.33	76.11
E	114.07	93.02
F	134.81	109.94
G	155.55	126.85
H	186.66	152.22

- (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 2016/17 for each of the categories of dwellings shown below: -

Valuation Band	Lamesley Parish £	All other parts of the Council's area £
A	1,138.19	1,132.98
B	1,327.89	1,321.81
C	1,517.59	1,510.64
D	1,707.28	1,699.47
E	2,086.68	2,077.13
F	2,466.08	2,454.79
G	2,845.47	2,832.45
H	3,414.56	3,398.94

- (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 2016/17 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 2016/17.

CONTACT: Darren Collins, extension 3582

PLAN REF:

Policy Context

1. The proposals in this report support the vision for Gateshead as set out in Vision 2030 and the Council Plan 2015 to 2020. In particular the budget will ensure that resources are focussed on the delivery of the Council's priorities, thus ensuring a sustainable financial position.
2. The Council is operating in a challenging national policy context which has been compounded by Government funding reductions and unfunded cost pressures. The Government's methodology for funding local authorities is inextricably linked to the performance of the local economy in the local authority areas via New Homes Bonus Funding arrangements, Business Rate Retention and Local Council Tax Reduction Schemes.

Background

3. The Council has approached the budget consultation for 2016 to 2018 based on the Council Plan for 2015 to 2020 to:
 - Meet the needs of Gateshead based on a Strategic Needs Assessment.
 - Sustain Vision 2030 and uphold the Council's values.
 - Reach decisions and manage change in a principled way.
4. This report comes from a background of the Council finding £110m savings since 2010 as well as over 2,100 fewer people working for the organisation.
5. The Council Plan has been refreshed to cover the period 2015 to 2020 and sets the focus for the development of individual business plans for each of the council's services over the next five years as;
 - Maximising Growth - Doing all we can to support economic growth and revenue generation – given reductions in central government funding, success in this area will enable the Council to redirect resource to activities which protect the most vulnerable.
 - Focusing on managing demand (particularly in social care) with a targeted approach, emphasising early intervention and prevention.
 - Increasing collective responsibility – encouraging and supporting local people, partner organisations, businesses and local communities to play a more active role in achieving the outcomes for Gateshead.
 - Continuing to drive efficiencies through changes to the way the Council works, for example, through exploiting new technology, consolidation of buildings and services, reducing complex processes and increased trading.
6. The Council's budget estimates for 2016/17 attached at Appendix 2 have been prepared in accordance with the MTFS framework.

Considerations

7. In finalising the budget and council tax for 2016/17, the following issues require consideration and are set out in the body of this appendix:-
- Medium Term Financial Strategy – Key Principles
 - Settlement 2016/17;
 - Projected revenue outturn 2015/16;
 - Budget guidance & base budget requirements 2016/17;
 - Budget Proposals 2016 to 2018 following consultation; (see also appendix 2 and 3)
 - Business Rates 2016/17
 - Council Tax 2016/17
 - Adequacy of reserves and robustness of budget estimates; (see also appendix 4 and 5)
 - Approval of prudential indicators for 2016/17 (see also appendix 6);
 - Minimum Revenue Provision (MRP) (see also appendix 7)

Medium Term Financial Strategy - Key Principles

8. The MTFS is based on the following principles:
- 1) The overall financial strategy will be to ensure that the Council's resources are directed to achieving Vision 2030 and the outcomes set out in the Council Plan.
 - 2) Overall Council spending should be contained within original estimates. If, following monthly revenue monitoring, service budgets are projected to exceed original estimates, plans should be prepared setting out the actions required to ensure spending at the end of the year does not exceed original estimates.
 - 3) The Council will maintain its general reserve at a minimum of 3% of the net revenue budget to cover any major unforeseen expenditure. The Council will aim to balance its revenue budget over the period of the MTFS without reliance on the use of the general reserve.
 - 4) The Council will maintain earmarked reserves for specific purposes which are consistent with achieving its key priorities. The use and level of earmarked reserves will be reviewed annually.
 - 5) The Council will continue to improve its approach to efficiency, commissioning and procurement to ensure value for money and minimise the impact of budget savings on front line services.
 - 6) The Council recognises the impact of increases in council tax levels and fees and charges in an area of relatively low income and low wealth and will therefore balance the need for any increases against the delivery of Vision 2030.
 - 7) The Council will consider the use of prudential borrowing to support capital investment to deliver Vision 2030 and will ensure that the full costs of borrowing are taken into account when investment decisions are taken.

- 8) Opportunities for working in collaboration and partnership and new innovative ways of working will be identified and developed where this will support the Council's priorities and improve service efficiency and delivery. This will include the use of well-being powers, development of trading opportunities and the sourcing and securing of external funding.
- 9) The Council will aim to promote and stimulate strong and sustainable economic growth leading to wellbeing and prosperity for residents and communities and this will be supported by a planned approach to strategic investment managed through the Council's capital programme.
- 10) The Council's business planning framework will inform the review of the MTFS on an annual basis. The annual review will include an update of the five year budget forecast, expected demand in services, changes to legislation and outcomes from performance management framework.

Settlement 2016/17

9. The Council's Medium Term Financial Strategy 2016/17 to 2020/21 (MTFS) outlines a funding gap of £50.6 million for the next two years (2016/17 – 2017/18) and £77.7 million over the 5 year period. These continue to be the best estimates of the financial challenge facing the Council. The MTFS will be fully refreshed in summer 2016.
10. The provisional Local Government Finance Settlement for 2016/17 was announced on 17 December 2015 and was reported to Cabinet on 19 January 2016 which confirmed less front loading than the MTFS projections and a revised funding gap for 2016/17 of £25.5m.
11. On 8 February 2016, the Final Local Government Funding Settlement was laid before Parliament. The final settlement was consistent with the provisional settlement reported to Cabinet on 19 January 2016. Subsequently Public Health allocations were confirmed by Public Health England on 11 February 2016.
12. The final settlement includes details of core grants including Revenue Support Grant and Business Rates 'Top Up' Grant. The table below highlights the 2016/17 reduction in the Settlement Funding Assessment (SFA). It is important to note that the Business Rates figure in the settlement below is a 'notional' figure published by the Government.

Table 1 -2016/17 Settlement Funding Assessment

Funding Stream	Actual	Settlement	Variance
	2015/16 £m	2016/17 £m	
SFA -Revenue Support Grant RSG	(47.767)	(37.258)	(10.509)
SFA -Retained Business Rates	(44.772)	(43.559)	(1.213)
SFA -Top Up Grant	(9.869)	(9.951)	0.082
Total SFA	(102.408)	(90.768)	(11.640)

13. Table 1 highlights that the SFA reduced by 11% in 2016/17. The government announced that specific grants in relation to both the Care Act and Local Lead Flood Authorities have been transferred into RSG. In 2015/16 the Council received £1.079m in relation to these funding streams. After taking these into account the true reduction in RSG in 2016/17 is therefore £11.588m (as opposed to £10.509) or 24%.

14. In addition to the above 'core' grants the Council continues to face reductions in Specific Grants with examples detailed below.

Table 2 - 2016/17 Specific Grant Changes

Funding Stream	<i>Actual</i>	<i>settlement</i>	Variance
	2015/16	2016/17	
	£m	£m	£m
NHS support to Social Care	(5.808)	(5.808)	0.000
Education Services Grant	(1.997)	(1.831)	0.166
S31 Business Rates Grant	(2.148)	(1.959)	0.189
New Homes Bonus plus top slice return	(2.502)	(3.231)	(0.729)
Adult Social Care New Burdens	(1.065)	0.000	1.065
DOH -Local Reform & Community Voices*	(0.153)	0.000	0.153
DOH -Lead local flood	(0.014)	0.000	0.014
Public Health (Ring Fenced Grant)	(16.837)	(17.380)	(0.543)
Total	(30.524)	(30.209)	0.315

* Removed as 2016/17 allocation still to be confirmed

15. It should be noted that the Public Health grant in 2016/17 includes transfer of £3.974m for additional responsibilities for 0-5 year olds. Furthermore all grants except the New Homes Bonus were excluded from the government's future funding figures therefore the majority of these grants are expected to further reduce significantly in the next few years.
16. In the final settlement, government announced £150m of transitional funding for the next two financial years targeted to authorities whose RSG has reduced by the highest percentage. This is considered to be an unfair approach as this only considers one element of funding in isolation and not the whole package of funding available to Councils. Additional rural services delivery grant was also announced targeted to authorities deemed to be in the top 20% nationally in terms of sparsity. Gateshead has not been allocated any amounts from either of these additional funding pots.
17. The government's forecast reduction in core spending power per dwelling over the next four years for Gateshead is quoted as 1.2% compared to an England average of -0.4%. This position is not considered a true reflection and it is important to note the following points;
- The government's future Council Tax figures assume average growth for each authority as well as an annual consumer price index (CPI) increase (which is an annual average of 1.75%) as well as the 2% social care charge. It is assumed this occurs each year over the period up to 2019/20. This assumes 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 of up to 4% year on year. This moves funding for essential council services from government funding to local residents. This does not take into account the mix of a Councils tax base and their ability to pay. In Gateshead 60% of our residents are in band A, the lowest property value banding.
 - Business rates also include notional projections of growth of circa 3% 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 loss of income through the cost of appeals, refunds, changes in collection rates and the impact of rate avoidance.

- c. New homes bonus allocations are notional future estimates and cannot be taken with any certainty as the whole system is subject to change following consultation.
 - d. Figures include £13.89m over 2017/18 to 2019/20 for the improved Better Care Funding which aims to redress some balance of need. This news is welcome, however, the funding will only impact towards the end of parliament when the funding is desperately needed now.
 - e. Only potential funding has been considered in this projection with no consideration given of the impact of the increasing costs in social care from increased demand, contractual inflationary increases and the costs of implementing the National Living Wage. Similar cost pressures are also seen in children's social care and other Council services arising from inflation, pay increases, changes in national insurance contributions and additional transfers of responsibilities, many of which will wipe out the increases shown, when only looking at the potential resources available.
 - f. Furthermore analysis per dwelling does not take account of the levels of deprivation 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.
18. The Government have said they will reduce RSG to individual local authorities in a way that ensures that councils delivering the same set of services receive the same percentage change in settlement core funding for these services. Taking council tax into account when calculating this adjustment is a change in central government policy. As part of future reforms government have said that the main local government grant will be phased out and additional responsibilities devolved to local authorities.
19. Even the government figures highlight significant challenges ahead for councils who will have to make savings, despite receiving a flat-cash settlement over the next four years, sufficient to compensate for any additional cost pressures they face. These include those arising from general inflation, cost pressures in the care sector, increases in the number of adults and children needing support and rising levels of need, increases in demand for everyday services as the population grows, pressure on homelessness budgets and increases in core costs such as national insurance, the National Living Wage and pension contributions.
20. Government also confirmed the intention to move to 100% rates retention by 2020. Devolution announcements made as part of the Spending Review require local authorities to make efficiency savings, but in return offers them new levels of power to generate growth for their area. The Government will allow local government to keep the rates they collect from businesses, give councils the power to cut business rates to boost growth, and give elected city-region mayors the power to levy a business rates premium for local infrastructure projects – with the support of local businesses. This will see a shift of reliance on government funding to a reliance on locally raised income through business rates and council tax.

21. The overall approach brings additional risks that were formally managed nationally and will now be transferred to local government, namely;
- Risks in wider economic regeneration and downturns in the local economy in areas that suffer weaker national average economic performance;
 - Increased risks in greater numbers of benefits claimants under the local council tax reduction scheme that transferred to local authorities in 2013/14;
 - The government have confirmed that additional responsibilities will be transferred to local government in the move towards 100% retention. Indications at this stage are that Public Health funding and attendance allowance payments (currently administered by Department for Work and Pensions) will transfer. This places any risks of increasing demand in these areas and any others transferred onto the Council;
 - Risks of welfare reforms and the impact on collection rates of both council tax and business rates.
22. Department for Communities and Local Government (DCLG) have indicated that they will be writing to each council shortly setting out the details of the multi-year settlement offer and the process for acceptance. It is their intention that plans are locally driven and that they should show the further saving opportunities created by the greater certainty of a 4-year budget. Councils have until Friday 14 October 2016 to respond to the offer. Final guidance on the capital receipt flexibility for revenue reforms is also expected shortly.

Schools Funding

23. In 2016/17 the Council will also receive an indicative £135.8m 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 which is estimated to be £39m. The £96.8m retained after recoupment for academies is allocated between High needs, Schools, Early Years providers and other centrally held service areas. Funding for maintained schools and the providers of early years education is distributed on a formula basis in accordance with the Schools and Early Years Finance (England) Regulations. Funding for 2 year olds has been estimated by the DfE for 2016/17 at £1.6m as this will be confirmed in July 2016 based on actual take up.
24. In addition, the Pupil Premium for 2016/17 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 £1,900 per eligible child. The estimated entitlement for schools in Gateshead is £9.7m, of which an estimated £2.5m will be recouped for Academies.
25. From 2017/18 there will be a new national funding formula for the early years block of the DSG. 2 year old funding is already distributed on a national formula basis. Mainstream schools funding will also have a new national funding formula from 2017/18, and a national funding formula will be implemented for the calculation of the high needs block.
26. 2017/18 will also see the introduction of the 30 hours free entitlement for 3 & 4 year olds with working parents and the introduction of the apprentice levy on schools.

Projected Revenue Outturn 2015/16

27. The agreed revenue budget for 2015/16 was set at £205.400m, rising to £207.387m in October 2015 following a half year transfer of the 0-5 year old provision within Public Health (£1.987m). On 19 January 2016, Cabinet received a report on projected spending taking into account performance to 31 December 2015. The 2015/16 projected outturn is £208.247m, a projected over spend of £0.860m for the year.
28. There continues to be projected over spends in a number of areas, notably demand for children's social care and under achievement of income from leisure facilities. Continued monitoring within services, reports to senior management and the delivery of action plans to address budget variances will aim to ensure that spending for the year is contained within the original estimate. Given the significant financial challenges ahead officers are actively looking in year at ways to recover costs, increase income and achieve underspends wherever feasible. This is good financial management that aids financial sustainability. The council has a strong track record in delivering the outturn on the revenue account within budget.
29. The final outturn position will be reported to cabinet in June 2016 however it is anticipated that the position will be brought back within budget estimates.

Budget Guidance and Base Budget Requirement 2016/17

30. The following key assumptions have been made in development of the 2016/17 budget;
 - A cash reduction in revenue support grant of £10.509m.
 - An increase of £0.659m over settlement figures in business rates income to be retained by the council, split between growth due to an increase in the multiplier set by government and growth in the base.
 - An increase to £77.236m in the amount of council tax income receivable split between growth in the tax base (£0.818m) and proposed agreement of council tax increases (1.99%, £1.478m general, 2.0% £1.485m social care precept).
 - Contractual inflation and modest amounts of general inflation on areas such as utilities, insurance premiums and business rates payable by the council.
 - Assumed 1.0% pay award in line with national offer and specific pressures resulting from instances of incremental progression (£1.7 million).
 - Impacts of implementing the National Living Wage (£1.0 million).
 - An increase in the employer's national insurance rate due to changes in the state pension and the cessation of 'contacted out' occupational pension schemes (£2.0 million).
 - The full year impact arising from the transfer of responsibilities for 0-5 year olds is included in Public Health budgets (£3.974m)
 - Provision has been made in the budget for the North East Combined Authority Transport Levy of £11.671m (3.3% decrease) and for the Environment Agency of £0.161m (1% increase). Both of these levies have been confirmed. The Combined Authority for the North East (NECA) is the Local Transport Authority, with the power to issue a levy on constituent authorities to meet transport related expenditure.

31. The base budget for 2016/17 before budget savings is £217.679m. This is an increase of £10.292m reflecting new burdens, inflation and service pressures outlined in the MTFS as shown below;

	MTFS NET Budget £m	REVISED NET Budget £m
Base 2015/16	205.400	207.387
Base Adjustments	2.874	1.592
General Inflation (inc Utilities, salary etc)	0.950	1.360
Contractual Inflation	0.400	0.337
Council wide Pressures (Pensions, Living Wage etc)	5.639	5.030
Service Pressures	2.000	1.973
Strategic Investment (Capital programme)	1.581	0.000
	218.844	217.679

32. Growth in the Council budget has been kept to a minimum with provision being made in a contingency of £7.380m to manage risks in relation to the ongoing contribution to the costs of managing the workforce, demand pressures, and the cost of additional winter maintenance. The base budget for 2016/17 also includes recognition of a £1.000m surplus in respect of Construction Services' income based on this sustained level of performance in previous years.
33. Funding for 2016/17 is £198.883m based on the final settlement funding including projected council tax and business rate income increases and Collection Fund transfers leaving a budget savings requirement of £18.796m which will be met through budget proposals. The overall position can be summarised as follows:

2015-16 £m	Local Government Settlement Position	2016/17 £m
207.387	Base Budget	217.679
	Funding Stream:	
(47.767)	Settlement Funding Assessment - Revenue Support Grant	(37.258)
(43.199)	Settlement Funding Assessment -Retained Business Rates	(43.559)
(1.573)	Additional Retained Business Rates (NNDR 1)	(0.659)
(9.869)	Settlement Funding Assessment -Top Up Grant	(9.951)
(73.455)	Council Tax Requirement (including uplifts)	(77.236)
	<u>Other Grants</u>	
(5.808)	NHS support to Social Care	(5.808)
(1.997)	Education Services Grant	(1.831)
(2.148)	S31 Business Rates Grant	(1.959)
(2.502)	New Homes Bonus plus top slice return	(3.231)
(1.065)	Adult Social Care New Burdens Funding	0.000
(0.153)	DOH -Local Reform & Community Voices Funding	0.000
(0.014)	DOH -Lead Local Flood Funding	0.000
(16.837)	Public Health (Ring Fenced Grant) - including Transfer of 0-5	(17.380)
(1.000)	Collection Fund Transfer	(0.011)
(207.387)	Total Funding	(198.883)
0.000	Revised Net Position	18.796

34. The base budget figures and proposals are presented in Appendix 2, including all comparative figures for 2015/16.

Budget Proposals 2016 to 2018 – Outcome of Consultation

35. At its meeting on 3 November 2015, Cabinet approved the public consultation which set out the budget proposals in order to bridge an estimated funding gap of £50.6m by 2018. The consultation ran from 3 November 2015 to 30 December 2015 on proposals totalling £34.4m. The responses to the consultation and equality assessments are included at Appendix 3.
36. Following consultation, the potential for mitigations to issues raised through the process have been considered. Following consideration of a number of factors including the overall financial position of the Council, the level of reserves and priorities identified in the Council Plan, it has been possible to mitigate some of the budget proposals and through the use of reserves allow an opportunity in other areas to support delivery of proposed savings over a 12 month period.
37. As an outcome of the consultation the following proposals have been removed from the proposed savings for 2016/17 namely;
- Environment (£554,000) – for the reduction, cessation and redesign of services to deliver need, priority and compliance work only for grounds maintenance, weed control, arboriculture, countryside, parks and open spaces and street cleansing – the provision of these services will be subject to a full review and the Council will continue to develop approaches to build capacity in communities through Achieving More Together and to increase trading income to enable service provision to continue.
 - Public Health -Oaktrees drug rehabilitation saving has been removed (£104,000) to ensure continuation of this important rehabilitation element of the Substance misuse programme, based on evidence submitted in the consultation. Stop Smoking Services saving has been reduced by £32,000 to reflect further analysis undertaken during the consultation process. The Live Well proposal has reduced by £200,000 to protect the continued effectiveness of the programme.
38. Within the proposed budget for 2016/17 the following budget proposals are mitigated through reserves:

Adult Social Care £2.933m mitigation from reserves to allow extra time for recommissioning exercises to be completed and implementation of new delivery models. Mitigation mainly relates to;

- £0.875m of a £1.75m saving to review support for people to live independently. Use of reserves reflects 6 months movement to allow Clinical Commissioning Group (CCG) review to be completed.
- £0.675m of a £1.35m saving to reduce residential care admissions.
- £0.500m of a £0.500m saving for recommissioning of Day Services to allow time for a recommissioning exercise.
- £0.300m of a £3.3m saving to allow time to move to a revised demand management model for Adult Social Care.
- £0.225m of a £0.675m saving for recommissioning of Learning Disability Care Packages. Use of reserves reflects 12 weeks movement to allow recommissioning exercise to be completed.

- £0.133m of a £0.800m saving to reduce Domiciliary Care Packages by enhanced early intervention. Use of reserves reflects 8 weeks movement to allow for full implementation of a new reablement model.
- £0.117m to mitigate in full a saving from the reconfiguration of housing Adaptations/ Occupational therapy service.
- £0.108m out of £0.650m for recommissioning of Independent Supported Living Schemes. Use of reserves reflects 8 weeks movement to allow recommissioning exercise to be completed.

Children's Services £0.814m mitigation from reserves to allow time to recommissioning and moving to new service provision methods and redesign. This includes;

- £0.280m to mitigate the full saving for 12 months to allow a review of the future of Grove House following concerns expressed at consultation.
- £0.218m of a £0.435m saving for the recommissioning of looked after children's residential placements and closure of in-house provision.
- £0.114m of a £0.902m saving relating to reconfiguration of early help service part way through 2016.
- £0.102m mitigation to reflect a reshaping and revision of our approach to Home to School Transport to reflect achievement within an academic year.
- £0.075m saving of a £0.300m Recommissioning of Contact Service and review of administrative support.
- £0.025m out of a £0.100m to allow timing for implementation of increased use of technology to improve efficiencies within children's social work.

Communities and Environment £0.174m support from reserves agreed for;

- £0.100m to assist with the timing of the implementation of the library review to enable partnership working and integration with other services to avoid any library closures in year 1.
- £0.074m support agreed to fully mitigate for 12 months the saving in relation to refuse collection and recycling to allow a full service review and the identification of alternative means of delivery of the saving within the service.

Governance & Resources £0.050m support from reserves agreed for ICT Services staffing savings to allow time for a planned transition whilst supporting delivery of Digital Strategy.

39. It is proposed that a further £0.438m from the ring-fenced Public Health Reserve is applied in 2016/17 to support mitigation of proposals in this area allowing time for transitional planning, re modelling of delivery and timing issues relating to contractual obligations. All expenditure would be contained within the ring-fenced Public Health budget totals for 2016/17 and 2017/18.
40. The Restructure of Care, Wellbeing and Learning proposal has a full saving of £3.3m to be achieved in 2016/17 with agreed mitigation to assist in timing of delivery of £0.300m. The new model of Adult Social Care, that includes parts of Children's services and Public Health, is predicated on maximising people's independence, enabling individuals to remain in their own homes and be active in their own communities. The model removes duplication across the group in Commissioning, policy and performance, ensuring that best use of resources and greater efficiencies are delivered. The model has been the subject of consultation with councillors via Corporate Resources Advisory Group and portfolio meetings, and with employees and trade unions via briefing sessions.

41. The full effect of the budget proposals for 2016/17 is detailed in Appendix 2.
42. The consultation also covered 2017/18 as part of the rolling two year approach to the budget. The Council faces a funding gap for 2017/18 that is currently estimated at £25m. The size of this shortfall represents a continuing and increasing challenge to the Council's effective financial planning and medium term financial sustainability.
43. The Council continues to look ahead and work towards achieving priority outcomes within the Council plan. It is looking at the services it needs to provide to fulfil its duties; these include enabling democratic leadership, keeping residents safe and setting a strategic direction for Gateshead. In addition, the Council is still working towards achieving sustainable economic growth and wellbeing for the borough and its residents, whilst supporting vulnerable people and building capacity within communities. The intention is to extend the planning horizon for the rolling budget approach from two to four years.

Business Rates 2016/17

44. As part of the 2016/17 settlement, the Government provided a baseline figure for retained business rates. The National Non-Domestic Rates Return 1 (NNDR1) 2016/17 submitted to the Department for Communities and Local Government on 31 January 2016 estimated that the Council's retained element will be £44.218m (adjusted for cost of collection) which is £0.659m greater than the baseline estimated in the Government's final settlement. This estimated additional income assists in closing the Council's funding gap. The collection rate remains forecast at 97.75%. The exact amount of compensation payment for small business relief is yet to be confirmed, an estimate of £1.959m is included in the base budget funding based on the NNDR1 return that was submitted to Government on 31 January 2016.
45. The business rate multiplier for 2016/17 will be 49.7 pence, with the small business multiplier being 48.4 pence. Top-ups and tariffs will be uprated by 0.8 per cent; in line with the increase in the September 2015 Retail Price Index.

Council Tax 2016/17

Statutory Requirements: Calculation of Council Tax Requirement

46. 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. 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.
47. 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:-

48. (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(2A) 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 11th 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 (14) above (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

49. 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 on the basis of the number of Band D equivalent properties in their area. Bands are assigned by the Valuation Office Agency (VOA).
50. 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 and Freeze Grant

51. As part of the 2016 settlement announcements there was no offer of a council tax freeze grant therefore this is no longer an option which in past years equated to the value of £0.892m.
52. 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 2016/17, this report recommends that Gateshead Council agrees a council tax increase of 3.99% (including a 2% adult social care charge) This will mean the Council will be exempt from the government's excessiveness principles outlined below as the proposed increase is less than 4%.

Council Tax Referendums

53. A council tax bill is made up of a number of 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.
54. 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 2016/17" and the principles outlined in annex A of the guidance.

55. 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.
56. Under section 52ZB of the 1992 Act, each billing 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.
57. Under section 52ZC of the 1992 Act, the question of whether an authority's relevant 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.
58. The Spending Review announced that local authorities responsible for adult social care will be given 2% additional Council Tax flexibility, on top of their existing 2% referendum threshold, for the rest of the Parliament on the understanding that they use all additional revenue for adult social care services.
59. For authorities with adult social care responsibilities the referendum cap is thus set at 4% and above. This comes with conditions requiring the authority to evidence that the additional funds raised from the 2% flexibility will be applied for social care purposes and will be required in subsequent years of the Parliament.
60. Therefore for 2016/17, 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 2016/2017' made under section 52ZD(1) of the 1992 Act "any relevant local authority" is excessive if the authority's relevant basic amount of council tax for 2016/17 is 4% (comprising 2% for expenditure on adult social care and 2% for other expenditure) or greater than 4% of its relevant basic amount of council tax for 2015-16.
61. For 2016/17, 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 2016/2017' 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 2016/17 is more than £5.00 greater than its relevant basic amount of council tax for 2015-16.
62. 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.

63. 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.
64. 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.
65. Under section 52ZB of the 1992 Act the proposed council relevant basic amount of council tax for 2016/17 is not excessive in accordance with the principles determined under section 52ZC of the Act.

Council Tax Requirement 2016/17

66. The Localism Act 2011 changed some of the details governing the calculation of council tax. The Council must set a Council Tax Requirement.
67. The Council's Budget for 2016/17 totals £198.883m after budget savings (net of schools spending).
68. In calculating the Council's council tax requirement as required by the legislation, the Lamesley Parish precept must be added to the figure above.
69. The Parish of Lamesley has issued a budget precept for 2016/17 of £10,000, an increase on 2015/16 which was £7,500. This is cited as being due to increasing cost pressures following no increase in the precept for over ten years alongside reducing investment interest. The Council has allocated grant funding to recognise the impact of the Local Scheme for Council Tax on Lamesley Parish meaning the precept for 2016/17 is £9,258.36. Grant funding of £741.64 will top-up the precept to enable a budget of £10,000 to be funded.
70. In arriving at the Council's council tax requirement, general grants such as Settlement Funding Assessment (Revenue Support Grant, retained Non-domestic Rates transferred from the Collection Fund and Top Up Grant), other grants in Revenue Spending Power and Public Health must be deducted.
71. Any amount transferred from the collection fund to the general fund in relation to council tax must also be deducted. For 2016/17 this figure has been estimated to be £0.011m.

72. The Council Tax Requirement 2016/17, based on an increase of 3.99%, can now be summarised as follows: -

	£
Net Budget 2016/17 Gateshead Council	198,883,217
<i>Add - Lamesley Parish Precept</i>	9,258
Budget Requirement 2016/17 (including Lamesley Parish Precept)	198,892,475
<i>Less - Settlement Funding Assessment (SFA)*</i>	(91,426,911)
<i>Public Health</i>	(17,380,000)
<i>Other Grants</i>	(12,829,182)
<i>Balance to be raised locally</i>	77,256,382
<i>Transfer from Collection Fund (Council Tax)</i>	(11,000)
Council Tax Requirement (including Lamesley Parish Precept)	77,245,382

* Includes transfer from Collection Fund for retained business rates

Council Tax Resolution

73. The council tax for Gateshead is calculated by dividing the council tax requirement by the Council Tax base of 50,480.1 (agreed at Cabinet on 19 January 2016). This calculation gives a basic amount of Council Tax of £1,530.2145. However, from this figure, the legislation requires the Parish element to be deducted (£0.1834). This gives a Band D Council Tax for Gateshead of £1,530.0311. 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.
74. 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, (excluding precepts but including a 2% precept to fund adult social care)

Valuation Band	Gateshead Council £
A	1,020.02
B	1,190.02
C	1,360.03
D	1,530.03
E	1,870.04
F	2,210.04
G	2,550.05
H	3,060.06

75. 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 19 January 2016). This calculation gives a Band D precept of £7.8149 for Lamesley Parish area in 2016/17 which is an increase of 36.99% (£2.11) from 2015/16 (£5.7047)

76. These result in the following additional Council Tax amounts for the Lamesley Parish area (excluding Police and Crime Commissioner and Fire precepts) following application of the proportions in the table at point 74 above.

Valuation Band	Lamesley Parish £
A	5.21
B	6.08
C	6.95
D	7.81
E	9.55
F	11.29
G	13.02
H	15.62

77. 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 agreed the precept for 2016/17 on 11 February 2016 with the decision to increase the Band D charge by the £5 permitted under the current referendum principles. The Tyne and Wear Fire and Rescue Authority precept was agreed on 15 February 2016, at an increase of 1.99%. These are as follows:-

Valuation Band	Police and Crime Commissioner for Northumbria £	Tyne and Wear Fire and Rescue Authority £
A	62.22	50.74
B	72.59	59.20
C	82.96	67.65
D	93.33	76.11
E	114.07	93.02
F	134.81	109.94
G	155.55	126.85
H	186.66	152.22

These precepts result in a Band D Council Tax (excluding Lamesley Parish Precept) of £1,699.4711 which has increased from £1,634.2889 in 2015/16.

78. These result in the following total Council Tax amounts (including precepts).

Valuation Band	Lamesley Parish £	All other parts of the Council's area £
A	1,138.19	1,132.98
B	1,327.89	1,321.81
C	1,517.59	1,510.64
D	1,707.28	1,699.47
E	2,086.68	2,077.13
F	2,466.08	2,454.79
G	2,845.47	2,832.45
H	3,414.56	3,398.94

Adequacy of Reserves and Robustness of Budget Estimates

79. The Council keeps a level of reserves to strengthen the Council's 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).
80. 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.
81. 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
82. 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.
83. 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 2015 and an estimate of reserves through to 31 March 2017 subject to the proposals in this report and the agreed MTFS. The position on reserves will be further reviewed following revenue outturn and as part of the review of the MTFS in summer 2016.
84. 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 £23.386m which is above the minimum level of 3% net revenue budget agreed by cabinet and council in July 2015 as part of the MTFS. This figure includes £7.816m LMS Schools reserves which are ring-fenced and £15.570m General Reserve.
85. 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 risk or provide insurance.
86. 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 schools reserves, developer contributions and the Public Health reserve.

87. As at 31 March 2016 it is estimated that the Council's general reserve will be £21.427m (including £6.816m LMS ring-fenced reserve) supplemented by approximately £27.558m earmarked reserves, £8.089m of which are ring-fenced and cannot be used to support the revenue budget.
88. 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 to find a permanent solution to the funding gap, rather than a short-term solution by using reserves.
89. 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.
90. The proposals within the budget will result in major organisational change in many services across the Council, and changes in the way the Council delivers services and works for and with, the community.

Workforce Management

91. The Council will still be 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.
92. 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.
93. In light of the required savings the Council gave notice in February 2016 to the Department of Business Innovation and Skills (Form HR1) of the number of anticipated redundancies. It also issued Section 188 "notice of potential redundancy letters" to employees. 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 significantly lower than the figures originally notified. 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.

94. The proposed FTE reduction is set out in the table below, along with an estimated breakdown of CRs, VRs, and vacant posts based on information to date:

FTE reduction Pre Mitigation	VRs FTE	CRs FTE	Vacant Posts FTE	Other
335.8	138.4	89.3	77.8	30.3

95. It should be noted that the actual number of CRs is likely to be considerably fewer than the figure shown in the table, as work is ongoing to confirm exact numbers of VRs, vacant posts and opportunities for redeployment which will reduce the need for CRs. Due to mitigating measures being applied (if approved) to a number of budget proposals to allow time for further development of new or revised service delivery approaches or commissioning exercises, it is estimated that compulsory redundancy notices will be issued on 26 February in relation to no more than 38 FTEs; however, the total figure for CRs for 2016/17 will only be determined once all of the proposals are finalised. (NB In the table the column labelled “Other” FTEs refers to posts proposed to be supported by reserves for the full year 2016/17 or where the saving is being achieved through reductions in hours.)

96. 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.

Prudential and Treasury Indicators

97. 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.

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 a manner which supports prudence, affordability and sustainability;
- To ensure consistency with local strategic planning, asset management and option appraisal.

The Prudential Code and the revised 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.

98. 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)

99. MRP is the amount that needs to be charged to revenue to reflect the repayment of debt. It is proposed that the Council continue to use the annuity method for charging MRP in respect of PFI contracts, the regulatory method on supported expenditure and the asset life method on self-financed expenditure. The Council's annual MRP statement for 2016/17 is attached at Appendix 7.

Consultation

100. 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 19 January 2016. The outcome of the meeting was positive and supportive of the Council's aim to stimulate the local economy to generate business growth.
101. There has been public consultation on budget proposals for 2016/17 as reported to Cabinet on 3 November 2015 and the responses are included at Appendix 3 of this report.

Alternative Options

102. 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

103. **Resources**
- Financial Implications** – The Strategic Director, Corporate Resources confirms that these are set out in the report and appendices.
 - Human Resource Implications** – Implications for the Council's workforce are considered within the report.
 - Property Implications** – The Strategic Director, Corporate Services & Governance confirms the implications for the Council's asset portfolio will be set out in detail in future separate reports.

104. **Risk Management Implications** – Appendix 4 to this report is a financial risk assessment of the budget.
105. **Equality and Diversity Implications** – Appendix 3 provides an overview of the Equality Impact Assessments which are available on the Council’s website.
106. **Crime and Disorder Implications** – There are no direct implications set out in this report.
107. **Health Implications** – Appendix 3 highlights health and wellbeing impact as well as a carers impact assessment.
108. **Sustainability Implications** – The proposals in this report will ensure a sustainable financial position for the Council.
109. **Human Rights Implications** – Nil.
110. **Area and Ward Implications** – The proposals in this report cover the whole of Gateshead.

REVENUE BUDGETS 2016/17

Budget 2015/16 £000	Group and Service (Net Budgets)	Budget Pre Savings 2016/17 £000	Proposed Savings 2016/17 £000	Proposed Budget 2016/17 £000
	<u>Care, Wellbeing & Learning</u>			
20,515	Social Work - Children & Families	20,969	(1,145)	19,824
4,934	Children & Families Support	5,077	(902)	4,175
4,684	Children's Commissioning	4,700	(245)	4,455
2,452	Learning & Schools	2,575	(390)	2,185
66,486	Adult Social Care & Independent Living	67,029	(9,075)	57,954
3,231	Adult Care Commissioning & Business Development	3,275	0	3,275
111	Housing General Fund	122	(117)	5
16,838	Public Health	18,825	(1,445)	17,380
	<u>Communities & Environment</u>			
1,933	Development & Public Protection	2,273	(159)	2,114
(416)	Council Housing, Design & Technical Services	(45)	(658)	(703)
1,933	Transport Strategy	2,482	(233)	2,249
6,911	Culture, Communities, Leisure & Volunteering	7,563	(643)	6,920
3,076	Commissioning & Business Development	129	(47)	82
2,027	Facilities Management	2,134	(268)	1,866
10,046	Waste Services, Grounds Maintenance & Fleet Management	13,545	(746)	12,799
4,050	Construction General Fund	4,238	(482)	3,756
	<u>Policy, Economic Growth and Transformation</u>			
1,938	Policy, Transformation & Communications	2,049	(232)	1,817
1,287	Economic & Housing Growth	1,350	0	1,350
	<u>Corporate Services and Governance</u>			
833	Democratic, Legal and Property Services	1,373	(109)	1,264
2,265	Human Resources & Litigation	2,414	(173)	2,241
417	Corporate Commissioning & Procurement	486	(29)	457
	<u>Corporate Resources</u>			
1,119	Corporate Finance	1,232	(141)	1,091
3,541	Customer and Financial Services	4,147	(853)	3,294
(711)	Housing Benefits	(406)	0	(406)
2,092	ICT Services	2,539	(380)	2,159
(1,456)	Other Services	(509)	(324)	(833)
4,884	Contingencies	7,380	0	7,380
30,139	Capital Financing Costs and Investment Income	28,901	0	28,901
	<u>Levies</u>			
159	Environment Agency	161	0	161
12,069	Tyne and Wear ITA	11,671	0	11,671
207,387	Total Net Budget	217,679	(18,796)	198,883
	<u>Financed By</u>			
(102,408)	Settlement Funding Assessment (SFA)	(91,427)		(91,427)
(13,687)	Other Grants	(12,829)		(12,829)
(16,837)	Public Health	(17,380)		(17,380)
(73,455)	Council Tax (Excluding Parish Precept)	(77,236)		(77,236)
(1,000)	Collection Fund	(11)		(11)
(207,387)	Total Funding	(198,883)	0	(198,883)

SCHOOLS - ESTIMATES 2016/17

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Dedicated Schools Grant (Indicative)	134,534	(134,534)	0	135,841	(135,841)	0
Less: Recoupment for Academies and commissioned Non-Maintained Special Schools	(38,338)	38,338	0	(39,031)	39,031	0
Total Retained in Council	96,196	(96,196)	0	96,810	(96,810)	0
Less: DSG funding allocated to High Needs, Early Years and other service areas	(22,627)	22,627	0	(22,900)	22,900	0
Schools Budget (Maintained)	73,569	(73,569)	0	73,910	(73,910)	0
Pupil Premium	9,708	(9,708)	0	9,748	(9,748)	0
Less: Academies Recoupment	(2,450)	2,450	0	(2,543)	2,543	0
Pupil Premium (Maintained)	7,258	(7,258)	0	7,205	(7,205)	0
Section 2 - Savings						0
TOTAL SCHOOLS BUDGET 2016/17						0

1. The Council will also receive an indicative £136m 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 which based on current academies is estimated to be £39m. 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 £1.6m 2016/17 and will be confirmed in July 2016 based on actual take up.

2. In addition, the Pupil Premium for 2016/17 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 £1,900 per eligible child. Service Children Pupil Premium is £300 per eligible pupil. The estimated entitlement for schools in Gateshead is £9.7m, of which an estimated £2.5m will be recouped for academies.

Early Years Pupil Premium was introduced in 2015/16 for eligible 3 & 4 year olds at £300 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 £0.205m.

CARE, WELLBEING & LEARNING - ESTIMATES 2016/17

SOCIAL WORK - CHILDREN & FAMILIES

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Social Work - Children & Families	21,633	(1,118)	20,515	22,087	(1,118)	20,969
Section 2 - Savings						
Children's						
Increased use of technology to improve efficiencies within children's social work	(100)	0	(100)			
Recommissioning of Contact Service and review of administrative support	(300)	0	(300)			
Reviewing our approach to Adoption Services and consolidation of marketing activities between adoption and fostering	(30)	0	(30)			
Recommissioning Looked After Children's Residential Placements and closure of in-house provision	(435)	0	(435)			
Review of respite care for disabled children	(280)	0	(280)			
	(1,145)	0	(1,145)			
Total Social Work - Children & Families 2016/17	20,942	(1,118)	19,824			

CARE, WELLBEING & LEARNING - ESTIMATES 2016/17

CHILDREN & FAMILIES SUPPORT

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Children & Families Support	12,040	(7,106)	4,934	11,806	(6,729)	5,077
Section 2 - Savings						
Children's						
Early Help - Reconfiguration of service				(902)	0	(902)
				(902)	0	(902)
Total Children & Families Support 2016/17				10,904	(6,729)	4,175

CARE, WELLBEING & LEARNING - ESTIMATES 2016/17

CHILDREN'S COMMISSIONING

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Children's Commissioning	18,362	(13,678)	4,684	19,319	(14,619)	4,700
Section 2 - Savings						
Children's						
Reshape and revise our approach to Home to School Transport	(245)	0	(245)	(245)	0	(245)
	(245)	0	(245)	(245)	0	(245)
Total Children's Commissioning 2016/17	19,074	(14,619)	4,455	19,074	(14,619)	4,455

CARE, WELLBEING & LEARNING - ESTIMATES 2016/17

LEARNING & SCHOOLS

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Learning & Schools	25,125	(22,673)	2,452	21,683	(19,108)	2,575
Section 2 - Savings						
Children's						
Learningskills Review	0	(50)			(50)	(50)
School Improvement service income and efficiencies	(340)				0	(340)
	(340)				(50)	(390)
Total Learning & Schools 2016/17				21,343	(19,158)	2,185

CARE, WELLBEING & LEARNING - ESTIMATES 2016/17

ADULT SOCIAL CARE & INDEPENDENT LIVING

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Adult Social Care & Independent Living	90,793	(24,307)	66,486	95,918	(28,889)	67,029
Section 2 - Savings						
Adult Social Care						
Recommission Independent Supported Living Schemes	(650)	0	(650)			
Increase income to Care Call	0	(50)	(50)			
Recommissioning Learning Disability Care Packages	(675)	0	(675)			
Review of support for people to live independently	0	(1,750)	(1,750)			
Reduction in Domiciliary Care Packages by enhanced early intervention	(800)	0	(800)			
Reduction in Residential Care Admissions	(1,350)	0	(1,350)			
Recommission Day Services	(500)	0	(500)			
Revised demand management model for Adult Social Care	(3,300)	0	(3,300)			
	(7,275)	(1,800)	(9,075)			
Total Adult Social Care & Independent Living 2016/17	88,643	(30,689)	57,954			

CARE, WELLBEING & LEARNING - ESTIMATES 2016/17

ADULT CARE COMMISSIONING & BUSINESS DEVELOPMENT

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
ACC & Business Development	3,406	(175)	3,231	3,450	(175)	3,275
Section 2 - Savings				0	0	0
				0	0	0
Total Adult Care Commissioning & Business Development 2016/17				3,450	(175)	3,275

CARE, WELLBEING & LEARNING - ESTIMATES 2016/17

HOUSING GENERAL FUND

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Housing General Fund	1,012	(901)	111	2,056	(1,934)	122
Section 2 - Savings						
<u>Adult Social Care</u>						
Reconfiguration of Housing Adaptations/ Occupational therapy service				(117)	0	(117)
				(117)	0	(117)
Total Housing General Fund 2016/17				1,939	(1,934)	5

CARE, WELLBEING & LEARNING - ESTIMATES 2016/17

PUBLIC HEALTH

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Public Health	16,896	(58)	16,838	18,883	(58)	18,825
Section 2 - Savings						
Public Health						
Reducing elements of the Drug and Alcohol programme				(448)	0	(448)
Stop funding provision for Balance It Programme				(105)	0	(105)
Withdrawing funding contribution to Gateshead NHS Trust – Breastfeeding Nurse post				(15)	0	(15)
Move to a charging approach with schools for the Healthy Schools Programme				(60)	0	(60)
Withdrawing funding for the Labriut Healthy Living Centre				(66)	0	(66)
Reducing funding for the LiveWell Gateshead programme				(100)	0	(100)
Reducing funding for NHS Health Checks				(60)	0	(60)
Withdrawal of funding to NHS trust for Public Health Midwife post				(53)	0	(53)
Public Health Team efficiencies				(60)	0	(60)
Reducing access to stop smoking services				(313)	0	(313)
Withdraw funding for the Whoops! Child Safety Project				(30)	0	(30)
Remodelling 0-5 (Early Years) and Children's Public Health Services				(95)	0	(95)
Reductions in Sexual health Funding – MESMAC and Sexual Health Tariff				(40)	0	(40)
				(1,445)	0	(1,445)
Total Public Health 2016/17				17,438	(58)	17,380

COMMUNITIES & ENVIRONMENT - ESTIMATES 2016/17

DEVELOPMENT & PUBLIC PROTECTION

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Development & Public Protection	3,913	(1,980)	1,933	4,231	(1,958)	2,273
Section 2 - Savings						
<u>Environment</u>						
Service Review				(113)	0	(113)
Additional Income				0	(46)	(46)
				(113)	(46)	(159)
Total Development & Public Protection 2016/17				4,118	(2,004)	2,114

COMMUNITIES & ENVIRONMENT - ESTIMATES 2016/17

COUNCIL HOUSING, DESIGN & TECHNICAL SERVICES

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Council Housing, Design & Tech Services	98	(514)	(416)	469	(514)	(45)
Section 2 - Savings						
<u>Economic Growth</u>						
Increased Traded Income from implementation of District Energy Scheme (DES).	0			0	(658)	(658)
				0	(658)	(658)
Total Council Housing, Design & Technical Services 2016/17	469			469	(1,172)	(703)

COMMUNITIES & ENVIRONMENT - ESTIMATES 2016/17

TRANSPORT STRATEGY

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Transport Strategy	5,371	(3,438)	1,933	6,082	(3,600)	2,482
Section 2 - Savings						
Environment						
Staffing reductions and termination of Quaylink bus contract	(120)	0	(120)			
Additional income – off-street parking, bus lane enforcement and network management	0	(113)	(113)			
	(120)	(113)	(233)			
Total Transport Strategy 2016/17	5,962	(3,713)				2,249

COMMUNITIES & ENVIRONMENT - ESTIMATES 2016/17

CULTURE, COMMUNITIES, LEISURE & VOLUNTEERING

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
CCL & Volunteering	13,262	(6,351)	6,911	13,224	(5,661)	7,563
Section 2 - Savings						
<u>Communities and Volunteers</u>						
Review of Libraries (subject to public consultation on specific proposals)				(250)	0	(250)
Increased income from St Mary's Heritage Centre				0	(36)	(36)
Review of partner funding arrangements – Sage Gateshead at Old Town Hall				(108)	0	(108)
Review Partner Funding Arrangements, Review Commission to GVOC, Sage Gateshead, TWAM and BALTIC				(100)	0	(100)
Review of community centres				(49)	0	(49)
Reduction in Capacity Building Fund				(100)	0	(100)
				(607)	(36)	(643)
Total Culture, Communities, Leisure & Volunteering 2016/17				12,617	(5,697)	6,920

COMMUNITIES & ENVIRONMENT - ESTIMATES 2016/17

COMMISSIONING & BUSINESS DEVELOPMENT

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Commissioning & Business Developmnt	5,161	(2,085)	3,076	319	(190)	129
Section 2 - Savings						
<u>Governance and Resources</u>						
Staffing reductions				(27)	0	(27)
South Tyne and Wear Waste Management Partnership non staffing savings				(20)	0	(20)
				(47)	0	(47)
Total Commissioning & Business Development 2016/17				272	(190)	82

COMMUNITIES & ENVIRONMENT - ESTIMATES 2016/17

FACILITIES MANAGEMENT

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Facilities Management	12,518	(10,491)	2,027	12,946	(10,812)	2,134
Section 2 - Savings						
<u>Governance and Resources</u>						
Additional income – leasing of space to external partners	0	(80)	(80)			
Reconfiguration of the Bewicks Catering Service	(100)	0	(100)			
Reduction in cleaning of Council Buildings	(88)	0	(88)			
	(188)	(80)	(268)			
Total Facilities Management 2016/17	12,758	(10,892)	1,866			

COMMUNITIES & ENVIRONMENT - ESTIMATES 2016/17

WASTE SERVICES, GROUNDS MAINTENANCE & FLEET MANAGEMENT

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross £000s	Net Budget £000s
WSGM & Fleet Management	14,232	(4,186)	10,046	19,639	(6,094)	13,545
Section 2 - Savings						
<u>Environment</u>						
Review services to deliver refuse and recycling				(74)	0	(74)
Increase fees and charges for garden waste, gardening scheme & bin replacements				0	(224)	(224)
Grow tradeable services – bereavement & trade waste				0	(252)	(252)
Stop non-profitable services – schools grounds maintenance & clinical waste				(196)	0	(196)
				(270)	(476)	(746)
Total WSGM & Fleet Management 2016/17				19,369	(6,570)	12,799

COMMUNITIES & ENVIRONMENT - ESTIMATES 2016/17

CONSTRUCTION GENERAL FUND

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Construction General Fund	4,050	0	4,050	4,238	0	4,238
Section 2 - Savings						
<u>Environment</u>						
Highways Budget Reductions				(482)	0	(482)
				(482)	0	(482)
Total Construction General Fund 2016/17				3,756	0	3,756

POLICY, ECONOMIC GROWTH & TRANSFORMATION - ESTIMATES 2016/17

POLICY, TRANSFORMATION & COMMUNICATIONS

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Policy, Transformation & Comms	2,014	(76)	1,938	2,082	(33)	2,049
Section 2 - Savings						
<u>Governance and Resources</u>						
Organisational review				(232)	0	(232)
				(232)	0	(232)
Total Policy, Transformation & Communications 2016/17				1,850	(33)	1,817

POLICY, ECONOMIC GROWTH & TRANSFORMATION - ESTIMATES 2016/17

ECONOMIC & HOUSING GROWTH

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Economic & Housing Growth	3,743	(2,456)	1,287	3,851	(2,501)	1,350
Section 2 - Savings				0	0	0
				0	0	0
Total Economic & Housing Growth 2016/17				3,851	(2,501)	1,350

CORPORATE SERVICES & GOVERNANCE - ESTIMATES 2016/17

LEGAL, DEMOCRATIC & PROPERTY SERVICES

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Legal, Democratic & Property Services	4,886	(4,053)	833	5,423	(4,050)	1,373
Section 2 - Savings						
<u>Governance and Resources</u>						
Organisational Review of Corporate Services and Governance				(109)	0	(109)
				(109)	0	(109)
Total Legal, Democratic & Property Services 2016/17				5,314	(4,050)	1,264

CORPORATE SERVICES & GOVERNANCE - ESTIMATES 2016/17

HUMAN RESOURCES & LITIGATION

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Human Resources & Litigation	3,095	(830)	2,265	3,262	(848)	2,414
Section 2 - Savings						
<u>Governance and Resources</u>						
Organisational Review of Corporate Services and Governance				(161)	0	(161)
Registrars Charging for Services				0	(12)	(12)
				(161)	(12)	(173)
Total Human Resources & Litigation 2016/17				3,101	(860)	2,241

CORPORATE SERVICES & GOVERNANCE - ESTIMATES 2016/17

CORPORATE COMMISSIONING & PROCUREMENT

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Corp Commissioning & Procuremnt	875	(458)	417	944	(458)	486
Section 2 - Savings						
<u>Governance and Resources</u>						
Organisational Review of Corporate Services and Governance				(29)	0	(29)
				(29)	0	(29)
Total Corporate Commissioning & Procurement 2016/17				915	(458)	457

CORPORATE RESOURCES - ESTIMATES 2016/17

CORPORATE FINANCE

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Corporate Finance	2,328	(1,209)	1,119	2,367	(1,135)	1,232
Section 2 - Savings						
Governance and Resources						
Service review of Corporate Finance				(141)	0	(141)
				(141)	0	(141)
Total Corporate Finance 2016/17				2,226	(1,135)	1,091

CORPORATE RESOURCES - ESTIMATES 2016/17

CUSTOMER & FINANCIAL SERVICES

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Customer & Financial Services	8,338	(4,797)	3,541	8,601	(4,454)	4,147
Section 2 - Savings						
<u>Governance and Resources</u>						
Service review - Staffing				(613)	0	(613)
Service review - Non staffing				(190)	(50)	(240)
				(803)	(50)	(853)
Total Customer & Financial Services 2016/17				7,798	(4,504)	3,294

CORPORATE RESOURCES - ESTIMATES 2016/17

HOUSING BENEFITS

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Housing Benefits	83,292	(84,003)	(711)	85,660	(86,066)	(406)
Section 2 - Savings				0	0	0
				0	0	0
Total Housing Benefits 2016/17				85,660	(86,066)	(406)

CORPORATE RESOURCES - ESTIMATES 2016/17

ICT SERVICES

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
ICT Services	4,228	(2,136)	2,092	4,566	(2,027)	2,539
Section 2 - Savings						
<u>Governance and Resources</u>						
ICT Services Review - Staffing				(235)	0	(235)
ICT Services Review - Non Staffing				(145)	0	(145)
				(380)	0	(380)
Total ICT Services 2016/17				4,186	(2,027)	2,159

CORPORATE RESOURCES - ESTIMATES 2016/17

OTHER SERVICES

Section 1 - Net Cost of Current Levels of Service						
	2015/16			2016/17		
	Gross Exp £000s	Gross Income £000s	Net Budget £000s	Gross Exp £000s	Gross Income £000s	Net Budget £000s
Capital Financing & Investment Income	31,510	(1,371)	30,139	30,500	(1,599)	28,901
Contingencies	4,884	0	4,884	7,380	0	7,380
Other Services	1,530	(2,986)	(1,456)	2,498	(3,007)	(509)
Total	37,924	(4,357)	33,567	40,378	(4,606)	35,772
Section 2 - Savings						
<u>Economic Growth</u>						
Reduced funding to NewcastleGateshead Initiative				(74)	0	(74)
New Build Housing Income				0	(100)	(100)
<u>Governance and Resources</u>						
Review of Insurance Fund				0	(150)	(150)
				(74)	(250)	(324)
Total Other Services, Contingencies, Capital Financing and Investment Income 2016/17				40,304	(4,856)	35,448

SUMMARY OF BUDGET SAVING PROPOSALS BY THEME	AMOUNT £000s
Adult Social Care Budget Saving Proposals	(9,192)
Children's Budget Saving Proposals	(2,682)
Communities and Volunteers Budget Saving Proposals	(643)
Economic Growth Budget Saving Proposals	(832)
Environment Budget Saving Proposals	(1,620)
Governance and Resources Budget Saving Proposals	(2,382)
Public Health Budget Saving Proposals	(1,445)
TOTAL	(18,796)

Adult Social Care Budget Saving Proposals	(9,192)
Increase income to Care Call	(50)
Recommission Day Services	(500)
Recommission Independent Supported Living Schemes	(650)
Reduction in Domiciliary Care Packages by enhanced early intervention	(800)
Reduction in Residential Care Admissions	(1,350)
Review of support for people to live independently	(1,750)
Revised demand management model for Adult Social Care	(3,300)
Recommissioning Learning Disability Care Packages	(675)
Reconfiguration of Housing Adaptations/ Occupational therapy service	(117)

Children's Budget Saving Proposals	(2,682)
Early Help - Reconfiguration of service	(902)
Reshape and revise our approach to Home to School Transport	(245)
Learningskills Review	(50)
School Improvement service income and efficiencies	(340)
Increased use of technology to improve efficiencies within children's social work	(100)
Recommissioning Looked After Children's Residential Placements and closure of in-house provision	(435)
Recommissioning of Contact Service and review of administrative support	(300)
Reviewing our approach to Adoption Services and consolidation of marketing activities between adoption and fostering	(30)
Review of respite care for disabled children	(280)

Communities and Volunteers Budget Saving Proposals	(643)
Reduction in Capacity Building Fund	(100)
Review Partner Funding Arrangements, Review Commission to GVOC, Sage Gateshead, TWAM and BALTIC	(100)
Review of Libraries (subject to public consultation on specific proposals)	(250)
Increased income from St Mary's Heritage Centre	(36)
Review of partner funding arrangements – Sage Gateshead at Old Town Hall	(108)
Review of community centres	(49)

Economic Growth Budget Saving Proposals	(832)
Increased Traded Income from implementation of District Energy Scheme (DES)	(658)
Reduced funding to NewcastleGateshead Initiative	(74)
New Build Housing Income	(100)

Environment Budget Saving Proposals	(1,620)
Highways Budget Reductions	(482)
Additional income	(46)
Service Review	(113)
Staffing reductions and termination of Quaylink bus contract	(120)
Additional income – off-street parking, bus lane enforcement and network management	(113)
Review services to deliver refuse and recycling	(74)
Increase fees and charges for garden waste, gardening scheme & bin replacements	(224)
Grow tradeable services – bereavement & trade waste	(252)
Stop non-profitable services – schools grounds maintenance & clinical waste	(196)

Governance and Resources Budget Saving Proposals		(2,382)
Staffing reductions		(27)
South Tyne and Wear Waste Management Partnership non staffing savings		(20)
Organisational Review of Corporate Services and Governance		(29)
Service review of Corporate Finance		(141)
Service review - Staffing		(613)
Service review - Non staffing		(240)
Reconfiguration of the Bewicks Catering Service		(100)
Additional income – leasing of space to external partners		(80)
Reduction in cleaning of Council Buildings		(88)
Organisational Review of Corporate Services and Governance		(161)
Registrars Charging for Services		(12)
Service review - Staffing		(235)
Service review - Non staffing		(145)
Organisational Review of Corporate Services and Governance		(109)
Organisational review		(232)
Review of Insurance Fund		(150)

Public Health Budget Saving Proposals		(1,445)
Public Health Team efficiencies		(60)
Reducing access to stop smoking services		(313)
Reducing elements of the Drug and Alcohol programme		(448)
Reducing funding for NHS Health Checks		(60)
Reducing funding for the LiveWell Gateshead programme		(100)
Remodelling 0-5 (Early Years) and Children's Public Health Services		(95)
Stop funding provision for Balance It Programme		(105)
Withdraw funding for the Whoops! Child Safety Project		(30)
Withdrawal of funding to NHS trust for Public Health Midwife post		(53)
Move to a charging approach with schools for the Healthy Schools Programme		(60)
Reductions in Sexual health Funding – MESMAC and Sexual Health Tarriff		(40)
Withdrawing funding for the Labriut Healthy Living Centre		(66)
Withdrawing funding contribution to Gateshead NHS Trust – Breastfeeding Nurse post		(15)

Total		(18,796)
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Analysis of Gateshead Council's Budget Consultation 2016-2018

Introduction

1. To ensure the Council manages its resources effectively in financially challenging times, we have continued with our approach of adopting a two year rolling programme for budget planning which allows for greater flexibility and resilience.
2. In developing the draft proposals, the Council looked at the services it needs to provide to fulfil its duties, including enabling democratic leadership, keeping residents safe and setting a strategic direction for Gateshead, as set out in the Council Plan 2015-2020.
3. Draft proposals for the period 2016-2018 were presented for consultation to inform the preparation of the Council's budget for 2016/17, and budget planning for 2017/18, at the Cabinet meeting on 3 November 2015. The consultation closed on 30 December 2015.

Method

4. The Council regularly consults residents to seek their views on proposed changes to council services, plans, policies and other issues.
5. The full budget consultation document was available via the Council's website, with feedback enabled via the Council's consultation portal which attracted over 570 respondents. Paper copies of the budget consultation form were also available on request and placed in the civic centre, leisure centres, libraries and Gateshead Housing Company offices. Alternative formats were also available on request.
6. The demography of the respondents who provided details of their age, gender, disability, religion and ethnicity is provided later in this report.
7. The budget consultation was publicised through local press and media and through Council News.
8. A series of Corporate Resources Advisory Groups were held for councillors to consider and comment on the context, approach and the draft budget proposals.
9. Meetings were held with key stakeholders including trade unions, partnerships and community and voluntary organisations, including:
 - Gateshead Diversity Forum
 - Gateshead Carers Partnership
 - Gateshead Older People's Partnership
 - Gateshead Youth Assembly
 - Gateshead Access Panel
 - Gateshead Voluntary Organisations Council
 - Jewish Community Council of Gateshead
 - Healthwatch Gateshead
 - Health and Wellbeing Board

- Gateshead Carers Association
- Gateshead Integrated Care Programme Board
- Sage Gateshead
- BALTIC
- Tyne and Wear Archives and Museums
- NewcastleGateshead Initiative
- Newcastle Gateshead Clinical Commissioning Group
- Gateshead's Learning Disability Partnership Board & Involvement Now
- Physical Disability and Sensory Impairment Partnership
- Parents and carers regarding Grove House and Blaydon Lodge
- North East Chamber of Commerce

Feedback

10. There were over 950 comments made via the consultation portal.
11. Numerous letters, emails and documents relating to the draft proposals were also received from members of the public, parents and carers, local businesses and organisations.
12. Several petitions were also received:
 - Save Grove House
 - Labriut Healthy Living Centre
 - Stop the Cuts to Gateshead Carers – removing the contract with Gateshead Carers Association for the provision of services to carers supporting someone affected by alcohol and substance misuse
 - Stop the Cuts to Gateshead Carers – increasing the demands on already overstretched unpaid carers
 - Reducing the number of Countryside Rangers from 2 to 1
 - Angel Court
 - Stop the closure of the Adult Disabled Services Marquisway and Blaydon Lodge Respite
13. Overall, there has been recognition and appreciation of the scale of the financial challenges the Council is facing, and that difficult decisions needed to be made. However, there has also been general concern that the Council is considering proposals that could potentially impact on some of Gateshead's most vulnerable residents.
14. **Adult Social Care**
 - Angel Court petition, relating to the proposal to Reprovide Extra Care Schemes – 70 signatures
 - Stop the Cuts to Gateshead Carers – increasing the demands on already overstretched unpaid carers – 509 signatures
 - Stop the closure of the Adult Disabled Services Marquisway and Blaydon Lodge Respite – 2,208 signatures

- Via the consultation portal:
 - 94 comments made in support of the current services provided in relation to domiciliary care, day services, extra care schemes, independent supported living and the promoting independent centres, many citing personal stories and reasons why these services should be maintained.
 - 25 comments stated there should be no proposals that affect vulnerable people.
 - 17 comments relayed an acceptance that adult social care services could be reviewed as long as the individual service user was not adversely affected.
 - 49 comments were made in support of not reducing the funding allocated to housing adaptations.

- The Involvement Now team who undertake work for the Gateshead Learning Disability Partnership Board, gathered information from 22 service users who attend Marquisway, Wrekenton and Winlaton Base. They asked the service users what they enjoyed about the day services and what they would miss and what people thought about the proposed changes. Key themes that emerged were that people wanted to feel safe and included in a community. They valued friendships and relationships with other service users and staff. They felt the activities that people are supported to do through day services, improve their health and wellbeing and that the roles they have as part of day services make them feel valued.

- Gateshead Voluntary Organisations Council undertook a consultation exercise across the voluntary and community sector networks on the Council's budget proposals. A detailed document has been submitted to the Council of the outcome of the consultation. In relation to Adult Social Care, some of the views expressed included that the proposals could have an effect on quality of life and the quality of services, there could be social isolation and effects on health, more pressure put on family, friends and carers, and the inability of the VCS to support vulnerable people due to reduced funding and capacity.

- Healthwatch Gateshead undertook an engagement event that focused on the budget proposals relating to social care. A detailed document has been submitted which includes detail on the workshops held, a snapshot of some of the comments made and a summary of the key concerns that focus on what is felt to be a detrimental impact on the voluntary and community sector, on carers and on service users:
 - The VCS felt that the major impact of reductions in council services would fall on them and they felt they were already struggling to meet increased demands.
 - Service users want the focus to be on preventative services and interventions. There should be a recognition that service users and carers still need to have an element of independence, choice and have a voice in the services they receive. There was concern about changes in reassessments and eligibility criteria of services and the cost of contributing to services. Carers of older people believe that putting services in place earlier is more cost effective in the long term.

- Gateshead Health NHS Trust provided responses to the budget consultation primarily related to Adult Social Care and Public Health proposals. The Trust has concerns that a number of the proposals will have a potentially detrimental effect on local health services unless the health and social care systems work collaboratively to ease the financial burden, but still provide services.
- Gateshead Carers Association provided a detailed response to the Council's budget proposals with a focus on a number of proposals across Adult Social Care and Children's Services that they feel directly impact on carers. Their document also included the outcome of a Carers survey they undertook in 2014 which highlighted the pressures faced by carers on a day to day basis.
- Gateshead Access Panel (GAP) provided a detailed account of meetings and experiences of GAP members, volunteers and employees and their involvement and support to other disabled persons and carers in Gateshead. Their focus of concern was primarily in relation to social care, health and wellbeing and disability issues and the impact on individuals, families and carers. GAP sought assurance that future reviews and reassessments of packages of care etc., would be undertaken with service users and parents/carers, with advocate support provided where required.
- Letter from the Chief Officer, Newcastle Gateshead Clinical Commissioning Group outlining their willingness to continue discussions with the Council in relation to proposals that may impact on health services across Gateshead.
- Comments from a meeting with parents and carers related to concerns about the adult care proposals, in particular that the Council could breach its statutory duty, a view that there was a lack of provision to meet need relating to day services and Blaydon Lodge, that carers needs should be taken into account and a reduction in adaptations could result in delays and unintended consequences for families.
- 5 letters and emails in support of Blaydon Lodge from parents of service users.
- 3 letters of support for the care services received at Angel Court.
- Comments received from Gateshead Carers Partnership included their concern for vulnerable people, especially those with dementia and the proposal to reduce residential care admissions and reduction in domiciliary care packages. They also felt there was a lack of detail in relation to the impact on carers.
- 5 emails and letters from families of service users worried about the Day Services proposal relating to Marquisway.
- 2 emails from residents indicating the reduction of housing adaptations would affect some of the most vulnerable residents of Gateshead.

15. **Children's Services**

- Facebook online petition Save Grove House – in excess of 8,000 respondents.
- Via the consultation portal:
 - 43 comments were concerned with the reprovision of respite care for disabled children and the recommissioning of Looked After Children's residential placements.
 - 10 comments made did not agree with the proposal relating to Home to School Transport, however 5 comments did support the proposal.

- Gateshead Youth Assembly recognised the difficult situation the Council is in and that no-one really wants to be making these decisions. They had a number of concerns relating to the proposals for children and young people, but were also interested in the impact on the public health proposals relating to Whoops and sexual health services. They also felt the Council could improve on its ability to trade and get better value for money from IT contracts.
- Comments from a meeting with parents and carers related to concerns about alternative provision to Grove House, lack of quality services and poor experiences in the past relating to Home to School Transport and general concern about the Council's ability to support children and families in need.
- 7 emails and letters from individuals, including young service users and parents, expressing concern at the proposal affecting Grove House.
- 2 emails and letters from parents of disabled children who are not supportive of the proposal relating to home to school transport.
- Letter from Aiming High for Gateshead (a group of parents of children with additional needs) who are concerned about the impact of the proposed budget savings on meeting their children's needs. They indicate that some of the proposals will leave the council unable to fulfil its statutory duties, either by not complying with the law or by being unworkable in practice. With other proposals having a disproportionate impact on some of the most vulnerable members of the community.
- GVOC's consultation session also made several comments relation to Children's Services. There were concerns expressed in relation to fostering services, the potential closure of children's residential homes, the potential risk of abuse and reduced quality of care. It was also felt that the proposals amounted to a small amount of savings for the high risk involved.

16. *Communities and Volunteers*

- Via the consultation portal:
 - 15 comments accepting the proposed reduction in funding to Sage Gateshead, BALTIC, GVOC and Tyne and Wear Archives and Museums (TWAM)
 - 10 comments disagreeing with the leisure proposal, however 7 comments were supportive of potential to close a leisure facility or privatise facilities
 - 8 comments relayed concerns at the potential for less library provision, however 7 comments agreed with the proposal
 - 8 comments received disagreeing with reduction in Capacity Building Fund (CBF)
 - 5 comments saying community centres should remain open
- GVOC's consultation session provided comments in relation to Communities and Volunteers:
 - there were differing views expressed in relation to the proposal to reduce the Capacity Building Fund, however overall there was a clear consensus that the VCS strongly opposed the loss of this investment in their ability to meet the needs of the people of Gateshead.

- there were also different views expressed in relation to implementation of the library review, with people feeling that libraries are seen as the social fabric of communities and organisations would not like to see them closed. They wondered whether better use could be made of the mobile library and some expressed concern as to whether community run libraries were viable in the long term.
- Specific consultation with the trustees of volunteer managed libraries at Lobley Hill, Low Fell, Ryton, Sunderland Road and Winlaton. They were consulted regarding the proposal to remove the mainline library service budget for volunteer buildings. Written feedback was received from Low Fell Library Association, which expressed the desire to ensure the long-term sustainability of the library, and their concern about the removal of mainline budgets.
- Organisations raised concern about reduced access and the increased cost of leisure services in the proposed changes.
- It was felt that reduced support to community centres could mean centres would be less able to deliver preventative interventions resulting in an increase in support needs and therefore costs at a later stage. A number of organisations shared the view that the increased expectations placed on volunteers to run effective community centres was unrealistic and that adequate support should be available to support them.
- Tyne and Wear Archives and Museums (TWAM) Service have formally responded with a proposal for savings in Gateshead Council's contribution to TWAM over the next two years.

17. *Economic Growth*

- Via the consultation portal, 5 comments supported reduction in NGI funding, however 4 comments disagreed with proposal
- Letter from the Chair of NewcastleGateshead Initiative outlining the likely negative impact on the borough if there was a reduction in their funding from the Council.
- Letter from the Local Engagement Advisor: North East, Historic England indicating that whilst they were supportive of the Council's attempts to actively explore alternative options for service design, funding and business model of the Development and Public Protection Service, they would caution against any proposals to reduce in-house expertise on historic buildings and areas, feeling that any reduction would compromise the ability of the Council to discharge its statutory functions in relation to historic environment planning.

18. *Environment*

- Petition relating to Reducing the number of Countryside Rangers from 2 to 1 – 39 signatures.
- Via the consultation portal:
 - 92 comments were received in relation to the Refuse and Recycling proposal – all preferring not to see a reduction in the level of service currently being provided.
 - 38 comments were also made in relation to the visual impact of the environment and not wanting to see further reductions in this area.

- 21 comments were against the highway budget reductions
- 18 comments suggesting support for the Grow Tradeable Services proposal
- 9 comments were made suggesting the Council should work with residents to look after the environment.
- GVOC's consultation exercise made comments in relation to the environment, some of the concerns expressed related to potential further reduction in grass cutting in the borough, the reduction in countryside rangers would impact on the training and management of volunteers, health and safety issues eg visibility at junctions if trees and hedge cutting wasn't maintained. However, there were also helpful suggestions put forward as to how communities could get more involved in environmental work.
- The Friends of Saltwell Park raised their concerns regarding the proposal that could mean a reduction in the level of maintenance provided in parks and open spaces. The group are keen to work with the Council to ensure Saltwell Park remains a safe and welcoming environment.
- Email from resident opposing proposals for parks and green spaces
- The Jewish Community Council of Gateshead were concerned that a change in refuse and recycling collections would have a significant and disproportionate impact upon their community due to the large household sizes. They also felt that risk assessments should be undertaken in relation to street light dimming, which takes account of safety and security.
- 3 emails from residents opposing the refuse and recycling proposal.
- Email from resident complaining about the irregularity of current grass cutting cycle.

19. **Public Health**

- Petition relating to Labriut Healthy Living Centre – 640 signatures.
- Petition relating to Stop Gateshead Council's Budget Proposals Affecting Carers - Drug and Alcohol Programme - 351 respondents.
- Via the consultation portal:
 - 113 comments were made in support of the current services provided in relation to Public Health – over half were in favour of keeping the funding for the Labriut Healthy Living Centre, the other main services supported were for the sexual health services, Family Nurse Partnership and the Drug and Alcohol programme. 12 comments were received in agreement with the Public Health proposals.
- The Health and Wellbeing Board discussed the budget proposals at their meeting in November 2015. It was noted that in terms of prevention, many authorities are not contemplating reducing investment in smoking prevention initiatives. The VCS representatives expressed the hope that as well as service provision arrangements being reviewed, the needs of users of those services are considered in tandem, as there is concern for the most vulnerable. The Board agreed there was a need to work collectively to help reduce gaps in services and address the financial challenges facing Gateshead's health and care economy.
- There were numerous letters and emails received in support of the services provided by the Labriut Healthy Living Centre, including from health organisations, users of the Centre, and local residents.

- Gateshead Health NHS Trust has concerns that a number of the proposals will have a potentially detrimental effect on local health services unless the health and social care systems work collaboratively to ease the financial burden, but still provide services.
- Letter from the Chief Executive Officer of County Durham and Darlington NHS Foundation Trust, providing commentary on a number of the proposals relating to health and wellbeing, including offering suggestions as to where they believed efficiencies could be found.
- There were numerous letters and emails received in support of the Drug and Alcohol Programme, including:
 - representation from Gateshead Carers Association who have a contract with the Council to provide support to carers of people with substance misuse issues.
 - 4 identical letters from residents expressing concern at the proposal that could affect Gateshead Carers Association's contract with the Council to deliver services to unpaid carers of people affected by alcohol and drug misuse.
 - Changing Lives provided over 60 letters and case studies of people with drug and alcohol issues, who had accessed the Oaktrees programme which provides a specialist intensive abstinence programme.
 - 8 emails and letters concerned at the proposed withdrawal of funding for the Oaktrees Programme.
 - Email from an attendee of the Oaktrees programme who did not have a positive experience of the programme and would therefore be in support of the proposal.
- Email from a consultant paediatrician advocating retention of the funding for the weight management service for children in Gateshead.
- 2 emails received opposing the proposal to reduce funding for sexual health services.
- Letter from the Chief Executive, Action on Smoking and Health (ASH) expressing their concern in relation to the proposal that could mean a 50% reduction to the FRESH budget in 2017/18. A detailed response was provided that highlighted the impact of smoking on Gateshead and their evidence base to support the continued funding of the FRESH programme.

20. **Governance and Resources**

- Via the consultation portal:
 - 48 comments were related to reducing governance and structures
 - 32 comments suggesting the Council should do more to contract out services, or integrate services and generate more income
 - 14 comments made related to doing more in respect of selling off council land and assets
 - 7 comments made did not agree with proposal relating to Bewicks Catering Service, however 2 comments made were supportive
- The Gateshead Older People's Partnership indicated their concern at the potential closure of Bewicks restaurant, as well as offering some practical suggestions to support the budget consultation.
- Letter signed by 17 Gateshead residents who feel that Bewicks restaurant in the Civic Centre should remain open as they view it as a much needed resource for vulnerable people.
- Email from a resident seeking information in relation to the Council's reserves.

21. **Efficiency and Effectiveness Projects**

- Via the consultation portal:
 - 17 comments suggested saving money on services that have less impact and being more efficient in general
 - 4 suggestions were made to make available the Council News electronically and only provide paper copies in public buildings.
- As the Council is aiming to seek greater efficiencies through its Digital Gateshead strategy, the Physical Disability and Sensory Impairment Partnership asked whether there would be training available for those people who cannot use technology.

22. **Council Tax**

A question was asked via the Budget Consultation relating to whether people would accept a Council Tax rise. 507 respondents answered this question via the consultation portal, with 53% indicating they would accept a rise, and 46% indicating they would not. Many of the respondents agreed to a rise if the additional income could be used to keep a service they had commented on which was at risk of a reduction in funding.

23. **Other public consultation**

There have been other public consultation and engagement activities throughout the past 12 months that have informed the development of the Council's budget planning for 2016/17, including:

- Services and Activities for Young People in Gateshead – seeking views from young people to help shape future youth service provision
- Devolution – North East Combined Authority sought views on the proposed Devolution Agreement between the Government and the North East. The Agreement to devolve powers, funding and responsibilities to the region will change the way in which decisions will be made in the future about transport, investment, funding, skills training, business support, housing and strategic planning.
- Proposed changes to Gateshead's Local Council Tax Support Scheme – each year the Council is required to review this scheme which helps people on low incomes pay their Council Tax. The scheme needs to reflect the needs of the community and make it as fair as possible with the funding available to the Council.
- Short breaks for Disabled Children and their Families – the Council sought views from children and young people with disabilities, their parents and any other interested parties, on a new Short Breaks statement which included the short breaks available, as well as the eligibility criteria.
- Gateshead Town Centre Survey 2015 – this survey sought views on what people thought needed improving and what type of new investment should be attracted in the future.
- A residents' survey was undertaken by the Council in June 2015 with 935 survey forms being completed, summary can be found [here](#).
- Improving Carers Quality of Life Survey (unpaid carers only) – the aim of this short survey was to gauge views from carers as to whether the services currently provided in Gateshead were the right ones and if not, what would be of benefit.

Demography of Respondents to Council's Budget Consultation 2016-2018

Step 1:5.00-1:Gender		
This single response question was answered by 489 respondents.		
Response	Number of Respondents	Percentage of Respondents
Male	217	44.38%
Female	272	55.62%
Step 1:7.00-1:Age		
This single response question was answered by 486 respondents.		
Response	Number of Respondents	Percentage of Respondents
Under 25	23	4.73%
25 to 34	75	15.43%
35 to 44	94	19.34%
45 to 54	123	25.31%
55 to 64	94	19.34%
65 and over	77	15.84%
Step 1:8.00-1:Disability		
This single response question was answered by 478 respondents.		
Response	Number of Respondents	Percentage of Respondents
Yes	71	14.85%
No	407	85.15%
Step 1:9.00-1:Religion		
This single response question was answered by 444 respondents.		
Response	Number of Respondents	Percentage of Respondents
Buddhism	1	0.23%
Christianity or Christian denominations	220	49.55%
Hinduism		
Islam	3	0.68%
Judaism	62	13.96%
Sikhism	1	0.23%
Other religion	11	2.48%
No religion	146	32.88%
Step 1:10.00-1:Ethnicity		
This single response question was answered by 462 respondents.		
Response	Number of Respondents	Percentage of Respondents
White British	435	94.16%
White Other	12	2.60%
Mixed/Multiple	3	0.65%
Asian/Asian British	1	0.22%
Black/Black British	2	0.43%
Other	9	1.95%

Equality Assessment of the Budget Proposals 2016/17

The Council maintains its strong commitment to equality, believing that all groups and individuals within the community and its workforce, have equal opportunity to benefit from the services and employment it provides.

The Council's budget planning framework is supported by the development of Equality Impact Assessments (EIAs) for the budget proposals, identifying possible disproportionate impact in relation to the protected characteristics as described within the Equality Act 2010. The EIAs will also identify potential mitigation where applicable.

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

An overarching assessment of how different protected characteristics are affected by the Council's Budget 2016/17 is provided below:

Age

Children and Young People

The reviews of **Early Help Services** and **Approach to Adoption Services** will mean that these services are more targeted towards delivering the right support at the right time to improve outcomes for children and young people.

The Council has a duty to promote contact for children in care and their parents/carers, friends or relatives etc, unless it is not reasonably practical or consistent with the child's welfare. The proposal to commission the **Contact Service** does impact on children looked after by the local authority, however any contract with an independent provider, would be robust in ensuring no disruption is caused.

The proposal to **recommission Looked After Children's residential placements and close in-house provision** has an obvious impact on the young people currently in those placements. However every effort will be made to ensure the individuals who require future placements, have their needs taken into consideration.

There are 3 public health proposals that directly impact on children and young people. Gateshead has one of the highest rates of excess weight in children in the region. As the **children's weight management programme Balance It** is not achieving the desired outcomes in terms of supporting a reduction in obesity levels, a new approach is being developed.

The key focus of the proposal to **Remodel 0-5 (Early Years) and 5-19 Children's Public Health** is to improve health and wellbeing and reduce inequalities in outcomes for children and young people.

The **Whoops! Child Safety Project** supports families with children aged 0 – 14 years. There is no alternative service within Gateshead that offers the same level of accident prevention support and guidance, however there will be some elements that can be integrated into the 0-5 children's public health offer.

Older People

The Council runs four promoting independent centres, two offer assessment and respite beds for the over 65s, one is a specialist dementia centre offering respite and assessment beds and the other offers intermediate care. The **review of support for people to live independently** will impact on the people who access these services, as well as their families/carers.

By having a proactive prevention approach, getting things right first time, and thereby reducing demand for statutory services, the impact of **reducing domiciliary care packages by enhanced early intervention** such as the extended use of the Rapid Response Service, Short Term Assessment and Reablement Team and community based NHS Care, should mean that new referrals to Adult Social Care will require less support in the longer term.

The impact of the proposed **reduction in residential care admissions** should mean that on assessment of an older person's needs, alternative more cost effective measures could be put in place, thereby reducing the number of over 65s being admitted to residential care.

The Director of Public Health's assessment of the budget proposals has identified that the **reduction in funding for NHS Health Checks**, which are available to people in the age bracket of 40 – 75 years, could lead to a failure to identify people with high risk of cardiovascular disease, if uptake is limited by budget reductions.

Disability

The Council has a statutory duty to ensure that **Home to School Transport** is provided and is free for all children and young people with special educational needs, who qualify under the age of 16. This entitlement would remain, however the means of provision is likely to change. Young people aged 16+ and their families will potentially be required to pay a contribution towards the cost of home to school/college transport organised by the Council.

The proposal to **reprovide respite care for disabled children** will impact on children with disabilities, as well as their families/carers. The Council will work with service users, parents and carers with regard to future service provision.

The Council runs a number of **independent supported living schemes** to help people with learning disabilities to live independently in shared homes. Taking into account responsibilities to safeguard vulnerable people, the Council will review the care packages in place with the aim of reducing spend if appropriate.

The **recommissioning of day service** provision will take place during 2016/17 and impact on people with learning and physical disabilities.

The Council is taking the opportunity to **recommission the learning disability care packages** it has with the independent sector, which currently supports approximately 600 people with learning disabilities. It should mean that the packages available will provide more choice and control for the individual, as well as providing better value for money.

The Director of Public Health's assessment of the budget proposals has identified that **reducing elements of the Drug and Alcohol Programme** could lead to mental health issues for carers of people who have substance misuse issues, unless alternative support is delivered via the review of carers support services proposed in mitigation.

Gender

The **Family Nurse Partnership (FNP)** element of the proposed remodelling of 0-5 (Early Years) and 5-19 Children's Public Health Services could impact on vulnerable first time young

mothers under the age of 19. However, work will continue to ensure support is provided to the most vulnerable families in Gateshead.

The proposal to **withdraw funding to the NHS Trust for the public health midwife post** will impact on expectant and new mothers in that there will be no dedicated provision. However, it is the Council's intention to negotiate for this function to be delivered as part of the main Midwifery service contract which is commissioned by the Clinical Commissioning Group (CCG).

The **withdrawal of the Council's funding contribution to Gateshead NHS Trust for the Breast feeding nurse post** could impact on new mothers in that there may be a reduced offer in supporting women to initiate or continue with breast feeding. Mitigation would be an agreement with the CCG to include this function as part of the midwifery contract.

Sexual Orientation

The proposal to stop **funding for the MESMAC service** will impact on men. MESMAC provides targeted counselling, preventative health promotion interventions and HIV testing. Men will still be able to access the service's website and online information resources and the Gateshead Sexual Health Service will still take referrals as they do now.

Religion or belief

Although the black and minority ethnic population is relatively small in Gateshead, there is a significant Jewish community, whose health and wellbeing needs are supported by the **Labriut Healthy Living Centre**. The Centre provides a range of health interventions, as well as promoting public health agendas. The Council will work with the community and partners to identify alternative funding or future delivery of these types of services.

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

Carers Impact Assessment of the Budget Proposals 2016/17

The 2011 Census identified 22,220 people providing unpaid care in Gateshead, 11.1% of the population which is higher than the England average of 10.3%. The number of unpaid carers in Gateshead increased by around 1,000 between 2001 and 2011. ¹

Breakdown by age of carers who provide unpaid care is as follows:

Age 0 – 15	477
Age 16 – 24	1,203
Age 25 to 34	1,998
Age 35 – 49	5,885
Age 50 – 64	7,791
Age 65 and over	4,866

Almost one third (30%) of carers had responsibility for other dependants in addition to the person or people they care for. This is an increase from 20% in 2011. In addition, self reported health of carers appears to have worsened between 2011 and 2014, with 74% of respondents indicating their health was worse as a result of their caring role. Although more than 85% of carers reported that they were quite, very or extremely satisfied with the care they receive from social services ², many carers in Gateshead report poor or very poor quality of life and unmet need. ³

¹ ONS Census, 2011

² Personal Social Services User Survey of Carers in England, Summary of Survey Results, 2014/15

³ Gateshead Carer Survey Report, Gateshead Carers Association, May 2014

The Council conducted a Carers Survey in 2014 to determine whether services received by carers supported them in their caring role - 81% of carers report that they have been included or consulted in discussions about the person they care for. During 2014/15, 194 referrals were received by Crossroads Young Carers Service and 178 assessments/support plans were completed. 193 new carers have signed up to the Carers Emergency Response Service. ⁴

Impact of Budget Proposals

Whilst this is an uncertain time for carers as they are anxious about the future of some of the Council's services, and what it will mean for them and the people they care for, the Council will still has a responsibility to ensure the safeguarding of vulnerable people.

The potential impact of Gateshead Council's budget proposals on carers is summarised below:

Carers of Children and Young People

Cumulative impact is likely to be felt by parents and carers who have childcare responsibilities, in relation to the proposals identified below:

- Reprovide respite care for disabled children
- Reshape and revise our approach to Home to School Transport
- Reconfigure Early Help Services
- Recommission Looked After Children's residential placements and closure of in-house provision
- Remodel 0-5 (Early Years) and 5-19 Children's Public Health Services
- Labriut Health Living Centre

Should these proposals be taken forward for implementation from April 2016 onwards, the involvement of carers and those they care for, in the care, planning and support and management of change will be paramount in ensuring a smooth transition and reduced levels of anxiety, as a result of any changes in service provision.

Carers of Adults

Cumulative impact is likely to be felt by carers of adults in relation to the proposals identified below:

- Review of support for people to live independently
- Reduce Residential Care Admissions
- Recommission Day Services
- Recommission Independent Supported Living schemes
- Recommission Learning Disability Care Packages
- Reduce domiciliary care packages by enhanced early interventions
- Revise demand management model for Adult Social Care

Should the above proposals be taken forward for implementation from April 2016 onwards, every care will be taken to ensure appropriate reassessment of need is undertaken and that correct levels of support are provided. Consideration will always be taken of the individual need of carers and those they care for. As part of any implication, a key priority will be to listen to carers, involve carers in the care, planning and support and management of change.

The Council has an ongoing commitment to offer carer assessments. The Care Act 2014 makes carer's assessments more widely available to people in caring roles. The assessment looks at what things could make a carer's role easier. It will therefore be important for carers

⁴ Adult Social Care Local Account 2014/15

to request this service should they feel they require support, guidance or advice if they feel these proposals could add additional strain on their caring role.

Carers assessments would take into account:

- Carers choices, ie how much care they are able and want to offer to the person they care for, so they have a genuine choice regarding the caring role.
- Carers ability to stay in work , or return to work, education or training
- Carers wellbeing , and access to leisure
- Carer quality of life

Cross cutting (ie carers of adults and children and young people)

The public health budget proposal to reduce elements of the Drug and Alcohol Programme could have a disproportionate impact on the carers of both adults and young people.

The Council recognises the important role carers have in supporting people with substance misuse issues. It is estimated there are potentially nearly 6,000 family members who may need family/carer support in Gateshead ⁵. The Council will work with the current provider of support for carers to identify possible courses of action.

⁵ Research by ADFAM (Families, Drugs and Alcohol), Supporting Families Affected by Drugs and Alcohol (2007) shows that at least 3 family members are affected by substance misuse at any one time

The assessment of health impact for this report presents an overview of risk and impact of the budget proposals.

Environment

Whilst several of the Environment proposals should have little or no impact on health, for example income generation through growing tradeable services, other proposals can be expected to have a negative effect.

Reduced roads and paths maintenance could lead to more accidents, for example trips and falls, but a recent study⁶ reported there was no evidence of an association between reduced lighting and night-time traffic collisions across England and Wales (although earlier studies concluded that there are positive safety benefits). There is a public perception that street lighting improves safety: feeling unsafe influences behaviour in some groups (for example women may be less physically active⁷). The impact of these measures should be able to be reduced through the planned consultation process, and accident rates should be robustly monitored in selected areas.

Economy

The health of the local economy is a key influence on the health of the population of Gateshead, and any proposal likely to have a negative impact upon the local economy is therefore also likely to have an adverse impact upon health, particularly among groups already suffering from financial exclusion and reduced likelihood of employment (eg people living with disabilities, those from some racial and/or faith communities). Reduction in funding for the Newcastle Gateshead Initiative may have an impact on the visitor economy, but this will be difficult to quantify, and may be mitigated by the response from local businesses.

Public protection services such as Trading Standards contribute valuably to ongoing enforcement around age-controlled sales and trade in illicit alcohol and tobacco. Loss of capacity for such enforcement would have a negative impact on health, and this would be most likely to affect poorer communities.

Much of the saving in this service area will come from income generation and reconfiguration of services, which should have minimal negative impact and will help mitigate the other measures that have to be taken.

Communities and Volunteers

Generally, participation in public life through arts, culture and learning tends to improve health and mental wellbeing, reduce social isolation and improve an individual's sense of purpose and worth.

Libraries, community centres and arts facilities all promote and enable activities that support health and wellbeing, either directly (for example physical activity) or indirectly (for example providing access to information). The health impact of reductions in these services will depend on several factors, for example localities, with the potential that this could increase the inequalities that already exist in Gateshead. The impact could also be mitigated by supporting community capacity building, but libraries and community centres themselves provide a resource for community capacity development, so these and other proposals could reduce resources for such work. The Digital Strategy could also provide some mitigation, by enabling alternative means of access to information.

⁶ see <http://www.rospa.com/road-safety/advice/roads/street-lighting/>

⁷ see <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC203919/>

Adult services

The proposals in respect of adult social care represent a significant change in strategic direction for these services, at a time when demand can be expected to rise due to the increasing numbers of older people in the borough. The uncertainty for current users in changing arrangements is likely to cause anxiety, and breakdowns in packages of care could lead to increases in hospital admissions. Reductions in service levels could also lead to higher numbers of delayed transfers of care from hospital. If levels of support are reduced there may be increased social isolation, which could also lead to demands on other services, such as GPs. Nevertheless, the changes should in some ways – particularly the emphasis on prevention, early intervention and rehabilitation – have a positive impact on the health of the local population in the longer-term.

The key mitigation for these proposals will be the success in developing alternative models of provision, working across health and social care, the development of preventive and rehabilitation services, for example through joint work with Live Well Gateshead and the CCG, and increased community resilience through working in partnership with local communities and groups to support people to help themselves and reduce demand on the services. If these measures are successful, whilst there may be increased short-term pressures, in the longer term this should be less of an issue. The reduction in support for the capacity building work that is required to underpin the changes proposed is commented on elsewhere in this report.

Children & Young People's Services

As with Adult Services, the proposals in respect of children and young people's services represent a significant change in strategic direction. The proposed emphasis on a whole system approach to early intervention, and efforts to stop the escalation of issues, structured around the individual and family, supported by working in partnership across health and social care, could have a positive impact on the health of the local population in the longer-term. However, the impact will be negative if the risks around individual cases are not robustly managed, with children not achieving their potential and not becoming independent adults in stable, loving families: this could mean increased demand for services and poorer outcomes for some of the most vulnerable people in our community.

There are other proposed changes that may cause considerable anxiety and stress for parents of children with disabilities, for example in respect of respite care and transport. Whether this is a short- or long-term impact will be dependent on the success of the alternative arrangements put in place.

The key mitigations for these proposals will be in the effective management of risk, the targeting of effort on those in greatest need, the commissioning of alternative providers, communication with those affected and strong partnership working.

Public Health

The proposals to reduce spend on public health programmes will clearly have a negative impact on the health of the local population, in a number of ways. Some proposals may directly affect the health, mental health and wellbeing of individuals, unless mitigation strategies are deployed, and reduction in the NHS Health Checks programme could lead to a failure to identify those with high risk of cardiovascular disease. Other proposals, such as efficiencies in the Public Health function would reduce the capacity of the team to support implementation of the Council Plan. Reducing funding for stop smoking services and the Live Well programme could affect an individual's likelihood of make healthy choices about smoking, physical activity, etc. Other proposals, such as the remodelling of children's services will impact on access to health and care services. The reduction of funding to the regional

programmes Fresh and Balance could undermine this effective delivery model to drive population focussed campaigns and influencing strategies on national policy, which appear to be making a significant impact on reducing smoking prevalence in the North East.

The impact of the proposals will be mitigated by working in collaboration with other Council departments (such as Children's & Young People's services) and the NHS to secure the best value we can from the resources available, and to tackle the wider determinants of health, taking a strategic approach to prevention and early intervention and targeting prevention activity on those communities within the local population with the highest rates of early death from cancer and cardiovascular disease. The remodelled Live Well service will remain a key element in the Council's overall approach, not least the focus on prevention in the proposed social care reforms. The development of the programme needs to be considered along with the development of leisure service options and neighbourhood capacity building approaches, to ensure the best use of limited resources in the future.

Other factors, including employees

There is not likely to be any direct impact on the health of the local population from the savings proposed by Governance and Resources.

We must acknowledge however the negative impact on health for those employees who will be affected by the changes across the Council, particularly those who will be made redundant. The actual impact will depend on whether and how long it takes these individuals to find alternative employment. Work is generally good for people's health and wellbeing – but unemployment puts health at risk, and the risk is higher in regions such as the North East where unemployment is widespread. There are three core ways in which unemployment affects health:

- Financial problems;
- Distress, anxiety and depression; and
- Impacts on health behaviours (e.g. smoking and alcohol consumption and decreased physical exercise).

These effects start when people first feel their jobs are threatened.

The impact on employees can be reduced by avoiding compulsory redundancies wherever possible, and providing support and guidance to those at risk. Such measures are planned.

The Director of Public Health's full assessment can be found on the Council's website [here](#).

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. Monitoring of Collection Fund to be formally incorporated into monthly revenue monitoring process during 2016/17. Regular reporting and monitoring of collection rates into senior management.
Volatility of Business Rates funding given uncertainty around impact of appeals	Likely	Medium	Volatility of funding stream outside of Council control but impact mitigated by establishment of specific earmarked reserve and financial monitoring framework.
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	There is a risk that the proposed savings will not be delivered. This is mitigated by robust budgetary control and a provision in contingencies to reflect the timing of the achievement of savings. Non achievement of savings require action plans outlining compensating reductions in planned spending within services.
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 Strategy Group 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 backed by Government guarantees 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 2016/17 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.
Capital financing charges exceed budget	Unlikely	Medium	Ensuring that the majority of total borrowing is taken as fixed rate loans. Using the Council's Treasury management advisors to assist in determining the most appropriate time to undertake new borrowing and rescheduling of existing loans. Monitoring of external funding of capital projects is undertaken monthly and reported to Cabinet on a quarterly basis as part of the capital monitoring process.

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

Gateshead Reserves	ACTUAL		ESTIMATED PROJECTIONS		
	Balance		Balance		Balance
	01-Apr-15	Movement	31-Mar-16	Movement	31-Mar-17
	£000s	£000s	£000s	£000s	£000s
General Fund					
General Reserve	(15,570)	959	(14,611)	3,971	(10,640)
LMS (School) Budget Share Reserve	* (7,816)	1,000	(6,816)	1,000	(5,816)
Total General Fund Reserve	(23,386)		(21,427)		(16,456)
Earmarked Fund Reserves					
Insurance	(3,000)	0	(3,000)	0	(3,000)
Grant Clawback	(1,314)	515	(799)	0	(799)
Gateshead Development Pool	(6,009)	2,000	(4,009)	1,000	(3,009)
Developers' Contributions	* (2,295)	(312)	(2,607)	0	(2,607)
Dedicated Schools Grant	* (2,828)	908	(1,920)	500	(1,420)
Unapplied Revenue Grants	* (3,667)	783	(2,884)	600	(2,284)
Economic Growth	(3,644)	157	(3,487)	500	(2,987)
Business Rates	(5,000)	1,000	(4,000)	1,000	(3,000)
Budget Flexibility	(1,883)	820	(1,063)	178	(885)
Discretionary Social Fund	(1,167)	356	(811)	350	(461)
Public Health	* (2,035)	1,357	(678)	438	(240)
Strategic Change	(2,500)	200	(2,300)	1,250	(1,050)
Total Earmarked Fund Reserves	(35,342)		(27,558)		(21,742)
Total Reserves	(58,728)	9,743	(48,985)	10,787	(38,198)

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

General Fund

The General Fund is made up from two reserves:

- The General Reserve exists to protect the Council against unexpected events and to finance future revenue or capital expenditure. A minimum balance of 3% of the net revenue budget has been agreed by Council.
- Schools Reserves which are ring-fenced and cannot be used to support the revenue budget and reduce the council tax requirement.

Strategic Reserves

The **Economic Growth Reserve** was created to help achieve key objectives of Vision 2030 and the Council Plan to stimulate the local economy. Use of this reserve will enable the Council to support emerging opportunities to accelerate development and incentivise economic growth on a business case basis within the framework of the Gateshead Economic Growth Acceleration Plan 2013-18.

Strategic Change Reserve was created in 2015/16 to support the delivery of the refreshed Council Plan over the period to 2020.

Budget Flexibility Reserve was created as part of the ongoing work on the budget framework, this new reserve was created to allow flexibility to carry-forward appropriate under spend balances for reinvestment the following year.

The **Insurance 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. The reserve is based on an assessment of both insured and uninsured liabilities and claims potentially falling on the Council.

The **Grant Clawback Reserve** is for grant received which may need to be repaid. The reserve exists to mitigate the risk of potential clawback of funding following the implementation of projects. The risk is particularly high in relation to European funding, including ERDF, where it takes several years to audit and close their funding programmes.

The **Gateshead Development Pool Reserve** has been used successfully to deliver a number of priorities since 2002. A revised set of principles for the further use of the reserve were agreed in 2007. A significant proportion of this reserve has been used to support the redundancy scheme in previous years and further support to workforce management may be needed in future years.

Business Rates Reserve was created in the 2014/15 review to mitigate the risk of current and future business rate valuation appeals and other risks associated with the business rates retention scheme. This area of risk was previously explicitly covered by the General Reserve.

Discretionary Social Fund Reserve created to support the social fund as the Government have indicated that funding for this initiative will cease from 2015/16 onwards.

Ring Fenced General Fund Reserves

The **LMS (Schools) Reserve**, combined with the General Reserve, this reserve forms the General Fund but use is ring-fenced to schools.

- **Developers' Contribution Reserve** this reserve, is ring-fenced and consists of developer contributions in respect of agreed regeneration schemes following Section 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 (DSG) Reserve** 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.
- **Revenue Grants / Receipts Unapplied 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.
- **Public Health** following the transfer of responsibility for Public Health to local authorities on the 1 April 2013, the funding in this reserve is ring-fenced for future Public Health use.

PRUDENTIAL AND TREASURY INDICATORS

1. The actual capital expenditure that was incurred in 2014/15 and the estimates of capital expenditure to be incurred for the current and future years that are recommended for approval are: -

Capital Expenditure						
	2014/15 £000 Actual	2015/16 £000 Estimate	2016/17 £000 Estimate	2017/18 £000 Estimate	2018/19 £000 Estimate	2019/20 £000 Estimate
Non-HRA	42,581	48,799	46,799	32,323	13,290	14,510
HRA	20,610	22,270	18,020	21,010	16,950	16,650
Total	63,191	71,069	64,819	53,333	30,240	31,160

2. Estimates of the ratio of financing costs to net revenue stream for the current and future years, and the actual figures for 2014/15 are: -

Ratio of Financing Costs to Net Revenue Stream						
	2014/15 Actual	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
Non-HRA	11.66%	14.17%	13.77%	15.73%	17.01%	18.34%
HRA	46.18%	49.33%	46.36%	41.81%	45.28%	41.40%

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

3. Estimates of the end of year Capital Financing Requirement (excluding PFI) for the Council for the current and future years and the actual Capital Financing Requirement at 31 March 2015 are: -

Capital Financing Requirement						
	31/03/15 £000 Actual	31/03/16 £000 Estimate	31/03/17 £000 Estimate	31/03/18 £000 Estimate	31/03/19 £000 Estimate	31/03/20 £000 Estimate
Non-HRA	279,930	291,018	317,655	334,057	337,961	339,786
HRA	345,505	345,505	345,505	345,505	345,505	345,505
Total	625,435	636,523	663,160	679,562	683,466	685,291

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 borrowings 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 2014/15, 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.

Gross Debt and the Capital Financing Requirement						
	31/03/15	31/03/16	31/03/17	31/03/18	31/03/19	31/03/20
	£000	£000	£000	£000	£000	£000
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate
Actual gross debt at 31 March	605,685	616,778	643,415	659,817	663,721	665,546
Capital Financing Requirement	625,435	636,523	663,160	679,562	683,466	685,291
Under / (over) borrowing	19,750	19,745	19,745	19,745	19,745	19,745

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 three 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.

Authorised Limit for External Debt				
	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Borrowing	750,000	765,000	770,000	770,000

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.

Operational Boundary for External Debt				
	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Borrowing	725,000	740,000	745,000	745,000

9. The Council's actual external debt at 31 March 2015 was £605.685m comprising £605.685m 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 2016/17 (see paragraph 6 above) will be the statutory limit determined under Section 3(1) of the Local Government Act 2003.

11. A key measure of affordability is the incremental impact on the council tax as a result of the Council’s capital and revenue plans. The Council is asked to approve these indicators.

The incremental impact on Band D Council Tax that would result for the Council for 2016/17 from the totality of the capital and revenue plans recommended in this budget report is £1.54.

12. Forward estimates for the incremental impact on Band D council tax levels for 2017/18 is £1.58, 2018/19 is £1.68 and 2019/20 is £1.68. These forward estimates are not fixed and do not commit the Council. They are based on the Council’s existing commitments, current plans and the totality of the capital and revenue plans recommended in this budget report. There are no known significant variations beyond this timeframe that would result from past events and decisions or the proposals in this budget report.
13. With respect to the Housing Revenue Account (HRA), the average incremental impact on weekly rent that would result for 2016/17 from the totality of the capital and revenue plans recommended in this budget report is £0.02.
14. Forward estimates for the incremental impact on housing rents for 2017/18, 2018/19 and 2019/20 are £0.03. Again, these forward estimates are not fixed and do not commit the Council. They are based on the Council’s existing commitments, current plans and the totality of the capital and revenue plans recommended in this budget report. There are no known significant variations beyond this timeframe that would result from past events and decisions or the proposals in this budget report.
15. The Council has adopted the CIPFA Code of Practice for Treasury Management in the Public Services (2011), which requires three key Treasury Management indicators.
16. 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.
17. It is recommended that the Council sets an upper and lower limit on its fixed and variable interest rate exposures for 2016/17, 2017/18, 2018/19 and 2019/20 as follows. The figures are expressed in terms of net outstanding principal sums.

UPPER AND LOWER LIMIT ON FIXED AND VARIABLE INTEREST RATES EXPOSURES				
Range	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Fixed Rate	624,164 357,170	622,283 333,322	620,814 342,848	608,993 302,019
Variable	152,227 (30,000)	192,476 (30,000)	186,854 (30,000)	229,508 (20,000)

18. It is recommended that the Council sets upper and lower limits for the maturity structure of its borrowings as follows: -

	Upper Limit	Lower Limit
Under 12 months	20%	0%
12 months and within 24 months	20%	0%
24 months and within 5 years	50%	0%
5 years and within 10 years	50%	0%
10 years and within 20 years	50%	0%
20 years and within 30 years	50%	0%
30 years and within 40 years	50%	0%
40 years and within 50 years	60%	0%
50 years +	30%	0%

19. It is recommended that the Council sets an upper limit on its principal sums invested for periods longer than 364 days for 2016/17, 2017/18, 2018/19 and 2019/20 as follows: -

<i>Upper Limit on amounts invested beyond 364 days</i>				
	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000
Investments	15,000	15,000	15,000	15,000

MINIMUM REVENUE PROVISION (MRP) STATEMENT 2016/17

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

In accordance with regulations the Council is required to calculate an amount of MRP each year which is considered to be prudent. Four methods of calculating MRP are set out in the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 [Si 2008/414] and statutory guidance regarding the calculation of MRP was issued by CLG in February 2012. The four possible methods are set out below:

Option 1: Regulatory Method

MRP is equal to the amount determined in accordance with the former regulations 28 and 29 of the 2003 Regulations, as if they had not been revoked by the 2008 Regulations. This is calculated as 4% of the Council's general fund capital financing requirement, adjusted for factors arising from the transition to the prudential capital financing regime in 2003.

Option 2: CFR Method

MRP is equal to 4% of the non-housing Capital Financing Requirement at the end of the preceding financial year. This does not adjust for the transition to the prudential capital financing regime in 2003.

Option 3: Asset Life Method

Where capital expenditure on an asset is financed wholly or partly by borrowing or credit arrangements, MRP is to be determined by reference to the life of the asset. There are two main methods by which this can be achieved, as described below:

(a) Equal instalment method

MRP is the amount given by the following formula:

$$\frac{A - B}{C}$$

Where:

A is the amount of the capital expenditure in respect of the asset financed by borrowing or credit arrangements;

B is the total provision made before the current financial year in respect of that expenditure;

C is the inclusive number of financial years from the current year to that in which the estimated life of the asset expires.

(b) Annuity method

The annuity method links the MRP to the flow of benefits from an asset where they are expected to increase over time. The MRP is the principal element for the year of the annuity required to repay the amount of capital expenditure financed by borrowing or credit arrangements over the life of the asset.

Under both asset life variations, additional voluntary revenue provision can be made in any year, which can result in reductions to the MRP charge for future years.

MRP commences in the financial year following the one in which the asset became operational and the estimated life of the asset is determined in the year that MRP commences and is not subsequently revised.

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 can be justified and still satisfies the requirement to make a prudent provision.

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.

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.

Option 4: Depreciation Method

MRP is calculated by applying standard depreciation accounting procedures to any asset where expenditure has been financed by borrowing or credit arrangements. This includes any amount for impairment chargeable to the Income and Expenditure Account.

MRP is only made annually until the cumulative amount of such provision is equal to the expenditure originally financed by borrowing or credit arrangements.

On disposal of an asset, the MRP charge should continue in accordance with the depreciation schedule as if the disposal had not taken place. However, capital receipts or other funding sources can be applied at any time to repay all or part of the outstanding debt and cease making MRP charges.

Where the percentage of the expenditure on the asset financed by borrowing or credit arrangements is less than 100%, MRP is calculated by applying the same percentage to the provision required under depreciation accounting.

Proposed 2016/17 MRP Calculation Method

The statutory guidance, issued by CLG in February 2012, confirmed that options 1 and 2 may only be used for capital expenditure incurred before 1 April 2008 or for any Supported Capital Expenditure, and advised that Authorities should use option 3 for capital expenditure incurred after this time.

It is proposed that for 2016/17 Gateshead Council follows the statutory guidance and adopts the following approach to calculating the MRP charge:

- The Regulatory Method (Option 1) continues to be used relating to any historic capital expenditure incurred prior to 1 April 2008;
- The Asset Life Equal Instalment Method (Option 3(a)) continues to be used relating to historic capital expenditure incurred between 1 April 2008 and 31 March 2013;

- The Asset Life Method will be used for any capital expenditure incurred after 1 April 2013 that has been financed using borrowing, adopting the following principles:
 - a) The Equal Instalment Method (Option 3(a)) will be applied for schemes that have an expected useful life of less than 25 years;
 - b) The Annuity Method (Option 3(b)) will be applied for schemes that have an expected useful life of 25 years or more.

For any transactions relating to PFI contracts, the Council will continue to use the Asset Life Annuity Method (Option 3 (b)) in accordance with the statutory guidance.

Where long-term loans have been issued to third parties for capital purposes, the Council will make MRP using the principal element of the loan repayment that is received.

The Strategic Director, Corporate Resources has the discretion to make additional voluntary provision.

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.

MRP Statement 2016/17

		Projected MRP Charge £m
Option 1	Regulatory Method – Supported Borrowing and Prudential Borrowing prior to 1 April 2008	5.129
Option 2	Asset Life Method – Equal Instalment	7.208
	Asset Life Method – Annuity Method	0.515
PFI	Annuity Method	2.929
Loans	Third Party Loans – Equal Instalment/Annuity	0.064
Voluntary Provision	General Fund	0.000
	Housing Revenue Account	0.000
Total Projected MRP Charge		15.845

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TITLE OF REPORT: Addressing 'Low Pay' within the Workforce – impact of the National Living Wage

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

Purpose of the Report

1. To seek Cabinet agreement to recommend to Council a revised grading structure that would enable the Council to continue to address the issue of low pay within the workforce, implement the National Living Wage (NLW), and move further towards the UK Living Wage.

Background

2. The Council has previously debated the question of how to address low pay, and how it might improve pay for the lowest paid workers in the economy and in the Council. This is now set in a context of:
 - The new compulsory National Living Wage;
 - The Campaign for a Living Wage, supported at least in part by neighbouring Councils and local MPs;
 - Increasingly severe financial pressures on the Council's budget;
 - A risk of the Council losing/not winning external contracts;
 - Potential increases in the costs of services bought in by the Council due to the introduction of the NLW; and
 - A hiatus in national pay bargaining for local authority staff for 2016/17.
3. The new compulsory National Living Wage (NLW) for employees aged 25 and above will be introduced on 1 April 2016 and will begin at £7.20 per hour in 2016. It is projected to rise to at least £9 per hour (possibly up to £9.35) by 2020. The NLW is distinct from the UK Living Wage (which is £8.25 per hour) and the National Minimum Wage (NMW) rates for under-25 year olds.
4. The Council's lowest hourly rate is currently £7.19 per hour (SCP 8). The current final NJC pay offer for 2016-18 (shown in detail at Appendix 2) is a 2 year offer of 1% in both 2016 and 2017 for employees on SCP18 (£17,714 p.a.) and above. For employees on SCPs 17 and below, the offer is an increase of between 1.01% and 6.6% from 1 April 2016 and between 1.3% and 3.2% from 1 April 2017.
5. The effect of this pay offer, without any other action by the Council, would take the Council's lowest hourly rate to £7.66 per hour (SCP 8) in April 2016, i.e. 44 pence above the proposed NLW. The cost of implementing the proposed pay offer would be £1.7m in 2016.

6. However, the LGA have confirmed that it is unlikely that agreement will be reached on the pay offer by 1 April 2016; therefore the Council needs to increase the pay of employees on SCP 8 in accordance with the requirements of the NLW.

Proposal

7. In order to implement the NLW, and to continue to address low pay within the workforce by moving our lowest pay levels closer to the UK Living Wage, it is proposed that the Council deletes SCP 8 from 1 April 2016. This will increase the lowest pay point grade A (SCP 9) to £7.30 per hour, pending the pay award for 2016/17. As part of this proposal, there will also be a modest change to grade B which would see it move up one increment to SCPs 10 and 11. All employees on current grades A and B would therefore receive one increment on 1 April 2016, as well as whatever increase eventually results from the pay award for 2016. The proposed changes (including the rates proposed under the 2016 NJC pay offer) is shown in more detail in Appendix 3.
8. If the current pay offer is agreed, grade A (SCP 9) will increase to £7.76 per hour, a 7.9% increase for our lowest paid employees and moving significantly beyond the NLW and only 49p less than the UK Living Wage (having been 66p lower than the UK Living Wage in April 2015).
9. The cost of implementing this proposal for council staff in 2016/17 would be £101k (in addition to the cost of implementing the proposed pay offer for 2016) based on an implementation date of 1 April 2016 and would impact on 336 FTEs. This cost is covered within the MTFs and can be met from the 2016/17 budget.

Recommendation

10. It is recommended that Cabinet agrees to:
 - (i) recommend to Council the deletion of SCP 8 from the grading structure proposed with effect from 1 April 2016; and
 - (ii) receive further reports on the outcome of the national pay negotiations and further options to address low pay within the Council's workforce.

For the following reasons:

To go beyond compliance with the National Living Wage as a significant step to addressing low pay within the Council's workforce in a way which is workable and affordable.

Policy Context

1. The proposals have been developed in line with the Council Plan, Council's Pay Policy, Workforce Strategy, MTFs and economic growth policies.

Background

2. The Chancellor of the Exchequer has announced that a new compulsory National Living Wage (NLW) for employees aged 25 and above will be introduced on 1 April 2016. The NLW will be based on median earnings with the aim of reaching 60% of median UK earnings by 2020. The NLW will begin at £7.20 per hour in 2016 and is projected to rise to at least £9 per hour (possibly up to £9.35) by 2020.
3. The NLW is distinct from the UK Living Wage, which is a voluntary wage rate calculated independently by the Living Wage Foundation and based on the costs of living. The UK Living Wage rate outside of London is £8.25 per hour, which is significantly higher than both the NLW and the National Minimum Wage (NMW). The figure is reviewed annually each November during Living Wage Week.
4. Four NMW rates, which change annually in October, will remain:
 - The adult rate (for those aged 21-24)
 - The Youth Development rate (for those aged 18-20)
 - The 16–17 year old rate
 - The Apprentice rate
5. The NLW is effectively a rebranding of the existing NMW insofar that it will remain the responsibility of the Low Pay Commission to submit a report to the Government each year with a recommendation of what the annual increase should be.

Council Context

6. The Council's Workforce Strategy and Plan confirm the need to have a Pay and Reward Strategy which is fit for purpose. This will include providing the best reward packages possible which recognise the difficult financial climate and ensure fairness across the workforce as well as a commitment to keeping our pay arrangements under review.
7. In seeking to address the issue of low pay by changes to its pay and grading structure the Council needs to consider:
 - the impact on supervisory differentials;
 - the financial implications and how this would be resourced; and
 - the impact on its ability to remain competitive where there are external contracts.
8. Whilst the spinal column points are themselves a matter for national negotiation, the way they are applied as grades is a matter for each Council. Gateshead's current grading structure for its lowest grades is shown below, (SCPs 14 and 22 are not currently applied.)

Grade		SCP	Salary	Hourly Rate
			£	£
	A	8	13,871	7.19
B		9	14,075	7.30
B		10	14,338	7.43
	C	11	15,207	7.88
	C	12	15,523	8.05
	C	13	15,941	8.26
		14	16,231	8.41
D		15	16,572	8.59
D		16	16,969	8.80
D		17	17,372	9.00
	E	18	17,714	9.18
	E	19	18,376	9.52
	E	20	19,048	9.87
	E	21	19,742	10.23
		22	20,253	10.50

9. This proposal will maintain the integrity of a pay structure that retains grade/supervisory differentials (although the differentials would be narrowed); retain a degree of 'in-grade' progression (c.f. spot salaries); and will enable the Council to continue to progress closer to the current UK Living Wage.
10. In order to achieve £9 per hour as the minimum hourly rate by 2020, there will need to be a fundamental review of the grading structure at the lower end.

Consultation

11. The views of the Leader of the Council have been sought in drafting this report. The Council's recognised non-teaching Trade Unions have also been consulted.
12. Council Officers and Trade Unions have been in regular discussion on the benefits and risks associated with pay levels closer to the Living Wage since the Council motion was passed on 25 January 2013.
13. The Trade Unions have confirmed that they acknowledge this proposal as a positive way of introducing the NLW in Gateshead Council and would welcome continued discussions on how the Council can move towards implementing the UK Living Wage.

Alternative Options

14. Lifting the pay of employees on SCP 8 to the new National Living Wage level of £7.20 per hour on 1 April 2016 would be a lower cost option, but would compromise the existing pay structure, send out an erroneous message that the Council wants to be a minimum wage employer, and would not represent a significant step towards addressing low pay.

Implications of Recommended Option

15. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that sufficient funds to fund the current proposals have been set aside within the 2016/17 revenue budget reported elsewhere on this agenda. Future requirements will be considered within a refresh of the Council's Medium Term Financial Strategy.
- b) **Human Resources Implications** – This proposal improves the earnings of the Council's lowest paid workers. As the introduction of the higher pay levels can be accommodated within existing financial plans, it is not expected to increase the risk of redundancy amongst Council employees.
- c) **Property Implications** – There are no property implications arising from the recommendations within this report.

16. **Risk Management Implications** – The proposal maintains the integrity of a pay structure that retains grade/supervisory differentials, and reduces the risk of job evaluation challenges.

17. **Equality and Diversity Implications** – The majority of employees affected by these proposals are part-time females, who are in the lowest paid part of the economy.

18. **Crime and Disorder Implications** – There are no crime and disorder implications.

19. **Health Implications** - There are no health implications.

20. **Sustainability Implications** - There are no sustainability implications.

21. **Human Rights Implications** – There are no human rights implications

22. **Area and Ward Implications** - There are no area and ward implications.

23. Background Information

Gateshead Council Pay Policy 2015

The percentage increase in the current pay offer for each SCP for each of the two years:

From 1 April 2016:

- On SCP 8, 6.5% (£900)
- On SCP 9, 6.4% (£900)
- On SCP 10, 6.3% (£900)
- On SCP 11, 2.0% (£300)
- On SCP 12, 2.0% (£300)
- On SCP 13, 1.6% (£250)
- On SCP 14, 1.5% (£250)
- On SCP 15, 1.2% (£200)
- On SCP 16, 1.2% (£200)
- On SCP 17, 1.01% (£175)
- On SCPs 18 and above, 1.0%

From 1 April 2017:

- On SCP 8, 3.2% (£475)
- On SCP 9, 2.6% (£400)
- On SCP 10, 2.5% (£375)
- On SCP 11, 1.9% (£300)
- On SCP 12, 1.9% (£300)
- On SCP 13, 1.9% (£300)
- On SCP 14, 1.8% (£300)
- On SCP 15, 1.8% (£300)
- On SCP 16, 1.5% (£250)
- On SCP 17, 1.3% (£225)
- On SCPs 18 and above, 1.0%

Appendix 3

The proposed changes (including the rates proposed under the 2016 NJC pay offer) are shown below:

Grade		SCP	Salary from 1 April 2016	Hourly Rate	Salary (including 2016 pay offer)	Hourly Rate
			£	£	£	£
		8	13,871	7.19	14,771	7.66
	A	9	14,075	7.30	14,975	7.76
B		10	14,338	7.43	15,238	7.90
B	C	11	15,207	7.88	15,507	8.04
	C	12	15,523	8.05	15,823	8.20
	C	13	15,941	8.26	16,191	8.39
		14	16,231	8.41	16,481	8.54
D		15	16,572	8.59	16,772	8.69
D		16	16,969	8.80	17,169	8.90
D		17	17,372	9.00	17,547	9.10
	E	18	17,714	9.18	17,891	9.27
	E	19	18,376	9.52	18,560	9.62
	E	20	19,048	9.87	19,238	9.97
	E	21	19,742	10.23	19,939	10.34
		22	20,253	10.50	20,456	10.60

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TITLE OF REPORT: Additional Non-Voting Member - Corporate Parenting Sub Overview and Scrutiny Committee (OSC)

REPORT OF: Mike Barker, Strategic Director, Corporate Services and Governance
Alison Elliott, Interim Strategic Director – Care, Wellbeing and Learning

Purpose of the Report

1. To seek Cabinet's approval to recommend Council to agree to an additional non-voting member being appointed to the Corporate Parenting Sub OSC.

Background

2. The Council's Corporate Parenting Overview and Scrutiny Sub-Committee was established in 2000. The Sub-Committee maintains a comprehensive overview of the progress of children who are looked after and for care leavers, scrutinising the quality, effectiveness and performance of services that support them. Since 2000 the importance of the Council's responsibility for children who are looked after has continued to be emphasised in successive government initiatives, with specific emphasis being placed on life chances and on educational achievement.
3. On 23 October 2014, the Families OSC reviewed the membership arrangements for the Corporate Parenting Sub OSC and considered examples of best practice in other local authorities across the UK with a view to further strengthening the scrutiny challenge and leadership of the corporate parenting role.
4. The OSC identified that it would strengthen the robustness of those arrangements, if the number of non-voting members on the Sub-Committee with knowledge and experience of services provided to Looked After young people and care leavers was increased. The OSC therefore recommended to Cabinet that the non-voting membership be extended to include a representative of the Foster Care Association, a care leaver, a school governor, a representative of the Gateshead Housing Company and a representative from the third sector.
5. In light of the OSC's recommendations, Cabinet agreed to increase the non-voting members appointed to the Corporate Parenting Sub OSC on 16 December 2014 and noted that the Families OSC would review the effectiveness of the revised arrangements in twelve months' time.
6. The current membership comprises an elected member as a chair person and vice chair from the majority party and a further 7 cross party elected members and four co-opted members.

Proposal

7. The Families OSC, at its meeting on 21 January 2016, reviewed the revised arrangements and noted that, due to challenges in seeking a third sector representative because of the need to avoid potential conflicts of interest and in gaining increased involvement from care leavers in the scrutiny arrangements, it had not been possible to fully implement the proposals to increase the non-voting membership as originally anticipated. Whilst benefits had clearly been derived from having the views of those non – voting members who had been appointed, these had been more limited due to the lack of additional representation from a care leaver and a representative from the third sector.
8. Whilst it has recently been possible to appoint a representative from the third sector, the Chair of the Sub Committee suggested and the OSC agreed that it would be useful to recommend to Cabinet that the non- voting membership be extended to also include a co-opted member from the Families OSC to increase continuity and cement links between the Sub-Committee and the parent Committee.
9. The Looked After service is continuing to discuss representation from a care leaver with young people and offer full support to enable them to attend as a non-voting member.
10. It is proposed to formalise the arrangements for all the non- voting members by setting a specific term of office which will be for a period of 3 years from the date of appointment. In addition, as work is still ongoing to fully implement the original recommendations, it is also planned that a further review of the effectiveness of these arrangements be carried out by the Families OSC in 12 months' time.

Recommendations

11. It is recommended that the Council be recommended to agree to a member of the Families OSC being appointed as an additional non-voting member of the Corporate Parenting Sub-Committee to increase continuity and cement links between the Sub Committee and the parent Committee.

For the following reason:

In order to improve/strengthen the robustness of the current scrutiny/governance arrangements for the Corporate Parenting Sub–Committee.

Policy Context

1. Section 22(3) of the Children Act 1989 sets out the duty of a local authority to safeguard and promote the welfare of all children and young people who are looked after. This duty is exercised through the role of the “corporate parent” a responsibility which is placed on the local authority as a whole, rather than a specific service. The role of the Corporate Parent is to ensure that all services that the Council provides contribute to achieving positive outcomes for looked after children and young people. It also recognises the key role that schools and partners have to play as well as Council services.

Background

2. The Council’s Corporate Parenting Overview and Scrutiny Sub Committee was established in 2000. The Sub-Committee maintains a comprehensive overview of the progress of children who are looked after and for care leavers, scrutinising the quality, effectiveness and performance of services that support them. Since 2000 the importance of the Council’s responsibility for children who are looked after has continued to be emphasised in successive government initiatives, with specific emphasis being placed on life chances and on educational achievement. The current membership comprises an elected member as a chair person and vice chair from the majority party and a further 7 cross party elected members.

Consultation

3. The Cabinet Members for Children and Young People have been consulted.

Alternative Options

4. The alternative option would be to leave the current membership unchanged.

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** – None
- c) **Property Implications** - None

6. Risk Management Implication - None

7. Equality and Diversity Implications - None

8. Crime and Disorder Implications – None

9. Health Implications - None

10. Sustainability Implications - None

11. Human Rights Implications - None

12. Area and Ward Implications - None

Background Information

13. The report and minutes of the Families OSC meeting held on 21 January 2016.

TITLE OF REPORT: Adoption and maintenance of sustainable drainage systems, open space and play areas on new developments

REPORT OF: Paul Dowling, Strategic Director, Communities & Environment

Purpose of the Report

1. To seek Cabinet approval to the Council acquiring, subject to conditions, Sustainable Drainages Systems (SuDS), open and/or play areas from residential developers.

Background

2. The Council's current policy approach to open space and play areas approved by Cabinet on 19th June 2012 (Minute C30) is to proactively encourage developers to transfer open and/or play space provided within residential developments to the Council, subject to the developer paying a commuted sum equivalent to a maximum of twenty years future maintenance of the land and fixed play equipment. The Council will thereafter maintain these areas in perpetuity. The policy was adopted after instances where developers failed to undertake ongoing maintenance and the Council intervened in response to complaints from residents despite it not owning the land and not receiving a fee in respect of the work.
3. The Council's current approach to maintenance of open space and play areas is unsustainable for the lifetime maintenance of the areas concerned given the reduction in resources to maintain and manage our open spaces and play areas. In addition, following the adoption of the Core Strategy and Urban Core Plan and strengthening of national planning policy on SuDS, SuDS are now required in new developments of 10 or more houses (major development). Therefore an updated maintenance model for the upkeep of open space and play areas and a new model for the maintenance of SuDS is now required.
4. SuDS provide an alternative solution to conventional piped drainage methods whereby the SuDS manage surface water by mimicking natural processes and can deal with heavy rainfall events. SuDS comprise series of components such as permeable paving, swales, rainwater gardens, ponds, wetland habitats and basins which integrate with highways and multifunctional open spaces including wildlife habitats and recreation/play areas. SuDS also need connections to the public sewerage system. Whilst the government has not prescribed which body is ultimately responsible for ongoing maintenance of SUDS, it is anticipated that, as with existing open space and play areas which are not properly maintained, the Council will ultimately be the authority of last resort to which residents will revert to if SuDS are not properly maintained. On that basis, it is proposed that in relation to new residential developments, the Council adopts the policy attached at appendix 2. The policy will also minimise the risk of the Council, in its role as Local Lead Flood Authority (LLFA), of having to intervene using their powers to undertake works to manage flood risk from surface water runoff or groundwater.

5. The effect of the new policy is that in new residential developments, the cost of future maintenance of SuDS, open space and play areas will no longer be met by the developer and the Council thereafter. Instead, the maintenance costs will be met equally by the property owners of the development, via the payment of an estate rent charge. For developments of 10 houses or more, that payment will be made to a Management Company who will be responsible for maintaining the land. For developments of less than 10 houses (minor development), the estate rent charge will be payable to the Council who will be responsible for maintaining the land.

Proposal

6. That Cabinet recommend to Council that it adopts the policy attached at Appendix 2 in relation to new residential developments.

Recommendations

7. It is recommended that Cabinet recommends that Council adopts the Adoption and maintenance of sustainable drainage systems, open space and play areas on new developments Policy attached at Appendix 2 in respect of new residential developments.

For the following reasons:

- i) To provide a clear maintenance approach to SUDS, open space and play areas for the Local Planning Authority and developers for new development.
- ii) To ensure revenue funding for the ongoing maintenance costs of the open space, play areas and SuDS, over the lifetime of new development.
- iii) To provide a means of safeguarding the public, as the Council will be the freehold landowner of the open space, play areas and SuDS.
- iv) To manage the Council's resources required to maintain open spaces, play areas and SuDS.

CONTACT: Neil Wilkinson, extension: 3411

Policy Context

1. The provision of SuDS is now a material consideration for all major development. To support the implementation of national planning policy on SuDS, the Government revised the National Planning Practice Guidance (April 2015) and DEFRA's Non-statutory Technical Standards for sustainable drainage systems (March 2015).
2. The provision of SuDS in new development is also supported by local planning policy; Policy CS17 of the Core Strategy and Urban Core Plan requires new development to prioritise the use of SuDS given the multifunctional benefits in terms of flood management, water quality, green space and biodiversity enhancement and to follow the drainage hierarchy. It also includes site specific policies which require SuDS to manage local flood risk.
3. The provision of SuDS within multifunctional open spaces also supports:
 - Vision 2030 – 'Sustainable Gateshead' by contributing to local flood risk management and attractive environments; and 'Active and Healthy Gateshead' by providing local residents with attractive spaces to lead active lifestyles.
 - The Council Plan – the shared outcome of healthy, inclusive and nurturing places for all under Live Well Gateshead, by providing attractive areas for social and recreational activities.
4. As a result the Local Planning Authority is required in considering a development that includes a SuDS, to be satisfied that the proposed minimum standards of operation are appropriate and that there are clear arrangements in place for ongoing maintenance over the lifetime of the development, through the use of planning conditions and obligations.

Background

5. The Council's current policy approach to open space and play area maintenance is that the Council will take ownership of and maintain these areas, subject to receiving a commuted sum from the developer equivalent to the costs of 20 years maintenance. It is clear that this approach is unsustainable given the reduction in resources to maintain and manage our open spaces and play areas after the 20 year period. In addition, this approach is not suitable for the lifetime maintenance of SuDS as 100 year commuted sums would make development unviable.
6. Therefore an updated maintenance model for the upkeep of open space and play areas and a new model for the maintenance of SuDS is now required.
7. An extensive range of maintenance approaches have been considered by officers and the proposed model is that set out within the policy attached at appendix 2.

8. Discussions with the development industry, other local authorities in the region and Northumbrian Water, and a site visit to exemplar SuDS schemes in Darlington and Middlesbrough have been undertaken in formulating the proposed model. Officers are satisfied that this model satisfies the needs of the Local Planning Authority, ensures the future maintenance of the land, whilst protecting Council resources. Alternative models were assessed as providing less protection of Council resources and / or more risk to the Council as landowner and/or LLFA.

Consultation

9. The Cabinet Members for Environment and Transport and the Leader of the Council have also been consulted and are in support of the proposal.

Alternative Options

10. A range of maintenance options have been considered:
 - i) The option of the Council taking direct responsibility for maintaining the SuDS, open space and play areas on all new developments without a Management Company was discounted as given the reduction in resources to maintain and manage our open spaces, SuDS and play areas, the Council is not sufficiently resourced to maintain SuDS on large scale developments.
 - ii) The private ownership option which requires the developer to appoint a service management company to maintain the open space, SuDS and play areas on privately owned land in perpetuity. This option would not involve the Council taking ownership of the land and as such any default in future maintenance could only be enforced through planning powers. This option has been discounted, in principle, given that the Council would in practice, become the authority of last resort if issues arise. Should the management company go out of business and not meet its maintenance obligations, the LLFA and Highway Authority would need to intervene to prevent flooding to property and highways from the SuDS.
 - iii) The existing maintenance option where the Council owns and maintains the open space, play areas and SuDS funded by commuted sums from the developer. This approach has been discounted given the commuted sum only funds maintenance of open space and play areas for 20 years. The option of requesting 100 year commuted sums was also discounted as the quantum of that would render development unviable.

Implications of Recommended Option

11. Resources

- a. **Financial Implications** – The Strategic Director, Corporate Resources confirms that there will be some financial implications arising from the recommendation.

For minor development, the proposal provides revenue funding from the property owners via the estate rent charge to meet the ongoing maintenance costs over the lifetime of the development.

For major development, the financial implications only arise in the event that the management company default under the terms of the lease (i.e. if the company was insolvent or did not maintain the open space/SuDS as per the agreed management plans), the maintenance responsibility and estate rent charge would default back to the Council.

b. Human Resources Implications –

There will be some human resource implications arising from the recommendation.

For major development, additional resources will be required for the Legal Team (to draw up agreements) and Property Team (to manage the Council's larger land portfolio including leases). Ground Maintenance and Corporate Resources Teams would only require additional resources should the management company default. Planning Enforcement may need some resources to enforce the planning agreements prior to the land transfer to the Council.

For minor development, additional resources would also be required for: Ground Maintenance Teams (to directly undertake the maintenance or oversee contractors), Legal Team (to draw up agreements), Property (to manage the Council's larger land portfolio) and Corporate Resources (to collect the estate rent charges and manage the ring fenced maintenance funds).

c. Property Implications –

There will be property implications arising from the recommendation.

In all cases, the Council would become the freehold landowner of the SuDS, open space and play areas which will increase its property portfolio.

However, for major development, the land would be leased to a management company (prior to the Council taking ownership) who would be responsible for the maintenance regime.

For minor development, the Council would be directly responsible for undertaking the maintenance regimes for the SuDS/open space or overseeing contractors to undertake the maintenance regimes.

12. Risk Management Implications –

There are some risk management implications arising from the recommendation.

- i) The developers cannot be compelled to agree to comply with the policy through the planning process; there is a risk that developers could opt out of this approach in favour of the "private ownership option". To manage this risk, early engagement with developers about the merits of the proposal is essential. The developers would be required to sign up to the model through a SuDS agreement and management plans through a planning agreement reducing the risk of the developer opting out of the model post planning permission.

- ii) For major development, the Council would become the freehold landowner providing a fall back mechanism for the Council to intervene should the management company fail, thereby providing a means of safeguarding the public. The Council does not have direct control over the maintenance regime unless the lease is terminated. However, should the management company default under the terms of the lease (i.e. if the company was insolvent or did not maintain the open space/SuDS as per the agreed management plans), the maintenance responsibility would default back to the Council. The Council would then be able to directly undertake the maintenance regime or re-establish another management company funded by the rent charge. Therefore, there is low risk in the long term that the SuDS and open space would not be properly maintained.
- iii) There may be some long term financial risks associated with setting the annual estate rent charge to cover the lifetime maintenance costs. To manage this risk the open space/SuDS management plans need to be robust and inform the lifetime maintenance charges. For major development, there is some financial risk associated with the policy: should the management company be liquidated it is unlikely that all the funds accumulated for long term maintenance tasks would be available to the Council. However, the Council would receive revenue funding from the property owners via the estate rent charge to meet the ongoing maintenance costs.
- iv) The policy should ensure that the Highway Authority and LLFA are not at risk of having to carry out remedial maintenance work on the SuDS.
- v) For major development, the liability for health and safety and duty of care would be transferred to the management company. Should the management company's lease be terminated, then the liability would revert back to the Council. To manage this liability, sufficient resources needs to be committed to the LLFA, LPA and Property Services to undertake design and construction appraisals to ensure compliance with the standards set out in the SuDS Supplementary Planning Document (when adopted), and to abide by the agreed maintenance regimes as set out in the open space /SuDS management plans. The minimum maintenance standards set out in the management plans must be implemented over the lifetime of the development to manage the liability.

13. **Equality & Diversity Implications** – There are no equality and diversity implications arising from this report.

14. **Crime & Disorder Implications** – There are no crime and disorder implications arising from this report.

15. **Health Implications** – There are potential health benefits for residents arising from the recommendation through the provision of high quality and well maintained green infrastructure and SuDS that provide attractive areas for social and recreational activities.
16. **Sustainability Implications** – The recommendation will support sustainable new development that incorporates well maintained SuDS and open space that assists flood management, adaptation to climate change, improves water quality, and incorporates wildlife habitats and high quality green infrastructure.
17. **Human Rights Implications** – There are no human rights implications arising from this report.
18. **Area & Ward Implications** – The policy will be applied across the Borough and there are no area and ward specific implications.

Adoption and maintenance of sustainable drainage systems, open space and play areas on new developments

1. Purpose of the Policy

1.1 This policy sets out Gateshead Council's approach to the maintenance of Sustainable Drainage Systems (SuDS), open space and play areas on new residential development.

2. Background

2.1 The Council's current approach to maintenance of open space and play areas is unsustainable for the lifetime maintenance of open space and play areas given the ongoing reduction in resources. In addition, following the adoption of the Core Strategy and Urban Core Plan and strengthening of national planning policy on SuDS, they are now required in new developments of 10 or more houses (major development). Therefore, an updated maintenance model for the upkeep of open space and play areas and a new model for the maintenance of SuDS is required.

2.2 SuDS provide an alternative solution to conventional piped drainage methods whereby the SuDS manage surface water by mimicking natural processes and can deal with heavy rainfall events. SuDS comprise of series of components such as permeable paving, swales, rainwater gardens, ponds, wetland habitats and basins which integrate with highways and multifunctional open spaces including wildlife habitats and recreation/play areas. SuDS also need connections to the public sewerage system.

2.3 Following construction it is imperative that SuDS are properly maintained to avoid their purpose and effectiveness being compromised.

3. National Policy Context

3.1 The National Planning Policy Framework (NPPF) requires that new development in areas at risk of flooding give priority to the use of SuDS. In December 2014, a ministerial statement clarified that SuDS would be delivered through the planning system rather than through the separate SuDS Approving Body (SAB) process. The statement strengthened the national planning policy position on SuDS and from April 2015, the use of SuDS became a material consideration when assessing an application for major development (10 dwellings or more; or equivalent non-residential or mixed development). To support the implementation of national planning policy on SuDS, the Government revised the National Planning Practice Guidance on SuDS and published DEFRA's Non-statutory Technical Standards for sustainable drainage systems.

4. Local Policy context and links to other strategies

4.1 The provision of SuDS in new development is also supported by local planning policy; Policy CS17 of the Core Strategy and Urban Core Plan requires new development to prioritise the use of SuDS given the multifunctional benefits in terms of flood management, water quality, green space and biodiversity

enhancement and to follow the drainage hierarchy. In addition, a number of site specific policies including the Neighbourhood and Village Growth Sites require the use of SuDS to manage local flood risk issues.

4.2 The policy has been developed in the context of the existing policy framework:

- Vision 2030 – asset transfer has a role in all the Big Ideas, by helping to strengthen and sustain VCS organisations; SuDS contribute to ‘Sustainable Gateshead’ by supporting local flood risk management and attractive environments; and the provision of well maintained open space and play areas support ‘Active and Healthy Gateshead’ by providing local residents with spaces to lead active lifestyles.
- The Council Plan –in relation to the shared outcome of a healthy, inclusive and nurturing place for all under Live Well Gateshead.
- The Corporate Asset Strategy and Management Plan - outlines how the Council aims to use its assets to achieve its corporate objectives
- The policy has also been developed in the context of the Consultation Draft of Gateshead’s Local Flood Risk Management Strategy which is being prepared by the Lead Local Flood Authority.

5. Principles Underpinning the SuDS, Open Space and Play Areas Policy

5.1 Whilst the government has not prescribed which body is ultimately responsible for on going maintenance of SUDS, it is anticipated that, as with existing open space and play areas, which are not properly maintained, the Council will ultimately be the authority of last resort to which residents will revert to if SuDS are not properly maintained. On that basis, this policy sets out the Council’s preferred approach to the future maintenance of open space, play areas and SuDS on new residential developments.

5.2 Adopting the approach set out in this policy should ensure that the risk of the Council, in its role as Local Lead Flood Authority (LLFA), to carry out remedial maintenance work on the SuDS, is minimised. The policy should also ensure that Council financial resources are not prejudiced in the future as the full costs of all future maintenance will be met by property owners.

5.3 The Council’s policy is therefore underpinned by the following principles:

- The SuDS will need to comply with Gateshead’s local SuDS standards for design, construction, adoption and maintenance which will be set out in a Supplementary Planning Document (SPD). It is envisaged the SuDS SPD will exclude the adoption of property level SuDS, permeable paving in the adopted highways, oversized pipes and geocellular systems.
- The SuDS design will need to have regard to the performance requirements set out in the DEFRA ‘Non-Statutory technical standards for SuDS’ to ensure new development is not at high risk of flooding and the SuDS will not increase flood risk elsewhere. These standards include:
 - maintaining greenfield runoff rates on greenfield sites and for brownfield sites ensuring the runoff rates do not exceed redevelopment rates;

-demonstrating that the discharges from SuDS into watercourses will not increase flood risk elsewhere and will not adversely affect the functioning of the public sewerage system;

-demonstrating that surface water is managed within the site to ensure no flooding within any building in a 1 in 100 storm event plus climate change.

- SuDS components will need to be designed in accordance with best practice design guidance set out in the CIRIA SuDS Manual, C753 (November 2015).
- SuDS design will need to be informed by a drainage assessment which includes: a detailed drainage model, detailed drawings, health and safety assessment, and a management and maintenance plan; to ensure that the SuDS operate safely and effectively over the lifetime of the development.
- SuDS should have no adverse impact on water quality, and where possible improve the water quality prior to entering a watercourse.
- SuDS should follow the SuDS management train integrating SuDS components within the layout of the development to achieve the necessary benefits to flood management, water quality, amenity and biodiversity.

5.4 A proactive strategy to implement the policy and transparent and consistent process:

- The Council will seek to implement the policy proactively, (through early communication with developers) to encourage developers to consider the drainage design at the earliest opportunity when planning the development and to apply a multidisciplinary approach. The Council will expect to work closely with the developer from early in the pre-application process through to construction of the SuDS, to ensure that the SuDS integrate with the development layout and provide high quality green infrastructure.
- The Council views this policy positively as part of a long-term vision to manage surface water flood risk within the borough and to ensure new development is resilient to future climate change over its lifetime. This should help to minimise the future demands on the Lead Local Flood Authority to undertake works to manage flood risk from surface water runoff. The policy also provides an opportunity to achieve other sustainability benefits through well designed SuDS that: prevent pollution and improve water quality, create high quality places for people to live and accommodate local wildlife.

6. The Policy

For major development (10 or more units)

- (i) The developer is required as part of a planning consent to construct SuDS, open space and play areas within the development. This is secured via a planning obligation and SuDS Agreement and include SuDS and open space management plans to ensure a quality standard of maintenance is undertaken throughout the lifetime of the development.

- (ii) The developer is required to maintain the SuDS, open space and play areas for 5 years following completion of construction.
- (iii) When selling development plots the developer shall reserve the benefit of an Estate Rent Charge for the maintenance of the developments SuDS, open space and play areas by requiring the new property owner to enter into a Deed of Covenant and Rent Charge. This means the purchaser is required to pay an annual fee to contribute (on an equal proportion to other plot purchasers) to maintenance costs.
- (iv) The developer is required to set up an incorporated management company, made up of all the property owners, to whom it will lease the SuDS, open space and play area land. The Management Company is responsible for maintaining the SUDS, Open Space and play areas. The maintenance is funded by the property owners via a Property Service Charge, which is an equal proportion of the Estate Rent Charge, i.e. the Estate Rent Charge should be apportioned equally between the total number of properties on the development.
- (v) Following this 5 year interim maintenance period, the Council would take the freehold ownership of the land (including the benefit of the Estate Rent Charge) for nil consideration subject to the lease to the Management Company. NWL would take responsibility for the surface water pipes in and out the system.

Impact on Council

Although the Council's property portfolio will increase, it will have no direct day to day involvement in the maintenance of the land it will acquire as that will continue to be carried out by the Management Company. Only if a Management Company fails, either financially or in complying with the terms of the lease will the maintenance responsibilities revert to the Council. If this exceptional situation arises, the Council will utilise the benefit of the Estate Rent Charge to fund the maintenance of the land.

For minor developments (9 units or less)

- (i) The developer is required as part of a planning consent to open space and play areas within the development. It may also be required to construct SuDS. This is secured via a planning obligation and SuDS Agreement (if applicable) which will include an open space management plan (and SuDS management plan if applicable) to ensure a quality standard of maintenance is undertaken throughout the lifetime of the development.
- (ii) The developer is required to maintain the SuDS, open space and play areas for 5 years following completion of construction.
- (iii) When selling development plots the developer shall reserve the benefit of an Estate Rent Charge for the maintenance of the

developments SuDS, open space and play areas by requiring the new property owner to enter into a Deed of Covenant and Rent Charge. This means the purchaser is required to pay an annual fee to contribute (on an equal proportion to other plot purchasers) to maintenance costs.

- (iv) Following this 5 year interim maintenance period, the Council would take the freehold ownership of the land (including the benefit of the Estate Rent Charge) for nil consideration. NWL would take responsibility for the surface water pipes in and out the system.

Impact on Council

The Council's property portfolio will increase. The Council will become directly responsible for maintaining the SuDS, open space and play areas. The cost of this maintenance will be funded by the property owners via the payment of a Property Service Charge directly to the Council. The Council will therefore be responsible for calculating, billing and collecting the Property Service Charge.

It replaces the current policy approach to open space and play areas maintenance in new development with a new policy approach. The new maintenance policy would be applied to all land used for open space, play areas and SuDS in new development.

TITLE OF REPORT: Restructure of Care, Wellbeing and Learning

REPORT OF: Alison Elliott, Interim Strategic Director, Care, Wellbeing and Learning

Purpose of the Report

1. To seek Cabinet approval to recommend to Council a new senior management structure within Care, Wellbeing and Learning to ensure that there is the capacity to deliver further redesign across the Group to both improve outcomes for Gateshead residents and deliver savings.

Background

2. The Council agreed a new Council Plan 2015 – 2020 on 16 July 2015. The Council Plan has been developed to respond to the significant challenges Gateshead is facing in continuing to meet the changing needs of local people and businesses in the current economic climate, today and in the future. The Council Plan will enable the Council, with partners, to be better placed to achieve positive outcomes for the people of Gateshead and deliver the ambition of Vision 2030 over the next 5 years.
3. The Council continues to face a number of challenges managing significant budgetary pressures, whilst meeting increasing demand as a consequence of demographic changes and a rapidly changing policy context. It is anticipated that the scale and depth of these changes will continue throughout the timeframe of the Council Plan (i.e. until at least 2020) so the Council needs to ensure it can adapt with pace and purpose to continue to provide the best possible services to its residents.
4. Care Wellbeing and Learning will need to deliver major change to meet these challenges and it is the responsibility of the Strategic Director to ensure that the Group's organisational structure is designed to meet these challenges, and deliver the Council's priorities and objectives, by having the right skills and capacity in the right places across the Group. This report addresses the co-ordination of functions within the senior management structure.
5. The management structure of the Council changed significantly in October 2014 with the establishment of five new service groups (Care, Wellbeing and Learning, Communities and Environment, Policy, Growth and Transformation, Corporate Resources, and Corporate Services & Governance) and has continued to change as the Council adapts to meet increasing challenges.
6. These proposals build on previous changes, specifically within Care, Wellbeing and Learning: they recognise that the Council is continuing to face enormous challenges in respect of the financial climate, and adapting to major changes to national policy which will affect how our services, and public services in general, are delivered (e.g. the devolution agenda, and changes in health and social care and in housing).

7. In the next 5 years Care, Wellbeing and Learning plan to focus on:
- **Increasing community, individual and council resilience** – supporting people to help themselves, whilst making sure that we work with our partners and residents to help and protect those most in need. To do this we will:
 - Encourage the take up of direct payments.
 - **Promoting early help and prevention** – working in partnership to make sure we protect people but also supporting people earlier so that they can help themselves. To do this we will:
 - Develop preventative and assertive early intervention services to reduce further demand which is more costly. This means improving our intelligence so we can target resources.
 - **Targeting our effort, with partners, to those in greatest need and in areas where greatest impact can be achieved** - supporting people and communities with the greatest health and care risks and needs. To do this we will:
 - Work with partners to develop person-centred service models that address multiple and complex issues. We will share data and systems and pool budgets with partners, where appropriate, to increase effective and targeted integrated programmes for individuals and communities most in need.
 - Use systems that provide data and intelligence to review and revise services.
 - Target activity with partners, so that there is less inequality between neighbourhoods
8. The senior management structure must reflect these priorities.

Proposal

9. It is proposed that the structure shown in Appendix 2 is implemented for the Care Wellbeing and Learning Group.

Recommendations

10. It is recommended that Cabinet agrees and recommends to Council approval of the management structure as shown in Appendix 2 to this report, effective from 1 April 2016.

For the following reasons:

To enable continued improvement in the co-ordination of Council functions, the organisation of its staff, and to enable Council services to be delivered in a more efficient and effective way.

CONTACT: Alison Elliott extension: 3998

PLAN REF:

APPENDIX 1

Policy Context

1. The Council is operating in a challenging national policy context which has been compounded by Government funding reductions and announcements that indicate further significant reductions in resources available for local government.
2. The reconfiguration of services resulting from this reorganisation will assist in the delivery of Vision 2030 and in the implementation of the Council's Corporate Priorities as set out in the Council Plan 2015-2020 and its policy framework.

Background

3. The changes to the Council's senior management structure in October 2014 established the Care, Wellbeing and Learning Group with six Service Directors, plus the Director of Public Health. In addition there are 15 Service Managers (across Children's and Adults) and one Principal Social Worker (Adults).
4. In November 2015 the Service Director, Children's Commissioning left the Council for a new post and the Service Director, Commissioning and Business Development took voluntary redundancy. It was agreed to delete these two posts and move the commissioning functions in Children's and Adults under the responsibility of the Director of Public Health. The rationale for this move was to ensure that there was an integrated commissioning function across the group. The need for this remains, but on further analysis it has since become clear that there is a need for greater capacity and expertise to ensure that the proposed commissioning savings for 2016/17 and 2017/18, and beyond, are delivered. In particular, it is essential that the Council is able to effectively develop and manage the market (recently revealed as being relatively underdeveloped in the case of adult social care) to ensure quality outcomes for the residents of Gateshead.
5. Also included in the proposals is the allocation of responsibility at a senior level within the service group for quality assurance. It is important that there is a strong quality assurance process across Children's and Adults and in our commissioned services to give assurance to members and senior leaders on the quality of service and to generate efficiencies. It is therefore proposed to create a new Service Director post to oversee the integrated commissioning function and to take responsibility for quality assurance, supporting the Strategic Director in their statutory roles of director of children's services and director of adult social services.
6. The proposed new service group will therefore comprise five Service Directors:
 - Service Director, Children and Families
 - Service Director, Education and Learning
 - Service Director, Early Help (Children and Adults)
 - Service Director, Adult Social Care
 - Service Director, Health and Social Care Commissioning and Quality Assurance

7. The Director of Public Health will also be part of the CWL service group but will continue to report directly to the Chief Executive on all matters relating to the public health function.
8. In line with the rationalisation in Service Director capacity and responsibilities, it will be necessary to reduce the number of Service Managers. However, this will be subject of a further report as the plan to redesign of CWL is developed, reporting to Cabinet in the summer of 2016.
9. It is, however, proposed to delete the following posts in order to deliver savings, whilst ensuring that the functions continue to be delivered effectively:
 - Principal Social Worker (adults), this role will be carried out by a Service Manager in Adults as is currently the case in Children's Services.
 - Service Manager, Strategic Lead – Health and Social Care Integration (previously, Service Manager Safer Communities), the lead for Vanguard will be taken by the Policy Manager, whose role will be within the Quality Assurance Unit.

The proposals will facilitate consolidation of activity and the removal of duplication of effort, enabling efficiencies to be made, as well as the establishment of more cohesive and clear arrangements for the delivery of the functions within CWL.

Consultation

10. The Council's recognised trade unions have been consulted on the proposals within this report.
11. The Portfolio Leads of Adults, Children's and Health have also been consulted and are supportive of the proposals.
12. The Senior Management Team CWL have been consulted and have fully contributed to this report.

Alternative Options

13. The proposals are put forward by the Strategic Director as the optimum response to the demands placed on the Council, as set out this report. While one alternative option would be to make no change to the current organisational structure of the Group, this would not make the positive contribution toward achieving the aims set out within this report.

Implications of Recommended Option

14. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms there will be a net saving to the Council of £0.27m from the proposals set out in this report, which will be captured as a contribution towards the proposed £3.3m saving around restructure of Adults Services, Commissioning and Quality Assurance.

- b) **Human Resources Implications** – A recruitment exercise will be required to appoint to the post of Service Director, Health and Social Care Commissioning and Quality Assurance (as well as to the posts of Service Director, Children & Families, following the resignation of the existing postholder, and the post of Service Director, Adult Social Care, following the transfer of the former postholder to a new role in Communities and Environment service group). A significant number of responsibilities within the proposed new post of Service Director, Early Help (Children and Adults) are currently within the post of Service Director, Children and Families’ Support: therefore, it is proposed that the existing postholder be ‘slotted in’ to the new post. Both posts will be job evaluated to establish their appropriate grading: any change recommended will be considered by the Council’s Contracts Committee. As regards the two service manager posts to be deleted: one is currently vacant while the holder of the other has applied for voluntary redundancy.
- c) **Property Implications** - There are no property implications arising directly from the proposals in this report.

15. Risk Management Implication - The proposals are expected to improve the co-ordination of Council functions, the organisation of staff, and to enable service to be delivered in a more efficient and effective way. They are also expected to minimise risk to the Council of service delivery failure in these important areas.

16. Equality and Diversity Implications - None

17. Crime and Disorder Implications – None

18. Health Implications - None

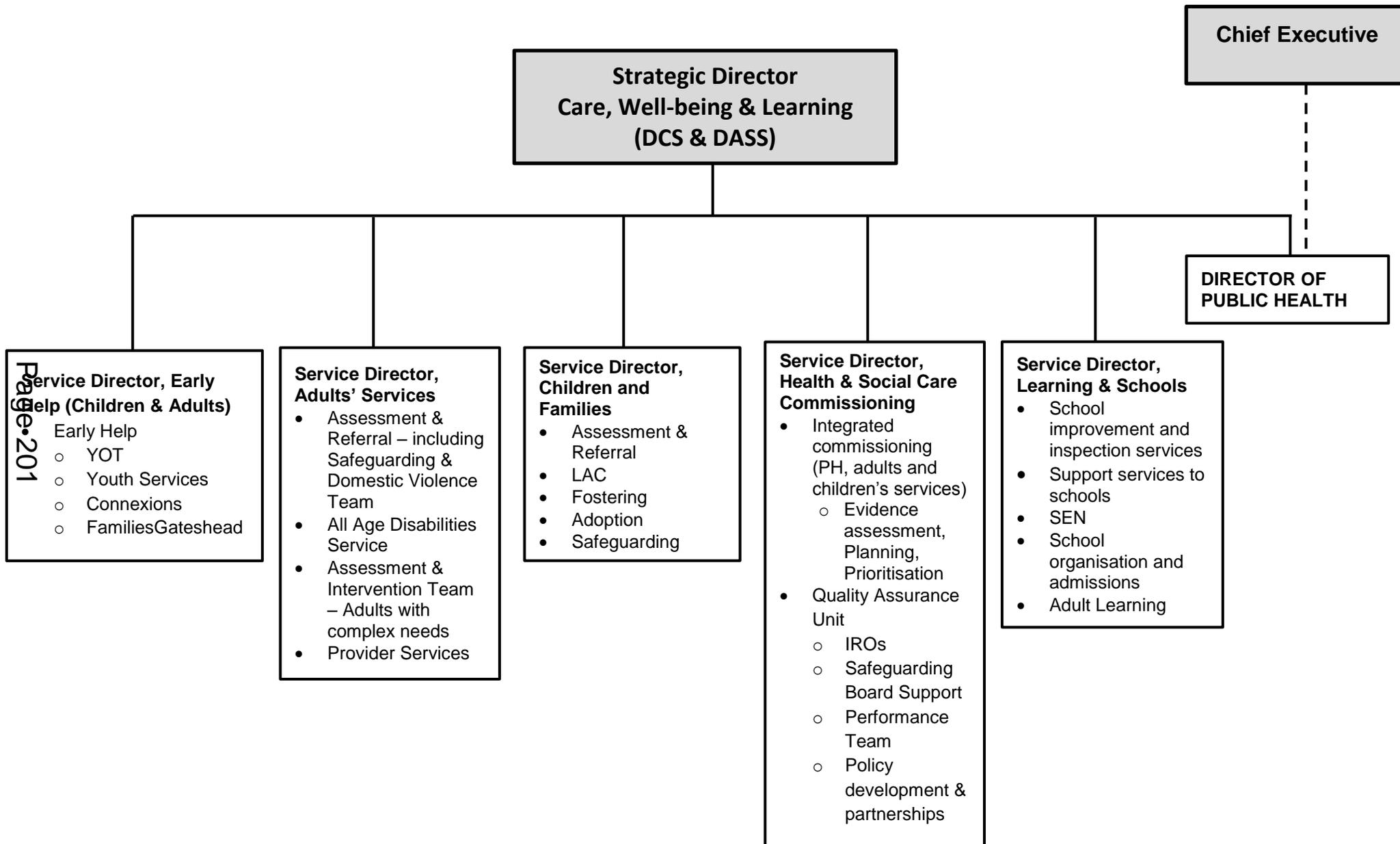
19. Sustainability Implications - None

20. Human Rights Implications - None

21. Area and Ward Implications - None

Background Information

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TITLE OF REPORT: Redesign of Care, Wellbeing and Learning (Adult Social Care)

REPORT OF: Alison Elliott, Interim Strategic Director, Care, Wellbeing and Learning

Purpose of the Report

1. To seek Cabinet approval to consult on proposals to create an enhanced in-house enablement function, as part of the redesign of Adult Social Care. In order to create an enablement function that is effective in maximising independence there will need to be consultation and consideration of moving budget and resource from in-house Domiciliary Care and Independent Supported Living.

Background

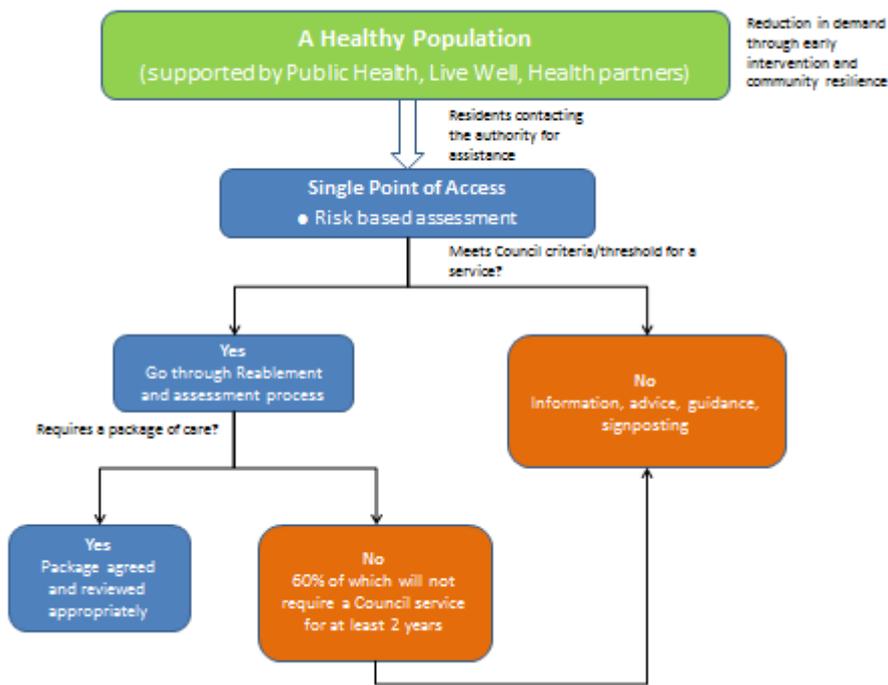
2. The Council agreed a new Council Plan 2015 – 2020 on 16 July 2015. The Council Plan has been developed to respond to the significant challenges Gateshead is facing in continuing to meet the changing needs of local people and businesses in the current economic climate, today and in the future. The Council Plan will enable the Council, with partners, to be better placed to achieve positive outcomes for the people of Gateshead and deliver the ambition of Vision 2030 over the next 5 years.
3. In order to manage resources effectively in financially challenging times, the Council has an established two-year rolling programme for budget planning, to give greater flexibility and resilience.
4. The new model of Adult Social Care is predicated on maximising people's independence, enabling individuals to remain in their own homes and be active in their own communities.
5. The Council has a role in supporting adults and their carers, keeping people healthy, safe, equal and feeling good about living in Gateshead, this includes our most vulnerable adults. We aim to meet the needs of our residents in the most efficient way and keep vulnerable people as independent as possible.
6. In the next 5 years Care, Wellbeing and Learning plan to focus on:
 - **Increasing community, market, individual and council resilience** – supporting people to help themselves, whilst making sure that we work with our partners and residents to help and protect those most in need. To do this we will:
 - Encourage the take up of direct payments.
 - Enhance the opportunities for individuals to secure paid employment and volunteering opportunities.

- **Promoting early help and prevention** – working in partnership to make sure we protect people but also supporting people earlier so that they can help themselves. To do this we will;
 - Develop preventative and assertive early intervention services to reduce further demand which is more costly. This means improving our intelligence so we can target resources.
 - Ensure that the principles of the Mental Capacity Act are fully integrated into assessment and care planning and that people are supported to make their own decisions and plans so as to maximise their independence.
 - **Targeting our effort, with partners, to those in need** – supporting people and communities with health and care risks and needs. To do this we will:
 - Work with partners to develop person-centred service models that address multiple and complex issues. We will share data and systems and pool budgets with partners, where appropriate, to increase effective and targeted integrated programmes for individuals and communities most in need.
 - Use systems that provide data and intelligence to review and revise services.
 - Target activity with partners, so that there is less inequality between neighbourhoods
7. The majority of services delivered to the residents of Gateshead are currently provided by the independent and voluntary sector. These services are regulated by the Care Quality Commission and monitored by our internal contract monitoring staff to ensure service users are receiving quality services. It is therefore important that Gateshead has a broad and vibrant independent sector care market that provides a quality service. In order to achieve this we are reconfiguring our commissioning function to ensure we have the right capacity and skill; this will be the subject of further reports to Cabinet.
 8. The redesign described within this report is linked to the Cabinet report on the redesign of assessment and care management in Adults and the budget proposals relating to the Promoting Independence Centres.
 9. The benefits of the redesign of assessment and care management in Adults are:
 - ✓ A focus on early intervention and prevention, self -help and redirecting people to non-statutory sector services
 - ✓ Supported decision making and involvement in setting and achieving outcomes
 - ✓ A community engagement model providing low level support, with universal information and advice
 - ✓ Short term targeted interventions to prevent long term support
 - ✓ Statutory sector services for more complex long term conditions
 - ✓ Maximising independence
 - ✓ Managing demand
 - ✓ Financial savings and improved customer experience
 - ✓ Simplified systems & processes
 10. The development of an in-house enablement service is fundamental to delivering these benefits.
 11. Should the decision be made to close 1 or more of our Promoting Independence Centres (PIC's) it will be extremely important that we have a community based

enablement model that supports people remain in their own home and does not delay individual's discharge from hospital. The model proposed in this report is a more cost-effective model than the current PIC's and more importantly ensures that people are given the best opportunity to remain independent in their own homes.

12. We have further agreed with our strategic partners the CCG, that a comprehensive joint review will be undertaken of existing bed based rehabilitation requirements and the demands for intermediate care, respite and assessment beds in the Borough over the coming years. It is important to ensure that we possess an integrated Health and Social Care delivery model that reflects the future shape and demand for these services across the whole economy and invites investment in those areas which serve us best.
13. This ensures that we build a sustainable model of bed based provision that complements the focus upon community reablement and addresses both Health and Social Care needs in a more integrated and seamless fashion.
14. The rationale for providing an in-house Enablement service is to ensure that every resident eligible for care and support from the Council will receive a time limited intensive service from Council staff. To commission this service from the independent sector would cost more than the current independent sector domiciliary care service we commission. This is because a premium is usually paid to ensure that service users are supported to achieve their maximum levels of independence. It is therefore, more justifiable financially to deliver an in-house enablement service than a traditional domiciliary care service.
15. There is significant evidence that enablement can generate real and lasting benefits for users, including:
 - improving quality of life
 - keeping and regaining skills, especially those enabling people to live independently
 - regaining or increasing confidence
 - increasing people's choice and autonomy
 - enabling people to be able to continue living at home
 - reducing the need for ongoing care and support.
16. Enablement services also have high user satisfaction rates. For example, research by the Social Work Co-operative for a 2010 regional report on enablement in the North East found that in Northumberland 94 per cent of users rated the enablement service as 'good' or 'excellent' (compared to 69 per cent for mainstream home care services), and in South Tyneside 100 per cent of users rated the enablement service as 'good' or 'excellent' (compared to 66 per cent for mainstream home care services).
17. Many staff find that working in enablement brings great job satisfaction, and a sense of doing something very worthwhile. It can give people a chance to learn and develop new skills, and to work in a way that allows increased professional autonomy. However, some people do find the transition to working in new ways can be difficult, especially the need to 'stand back' and encourage users to do things for themselves.

18. Evidence from the rest of the UK demonstrates that the best performing enablement services demonstrate that 60% of people receiving the service do not require an ongoing service at the end of the enablement period (maximum 6 weeks) for up to 2 years. Effectively delaying demand for ongoing adult social care services.
19. Enablement therefore has the potential to create win-win-win situations, with better outcomes for users, higher job satisfaction for staff, more efficient use of resources and reduced costs.
20. A diagram showing the customer journey through the redesigned model is shown below:



21. For example Mrs Smith is 86 and lives alone, independently. Mrs Smith falls whilst out shopping and is taken to hospital. Whilst in hospital she suffers a urinary tract infection and she becomes confused and has lost her confidence and is now anxious about going home. Her family are also anxious and feel she needs residential care. On discharge from hospital currently Mrs Smith would receive a package of care, where carers would carry out tasks for Mrs Smith. However, in the new model she would receive a maximum 6 weeks enablement. Enablement Occupational Therapists work with Mrs Smith to identify her goals. She wants to stay at home but has lost her confidence and is worried she will fall again. The Enablement carers work with Mrs Smith to enable her to get up and down stairs, get in and out of the shower, make her own meals and walk to the shops. Mrs Smith also requires some adaptations to her home which are arranged by an Enablement Occupational Therapist. After 4 weeks supporting Mrs Smith, she is confident to continue living independently with no further support from the Council.

Proposal

22. The Council has looked at how the budget within Adult Social Care can be reduced whilst redesigning the way services are delivered to maximise independence and continue to meet the needs of its customers.
23. The redesign of Adult Social Care will require, in part, budget and resources to be realigned to ensure the model of delivery is sustainable and fit for the future.
24. The new model of Adult Social Care will result in a single point of access with effective triage at the point of contact. For the customers coming through the single point of access, 80% will go through the enablement function.
25. The Council currently has an enablement function called START that is effective but has limited resources, some of which is funded by health. There is also a Rapid Response service provided by the Council, some of which is funded by health.
26. The proposal is to encompass START and Rapid Response into an enhanced in-house enablement service, adding in significantly more resource. The aim of the service is to provide intensive, short term support to enable people with physical or mental health needs to lead a fulfilling life, by learning or re-learning skills for independent daily living.
27. In order to create this enhanced enablement function it is proposed that budget and resource is moved from in-house Domiciliary Care and Independent Supported Living.
28. The average unit costs in the independent sector for Domiciliary Care and Independent Supported Living are significantly lower than those in the in-house service. A comparison is shown in Appendix 2 along with a description of current service provision.
29. The recommissioning, to the independent sector, of the in-house long term Domiciliary Care service and in-house Independent Supported Living Schemes will allow for resources to be reinvested into the in-house enablement function. The extent of this reinvestment is subject to a number of factors such as the individual needs of clients, potential TUPE and the review of market rates.
30. It is proposed that a phased approach is taken and the Council stops taking on packages of long term Domiciliary Care from the date of this report and they are commissioned to independent sector providers, which will be dependent upon the market's ability to accept new packages of care.
31. Existing packages that are dealt with by in-house Domiciliary Care will remain, where required, until the outcome of consultation is clear, the market is sufficiently stable to provide the right support to meet needs and a further report is submitted to Cabinet.
32. At the same time employees in Adult Social Care Assessment will start reviewing packages of care across in-house and independent sector provision to ensure they are still appropriate for the needs of the service user.

33. In reviewing packages of care, Adult Social Care Assessment employees will explain to service users/carers the benefits of taking a direct payment in order to maximise independence and increase choice and control over their care.
34. Employees within the existing long term Domiciliary Care service will be encouraged to apply for roles in the new enablement service. In addition, existing Promoting Independence Centre employees may also bring invaluable expertise into the service.
35. There will be other opportunities for existing staff that do not wish to be considered in the enablement service, such as leaving their employment with the Council to work as a 'personal assistant' for service users who are in receipt of a direct payment or possibly as a Shared Lives carer.
36. For the independent sector to take on any additional Domiciliary Care packages it will require additional staff. The Council will support the providers with recruitment campaigns, where needed. The importance of developing a stable, quality market is crucial to delivery of this model and it is not anticipated that we will be in this position until the end of 2016.
37. The Council welcomes views on these draft proposals and wishes to consult with the public and all stakeholders.
38. An Equality Impact Assessment (EIA) has been undertaken on the draft proposals which is available on the Council's website.

Recommendations

39. It is recommended that Cabinet:
 - (i) Approves that the council consults with all stakeholders including employees and service users/carers on the proposals to create an enhanced enablement function by moving budget and resource from in-house Domiciliary Care and Independent Supported Living.
 - (ii) Notes that the draft proposals are supported by an Equality Impact Assessment.

For the following reasons:

To inform the design of an Adult Social Care model that is fit for the future.

CONTACT: Paul Grubic

extension: 3919

APPENDIX 1

Policy Context

1. The Council is operating in a challenging national policy context which has been compounded by Government funding reductions and announcements that indicate further significant, but as yet, unquantified reductions in resources available for local government.
2. The Council has approached the budget consultation for 2016-18 based on the Council Plan for 2015-2020 to:
 - Meet the needs of Gateshead based on a Strategic Needs Assessment
 - Sustain Vision 2030 and uphold the Council's values
 - Reach decisions and manage change in a principled way.
3. The Care Act places new duties on local authorities to facilitate and shape their market for adult care and support as a whole, so that it meets the needs of all people in their area who need care and support, whether arranged or funded by the state, by the individual themselves, or in other ways. The ambition is for local authorities to influence and drive the pace of change for their whole market, leading to a sustainable and diverse range of care and support providers, continuously improving quality and choice, and delivering better, innovative and cost-effective outcomes that promote the wellbeing of people who need care and support.

Background

4. The Government announced in the summer budget further overall measures to achieve £37bn savings to achieve a Government surplus budget by 2019/20. £17bn of these measures were announced as part of the budget and include £12bn from welfare reform and £5bn from tackling tax avoidance and evasion. The remaining £20bn will form part of an imminent Spending Review with plans that were published in November 2015.
5. Based on these high level figures and reductions to date, five year estimates were reviewed as part of the Council's MTFs 2016/17 to 2020/21 and were approved by Cabinet and Council in July 2015, presenting an estimated funding gap of £50.6m in the first two years.
6. The Council has developed a two-year rolling programme for budget planning, to give greater flexibility and resilience. A key element of this approach is to engage with and consult residents, businesses, partners and employees.

Consultation

7. Councillors have been consulted on the redesign of Care, Wellbeing and Learning and the various choices associated with this through Corporate Resources Advisory Groups, portfolio meetings and briefing sessions. Further engagement sessions are planned. The trade unions have also been consulted on these proposals.

Alternative Options

8. The Council will consider all viable options and especially welcomes responses to its consultation from providers and service user and carer's support groups. The Council could do nothing and retain the status quo; however the sustainability of this option and implications on the redesign of Adult Social Care will have to be considered. The Council could consider commissioning the enablement function to the independent sector; however this would be at additional costs. The Council could also consider setting up some or all of Adult Social Care provider services into a trust or traded model.

Implications of Recommended Option

9. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources, confirms that the draft proposals for consultation contained in this report will support the delivery of the Council's budget considered elsewhere on this agenda.
 - b) **Human Resources Implications** – The recommissioning of existing in-house services to the independent sector may result in the transfer of staff on a TUPE basis. However, a number of alternative employment options for the employees affected are being developed and will be discussed with the workforce and their trade unions. They include the employees:
 - Applying for newly created posts in the enablement service. While these will be at the same grade (hourly rate) some employees may suffer a reduction in hours as the reablement service will operate on a part-time workforce only. Discussions will be undertaken with employees and trade unions regarding this.
 - Being eligible to apply for voluntary redundancy.
 - Leaving their employment with the Council to work as a 'personal assistant' for service users who are in receipt of a direct payment
 - c) **Property Implications** – There are no direct property implications arising from this report, any property implications arising from the outcome of the consultation will be the subject of a further report.
10. **Risk Management Implication** - The risk management implications of each draft proposal will be assessed as part of future reports.
 11. **Equality and Diversity Implications** - The Equality Impact Assessment will be used to inform the decision making process by identifying unforeseen adverse impacts from the proposal and use that evidence; if these are sufficiently severe it would be appropriate to re-design the proposal. If re-design is not appropriate the information will be used to mitigate adverse effects.
 12. **Crime and Disorder Implications** - The draft proposals put forward do not have any direct crime and disorder implications.
 13. **Health Implications** – The health implications of each draft proposal will be assessed as part of future reports.

14. **Sustainability Implications** - The draft proposals put forward do not have any sustainability implications.
15. **Human Rights Implications** - The implications of the Human Rights Act will be identified through consultation with service users and providers and a decision taken on the proportionality and necessity of any such proposal before it is implemented. The proposal supports a person's rights to respect for their private and family life by offering enhanced opportunities to remain independent in their own homes which, research indicates, is the first preference for most individuals.
16. **Area and Ward Implications** - The recommendations apply to all Areas and Wards.

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Current Service Provision

Long term Domiciliary Care

1. The in – house Domiciliary Care service currently provides support to 126 service users (average 2979 hours per week delivery over 2015/16) with complex needs, accommodating individuals into the service under one of the following criteria:
 - a) Dementia condition
 - b) Significant physical impairment requiring 2:1 support
 - c) A debilitating condition such as Parkinsons, Stroke, MS
 - d) End of Life / Palliative care provision
2. The service operates from 7am – 11pm with the ‘evening’ service operating from 5-11pm. The average package of care is 19 hours per week.
3. There are in total, 225 employees (140.4 FTEs) comprising of £3,770,000 staffing costs within the long term Domiciliary Care service, inclusive of the evening service provision.
4. The current Domiciliary Care provision in Gateshead is:
 - 77% Independent Sector – over 10000 delivered hours
 - 23% In-house Service – almost 3000 delivered hours
5. The total current gross budget for in-house Domiciliary Care is £3,864,639 (32% of total budget).
6. The total current gross budget for independent sector Domiciliary Care is £8,222,870 (68% of total budget).
7. The total overall gross Council budget for Domiciliary Care is £12,087,509.

Independent Supported Living

8. Currently the Council’s Adult Social Care Provider service provides support to 15 tenants within the following (24/7) 6 Independent Supported Living Schemes:
 - Bowness Road (Whickham) – 3 tenants
 - Fell Close (Sunniside) – 4 tenants
 - Lanchester Avenue (Wrekenton) – 1 tenant
 - Northumberland Place (Birtley) – 1 tenant
 - Spoor Street (Dunston) – 2 tenants
 - Windermere Gardens (Whickham) – 4 tenants

9. There are in total, 36 employees (26.76 FTEs) comprising of £1,088,000 staffing costs, with the budget receiving income of £240,000 from CHC contributions and £37,000 from client contributions.
10. The services provide the opportunity for people to live meaningful ordinary lives in homes and communities of their own choice. Tenants are supported by staff teams to maintain and uphold their own tenancy agreements. They are encouraged to take every day risks, and to be part of their local and wider communities. A range and a choice of accommodation models exist; they include single and shared occupancy accommodation and housing support.
11. The current Independent Supported Living provision in Gateshead is:
 - 6 Independent Supported Living Schemes provided in-house, supporting 15 tenants.
 - 10 independent sector providers commissioned by the Council to deliver over 35 Independent Supported Living schemes, supporting 118 tenants.
12. The total current gross budget for in-house Independent Supported Living is £1,216,328 (15% of total budget).
13. The total current budget for independent sector Independent Supported Living is £6,873,294 (85% of total budget).
14. The total overall gross Council budget for Independent Supported Living is £8,089,622.

Unit Cost Comparison

Provision	Current in-house costs		Independent Sector Costs	
	Av Cost	Unit Type	Av Cost	Unit Type
Independent Supported Living	£18.94	Hour	£12.81	Hour
Domiciliary Care	£25.92	Hour	£12.05	Hour

TITLE OF REPORT: Primary and Secondary Community, Community Controlled School Admissions Arrangements 2017/18 and Co-ordinated admission schemes for Primary and Secondary Schools for 2017/18

REPORT OF: Alison Elliott, Interim Strategic Director, Care, Wellbeing and Learning

Purpose of the Report

1. The purpose of this report is to request Cabinet to:
 - Note and agree changes to the proposed admission arrangements following the recent consultation in line with mandatory requirements.

Approve the following;

- Community Secondary Schools Admission Policy 2017;
- Community Secondary Schools Sixth Form Admissions Policy, 2017;
- Community and Voluntary Controlled Primary Schools Admission Policy, 2017;
- Co-ordinated admission schemes for Infant, Junior, Primary schools and Secondary Schools 2017

and to note the following:

- Planned Admission Numbers (PAN's) for Community schools for 2017.

Background

2. The school admission code "the code" applies to school admission arrangements for admission in the 2017/18 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 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 require the L A to consult on its admission arrangements every 7 years which is the case for 2017/18. It should be noted that an 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 require consultation.

5. 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.
6. 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

7. Cabinet is asked to consider the following after consultation:
 - The proposed Community and Voluntary Controlled Primary Schools admission policy for September 2017 as attached in Appendix 2, together with their proposed Planned Admission Numbers for 2017/18.
 - The proposed Community Secondary Schools and Sixth Form Admission Policies for September 2017, attached in Appendix 3, together with their proposed Planned Admission Numbers for 2017/18.
 - The proposed separate co-ordinated admission schemes for Secondary schools and Infant Junior and Primary schools for September 2017.
8. It is proposed, in accordance with statutory regulations, to adopt the closing dates of 15 January 2017 (for primary schools) and 31 October 2016 (for secondary schools) for the submission of applications for admission to schools in September 2017.

Recommendations

9. It is recommended that
 - (i) the Community and Voluntary Controlled Primary Admissions Policy set out in Appendix 2 are adopted for September 2017;
 - (ii) the Community Secondary School Admissions Policy and Sixth Form Admissions Policy set out in Appendix 3 are adopted for September 2017;
 - (iii) 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 2018/19 onwards.
 - (iv) the approved two co-ordinated admission schemes for Secondary and Infant Junior and Primary schools are adopted for September 2017.
 - (v) 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.

CONTACT: Jeanne Pratt extension: 8644

APPENDIX 1

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 2015, Cabinet agreed that the approved school admissions policies for September 2015 be used as a basis for the school admissions policies for September 2017.

Consultation

3. There is no requirement to consult on proposed admission arrangements from the previous year if there are no proposed changes, however, admission authorities must consult at least once every 7 years, even if there have been no changes. The consultation must include parents, other admission authorities, adjoining local authorities and the bodies representing religion or religious denomination.
4. The Council consulted on its proposed admission arrangements to comply with the requirements of the code. Consultation must be for a minimum of six weeks and must take place between 1st October and 31st January in the determination year.
5. In accordance with the requirements of the code, consultation took place between the 24th November 2015 and 19th January 2016 with no responses received for the proposal outlined below;
6. The Cabinet Members for Children and Young People have been consulted.

Statutory Infant class size limit

7. 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

8. 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.

Waiting lists

9. Waiting lists will be maintained for all oversubscribed community schools for the whole of the academic year. 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.

Children in Public Care

10. 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

11. The LA considers cases from parents who have submitted the required independent evidence from a relevant health professional i.e. a doctor or a social worker as part of the admission process. This independent evidence must clearly demonstrate why the chosen school is the most suitable and what difficulties would be caused if the child were to attend another school. These cases will be referred to the primary fair access panel and secondary pupil placement panel for consideration.

Admission of children outside their normal age group

12. Parents may request a place for their child outside of their normal age group. This may include children that are gifted and talented, children who have suffered ill health or summer born children.

Planned Admission numbers

13. The proposed Planned Admission Numbers (PAN) for community primary schools are contained within in Appendix 2 and Appendix 3. There are currently discussions with the governing body of Winlaton West Lane Primary School to potentially reduce the school’s admission limit to the previous limit of 45 in order to allow the school to maximise their resources.

Sixth Form Admission Numbers

14. The proposed Sixth form admission numbers in Appendix 3 reflect the requirement to have a realistic admission number for those external pupils, i.e. those not on roll of the school in year 11, who are applying for year 12 entry for the first time.

Mandatory Closing dates for return of applications- Primary and Secondary

15. 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.

16. 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 coordination 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.

Oakfield Junior School

17. A higher priority is to be given to children who attend Oakfield Infants School. This would place these children below catchment children and children with siblings at the junior school but above all other children.

Alternative Options

18. There is no alternative to considering and adopting policies proposed in this report.

Implications of Recommended Option

19. 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** - Schools that have increased their Planned Admission Numbers have confirmed that space is available to accommodate the planned increase in numbers in future years.

20. Risk Management Implication - Nil

21. **Equality and Diversity Implications** - The policies comply with equal opportunities requirements in that all persons are treated equally with criteria being applied objectively.

S85 of the Equality Act 2010 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.

22. Crime and Disorder Implications – Nil

23. **Health Implications** - Nil
24. **Sustainability Implications** - Nil
25. **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.
26. **Area and Ward Implications** - All Wards are covered by this report.

**Gateshead Council Community and Voluntary Controlled Primary Schools
Admission Policy 2017/18
(Including Kibblesworth Academy and Riverside Primary Academy)**

We allocate places at our Community Primary Infant and Junior Schools using our policy below and co-ordinate admissions to our schools using our co-ordinated admission scheme.

The policy is as follows:

- Your child will start school at the beginning of the academic year in which they will reach the age of five. (An academic year lasts from 1 September in one year to 31 August the following year). Children are entitled to a full time place as soon as they start school, however in most schools; the first term will include an induction period, (a period for your child to get used to school life gradually, generally from September to October). Although, you may request that your child attends school part-time until later in the school year, but not beyond the point that your child reaches compulsory school age.

In addition you may request that your child be admitted to school later in the school year following September 2017, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year (i.e. April 2018)

- We will accept pupils up to the schools agreed Planned Admission Number for the year group unless we feel there are lawful grounds not to do so.

Admission of children outside their normal age group

- Parents may request a place for their child outside their normal age group, for example gifted and talented children, children that have suffered ill health or parents of summer born children (children born from 1 April 2013 to 31 August 2013).

All cases of admission of children outside their normal age group must be discussed with the LA and relevant school Head Teacher prior to the application being made.

Such requests must be made on the Common Application Form which is available from 9th September 2016. You must detail the circumstances of your case and include any supporting information from relevant professionals.

The LA will consider each case individually and you will be notified of the outcome of your request on 18th April 2017.

Please refer to the Admission to Primary School booklet for further information regarding deferred entry and admission of children outside their normal age group.

Oversubscription Criteria

We will consider applications from parents who have named the school as any ranked preference on their application form this is called the Equal preference system. If there are more applications for the number of places available at the school we will then allocate places by using the following order of priority:

1. Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*).
2. Children who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year. (see definition*)

- 3 Other children who live in the school's catchment area.
- 4 Other children who will have a brother or sister at the school or at the feeder junior school during the coming academic year.
- 5 Other children who have exceptional medical or social grounds see point 1 below
- 6 All other children.

(*see definitions of our criteria in priority 1, 2 and 4 above in our parent's information booklet and at www.gateshead.gov.uk)

Point 1-We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. The evidence will be presented to the Primary Fair Access Panel for consideration. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Whickham Parochial Church of England Controlled Primary School

This school has the same oversubscription criteria as priorities 1 to 6 above except that criteria 3 and 4 above are reversed. Priority 1, 2, 5 and 6 remain in the same order however for this particular school their oversubscription criteria places priority 4 children above those children in priority 3.

Oakfield Junior School

The school has the same oversubscription criteria as priorities 1 to 5 above, however, they have an additional criteria (7 in total).

Criteria 1 to 5 - Same as criteria above.

Criteria 6 – Children that attend Oakfield Infant School.

Criteria 7 – All other children.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children's Act, for the child.

Tie breaker

If, within any of the above criteria, there are more applicants than places available priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' i.e. in a straight line from the centre of the home residence to the school's main entrance. Children living nearest to the school will have priority. We measure the distance using a geographical information system (GIS). Where two or more applicants share the exact same distance, a random allocation process will be used to determine the ranked order of the applications in question.

Waiting list

If places become available we will consider all relevant applications based on a waiting list. The waiting list will be maintained by the council from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list are placed according to the admission criteria and priorities set out above. 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.

Important Dates

From **Friday 9th September 2016** you can apply for a place in a reception or Junior class for admission in September 2017 by applying on-line at www.gateshead.gov.uk you must submit your application by no later than **Sunday 15 January 2017**. Alternatively parents requiring a paper application form must ensure that they request it in sufficient time to complete and return it by no later than **Sunday 15 January 2016** to The School Admissions Team, Education Support Service, The Dryden Centre, Evistones Road, Gateshead, NE9 5UR.

If you live outside of Gateshead and want to apply to a Gateshead school you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line application system. However you must still consider the information in Gateshead Council's "Admission to Primary school" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at www.gateshead.gov.uk . Your own Council will send us notification of your application and they will let you know the final allocation of a school place for your child.

Offer Date

The offer day is **Tuesday 18th April 2017**, a letter will be sent to parents who are Gateshead residents by 2nd class post informing them of the school they have been offered for their child. Gateshead residents who apply on-line are informed by email on **Tuesday 18th April 2017**.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary school" booklet for 2017 available at www.gateshead.gov.uk The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at The Dryden Centre, Evistones Road, Low Fell, Gateshead, NE9 5UR.

**SEPTEMBER 2017
 PLANNED ADMISSION NUMBER AND INDICATED ADMISSION NUMBER COMMUNITY AND
 VOLUNTARY CONTROLLED SCHOOLS**

Primary School	DFE Number	Determined Planned Admission Number 2015	Current Indicated Admission Number	Proposed Planned Admission Number 2016
Barley Mow Community Primary	2226	30	30	30
Bede Community Primary	2039	30	30	30
Bill Quay Primary	2197	30	28	30
Birtley East Community Primary	2163	30	28	30
Blaydon West Primary	2182	30	30	30
Brandling Primary	2200	27	23	27
Brighton Avenue Primary	2221	45	43	45
Caedmon Community Primary	2233	30	30	30
Carr Hill Community Primary	2008	45	45	45
Chopwell Primary	2235	45	41	45
Clover Hill Community Primary	2216	30	30	30
Colegate Community Primary	2228	45	44	45
Crookhill Community Primary	2219	30	29	30
Dunston Hill Community Primary	2164	60	60	60
Emmaville Primary	2167	45	42	45
Falla Park Community Primary	2198	30	34	30
Fellside Community Primary	2231	30	30	30
Fell Dyke Community Primary	2232	45	36	45
Front Street Community Primary	2184	60	60	60
Glynwood Community Primary	2225	45	37	45
Greenside Community Primary	2181	30	21	30
Harlow Green primary	2238	60	60	60
Highfield Community Primary	2186	17	16	17
High Spen Primary	2168	29	25	29

Kells Lane Primary	2234	60	60	60
Kelvin Grove Community Primary	2012	60	55	60
Larkspur Community Primary	2051	29	29	29
Lingey House Primary	2205	60	51	60
Lobley Hill Primary	2222	60	58	60
Oakfield Junior	2049	60	60	60
Oakfield Infant	2055	60	60	60
Parkhead Community Primary	2236	58	57	58
Portobello Primary	2162	30	28	30
Ravensworth Terrace Primary	2058	30	27	60
Roman Road Primary	2229	30	30	30
Rowlands Gill Primary	2239	60	60	60
Ryton Community Junior	2193	60	59	60
Ryton Community Infant	2188	60	56	60
South Street Community Primary	2036	44	44	44
Swalwell Primary	2172	30	25	30
The Drive Community Primary	2213	29	26	29
Wardley Primary	2224	45	45	45
Washingwell Community Primary	2194	30	29	30
Whickham Parochial C of E Primary	3001	30	30	30
White Mere Community Primary	2214	30	29	30
Windy Nook Primary	2227	45	45	45
Winlaton West Lane Community Primary	2177	60	45	45*

* indicates a proposal to decrease to the Planned Admission Number from 60 to 45 from September 2017 subject to consultation.

APPENDIX 3

Gateshead Council Community Secondary Schools Admission Policy 2017/18

We allocate places at Gateshead Community Secondary schools using the policy below and co-ordinate the admissions to Gateshead schools using the co-ordinated admission scheme.

The admission policy is as follows:

- Secondary schools will normally admit pupils between the ages of 11 and 16, or 11 and 19, depending upon the school.
- We will accept pupils up to the school's agreed planned admission number for the year group unless we feel there are lawful grounds not to do so.

Oversubscription Criteria

We will consider applications from parents who have named the school as any ranked preference on their application form this is called the equal preference system. If there are more applications for the number of places available at the school we will then allocate places by using the following order of priority:

- (1) Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*).
- (2) Children who live in the school's catchment area.
- (3) Children who will have a brother or sister at the secondary school during the coming academic year.
- (4) Other children who have exceptional medical and social grounds see point 1 below
- (5) All other children.

(*see definitions of our criteria in priority 1 and 3 above in our parent's information booklet and at www.gateshead.gov.uk)

Point 1- We can consider individual applications in cases involving exceptional medical or social needs. This kind of application must be supported in writing from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is the most suitable and what difficulties would be caused if the child were to attend another school. We will not consider such applications if the relevant evidence is not provided. Each case will be considered by the Pupil Placement Panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Tie breaker

If within any of the above criteria there are more applicants than places available priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' in a straight line from the centre of the home residence to the school's main entrance. Children living nearest to the school will have priority. Where two or more applicants share the exact same distance, a random allocation process will be used to determine the ranked order of the applicants in question.

Sibling link

For your child to receive priority because of an older brother or sister in the sixth form at the school, the brother or sister must have been at the school at the start of Year 11.

Address

For the purposes of deciding whether a child lives in the catchment area of a school, we will use the parent or guardians address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children Act, for the child.

Waiting list

If places become available we will consider all relevant applications using a waiting list. The waiting list will be maintained by the council from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list are placed according to the admission criteria and priorities set out above. 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.

Important Dates

From Friday 9 September 2016 Gateshead Residents can apply on-line at www.Gateshead.gov.uk Applications must be submitted by **Monday 31 October 2015**.

If your child lives in Gateshead and attends a Gateshead School and is due to transfer to secondary school you will receive information through your child's school on Friday 9 September 2016.

If your child does not attend a Gateshead school but lives in Gateshead, you can apply online at www.gateshead.gov.uk/schooladmissions. Alternatively you can request a paper application form from The School Admissions Team on telephone number 0191 433 2757. Paper applications must be submitted by **Monday 31 October 2016**.

If you live outside of Gateshead and want to apply to a Gateshead school you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line application system. However you must still consider the information in Gateshead Council's "Admission to Secondary school" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at www.gateshead.gov.uk. Your own Council will send us notification of your application and they will let you know the final allocation of a school place for your child.

Offer Date

A letter will be sent to parents resident in Gateshead on or around **Wednesday 1 March 2017** informing them of the school they have been offered for their child. Gateshead residents who apply on-line are also informed by E-mail on **1 March 2017**.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Secondary school" booklet for 2017 at www.gateshead.gov.uk The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at School Admissions Team, Dryden Centre, Evistones Road, Gateshead, NE8 1HH and on our website given above.

Community Secondary Schools Sixth Form Admission Policy September 2017 - Applications for Year 12

We the Local Authority (LA) are the admitting authority for the school our policy is as follows:

The school provides courses of study for post 16 (6th form) students. The majority of the 6th form students transfer from year 11, but we generally have places available for external students.

The entry requirements for 6th form are largely dependent on the course of study that a student wishes to access. They are the same for internal and external students

In general, students wishing to access Advanced Level courses must possess a minimum of 4 GCSEs at grade C. To access Intermediate Level courses, some GCSE passes at grade D/E and/or appropriate Level 1 qualification(s) are required. There are no specific qualifications required for entry to Foundation Level courses.

Details of specific entry requirements and courses available may be obtained from the school. The availability of courses is dependent upon the number of applicants and the financial sustainability of the course and the governing body of the school determines this in consultation with the LA.

In the event of oversubscription priority will be given to:

1. Students who have attended the school in the previous academic year (during Year 11) and who satisfy the school's entry requirements for the course available.
2. All other students of the relevant age who satisfy the school's entry requirements for the course available.

Where there are more applicants than places available in any of the priorities above we will then give priority to children in the following order:

- (a) Children in Public Care (and as deemed under Section 22 of the Children Act 1989) including a child who was previously "looked after" but immediately after being "looked after" became subject to an adoption, residence, or special guardianship order (see definition*).
- (b) Students who live in the school's catchment area.
- (c) Students who will have a brother or sister at the secondary school during the coming academic year.
- (d) All other students.

(*see definitions of our criteria in priority (a) and (c) above in our parent's information booklet and at www.gateshead.gov.uk)

Applicants refused admission to a 6th form are entitled to appeal to an independent appeals panel.

Community Secondary schools in Gateshead with 6th forms are as follows:

Heworth Grange Comprehensive School

Planned Admission Number, and Sixth Form Admission Number from September 2016

SECONDARY SCHOOL	DfE Number	Determined Planned Admission Number 2015	Determined Sixth form Admission Number 2015	Proposed Planned admission Number 2016	Proposed Sixth form Admission Number 2016
Heworth Grange Comprehensive	4036	210	40	210	40
Kingsmeadow Community Comprehensive	4041	180	-	180	-

Co-ordinated Admissions Scheme for Infant, Junior & Primary schools in the area of Gateshead Local Authority September 2017

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 2017.

"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;

"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.

"GCAF" means the Gateshead Common application form for "in year" transfers outside of the normal admission round.

“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 2017.

"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 2017/2018 (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 LA
 - Newcastle LA
 - Northumberland LA
 - South Tyneside LA
 - Sunderland LA

We will also co-ordinate our admission process with any other admission authorities where relevant.

SCHEDULE 1

Part I - 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 (GCAF) will be used for “In Year” applications made after the commencement of the academic year 2016.
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 2016/17.
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** 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 GCAF 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 2016. 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 2016.
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 30 January 2017** 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 2017** 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.

The LA will also require additional names of the next possible offers, 50% above the admission number of the school, so that schools will not need to be contacted by the LA at each iteration (i.e. the point at which, the LA has to determine the allocation of a place for a higher preference within another admission authority).

17. **By 10 March 2017** 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 17 March 2017** 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 11 April 2017** the LA will inform its infant, junior & primary schools and academies of the pupils to be offered places at their schools

Offer Day

20. **On 18 April 2017** 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 2nd

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 12 May 2017 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. 3 May 2017** - 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 12 May 2017

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 18 April 2017 the first allocation of places will take place on 12 May 2017 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 12 May 2017 the LA reallocates any places that have become available since 18 April 2017 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 2017 but before 18 April 2017 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 18 April 2017 and who do not have exceptional reasons as described above will NOT be placed on the waiting list for that new school until 19 May 2017, this is after the first reallocation of places on 12 May 2017.

From 19 May 2017 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 2017**.

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 24 February 2017. 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 18 April 2017

- 24.** Parents submitting requests to change their preferences, from those originally ranked on the CAF, will not 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 18 April 2017. 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 24 February 2017

25. Applications received after 24 February 2017, will be classed as late and will NOT be processed until after 18 April 2017. Parents will, nevertheless, receive an offer of a school place on 18 April 2017 according to the terms of this scheme.

No application received by 18 April 2017

26. Where no CAF is submitted the child will, on 18 April 2017, 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 18 April but before 12 May 2017

27. Applications made direct to the school or academy must be forwarded to the LA immediately. The LA will offer a place on 12 May 2017 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 19 May 2017 in accordance with paragraph 22 above.

Applications received after 18 April 2017 but before 31 August 2017

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2017.

Applications received after **18 April 2016**, 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.
 - (NB new applications/requests submitted after 18 April 2017 from parents who have already submitted a CAF in the normal admissions round and do not have exceptional reasons may not be considered until 19 May 2017 in accordance with paragraph 22 above).
29. The LA will keep track of any pupils who apply for admission from 18 April 2017 but before 31 August 2017 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 2017 for places in any year group requesting admission during the academic year 2017/18.
- 31** Parents should apply for a place in a Gateshead school directly through Gateshead LA.
- “In Year” applications must be made on the Gateshead Common Application form (GCAF). “In Year” applications are those applications received after 31 August 2017 for places in any year group requesting admission during the academic year 2017/18. 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 2017 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 Common Application form (GCAF) for “In Year” admissions is available from the Education Support Service at Dryden Centre, Evistones Road, Gateshead.
- 33** Gateshead Local Authority will process all GCAF 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 GCAF 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 Gateshead Common Application Forms (GCAF)

- 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 GCAF, 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 GCAF

- 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 GCAF 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 2017, 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

Application received by the Education Support Service	Process commences, unless place is not required until a date more than 6 school weeks away (extended for service families).
Within 5 school days of receipt of application	Availability of place(s) at any nominated community and VA schools checked by the Education Support Service
	The LA notifies the Governing Bodies of any nomination for Academy, Foundation, Trust and VA Schools.
Within 10 school days of receipt of notification of an application	The Governing Bodies of any nominated Academy, Foundation, Trust and VA Schools respond to the Education Support Service request.

<p>Within 20 school days of receipt of application by the Education Support Service</p>	<p>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.</p>
<p>Within 2 weeks of the date of a school place being offered</p>	<p>The school must receive confirmation of acceptance of the place from the parent.</p>

SCHEDULE 2

Timetable of Primary Co-ordinated scheme 2017 First Year of Entry

Friday 9 September 2016:	Common Application Form made available to parents online or paper copy (on request only). Schools/Academies receive their information packs for distribution to parents.
Sunday 15 January 2017:	On-Line applications or paper form, together with any supplementary forms (as required) to be submitted to the LA.
Monday 30 January 2017:	Details of applications to be sent to VA schools/Academies, and other LA's.
Wednesday 1 March 2017:	VA schools and Academies provide the LA with ranked lists of applicants.
Friday 10 March 2017:	The LA will match the ranked lists of all the schools/Academies and allocate places in accordance with paragraph 17 of Schedule 1.
Friday 17 March 2017:	The LA will provide other LA'S with an indicative list of offers for relevant children.
Tuesday 11 April 2017:	By this date the LA will notify schools/Academies which parents have been offered places at their schools.
Tuesday 18 April 2017:	Notifications sent to parents.
Wednesday 3 May 2017:	Last date for offers to be accepted by parents.
Friday 12 May 2017:	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 2017

Co-ordinated Admissions Scheme for Secondary Schools in the area of Gateshead Local Authority September 2017

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 2017;

"Academic year" means a period commencing 1st September and ending 31st 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);

"GCAF" means the common application form for "in year" transfers outside the normal admissions round.

"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 2017.

"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 2017/2018 (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 LA
 - Newcastle LA

- Northumberland LA
- South Tyneside LA
- Sunderland LA

We will also co-ordinate our admission process with any other admission authorities where relevant.

SCHEDULE 1

Part I -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 (GCAF) will be used for "In Year" applications made after the commencement of the academic year in September 2017.
2. The CAF will be used for the purpose of admitting pupils into first year of secondary education in the academic year 2017/18.
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 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 GCAF 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 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. (N.B. 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 2016. It is the responsibility of parents to ensure that CAFs 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 2016**.
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 21 November 2016** 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 9 January 2017** 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.

The LA will also require additional names of the next possible offers, 50% above the admission number of the school, so that schools will not need to be contacted by the LA at each iteration (i.e. the point at which, the LA has to determine the allocation of a place for a higher preference within another admission authority).

17. **By 30 January 2017** 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 6 February 7**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 23 February 2017** 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 Wednesday 1 March 2017** 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 2nd 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 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 24 March 2017 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 2017** - 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 24 March 2017

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 24 March 2017 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 24 March 2017 the LA reallocates any places that have become available since 1 March 2016 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 2016 but before 1 March 2017 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 2017 and who do not have exceptional reasons as described above, will not be placed on the waiting list for that new school until 31 March 2017, this is after the first reallocation of places on 24 March 2017.

From 25 March 2016 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 **2016**.

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 3 January 2017 (the date the allocation procedures begin). 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 2015

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 2017. 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 3 January 2017

25. Applications received after 3 January 2017 will NOT be considered until after 1 March 2017. Parents will, nevertheless, receive an offer of a school place on 1 March 2016 according to the scheme.

No application form received by 1 March 2017

26. Where no CAF is submitted the child will, on 1 March 2017, 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 2017 but before 24 March 2017

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 24 March 2017 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 2017 from parents who have already submitted a CAF in the normal admission round will not be considered until 31 March 2017 in accordance with paragraph 22 above.

Applications received after 24 March 2017 but before 31 August 2017

28. The LA will continue to co-ordinate admissions to all relevant schools in Gateshead up to 31 August 2017.

Applications received after 24 March 2017 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 2017 from parents who have already submitted a CAF in the normal admissions round and do not have exceptional reasons will not be considered until 31 March 2017 in accordance with paragraph 22 above).

29. The LA will keep track of any pupils who apply after 1 March 2017 but before 31 August 2017 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 2017 for places in any year group requesting admission during the academic year 2017/18.

31. Parents should apply for a place in a Gateshead school directly through Gateshead LA.

In Year applications must be made on the Gateshead Common Application form (GCAF). In Year applications are those applications received after 31 August 2017 for places in any year group requesting admissions during the academic year 2017/18. 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 2017 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 Common Application form (GCAF) for In Year admissions is available from the Education Support Service, Dryden Centre, Evistones Road, Gateshead.

33. Gateshead Local Authority will process all GCAF 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 GCAF 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 Gateshead Common Application Forms (GCAF)

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 days of receiving the GCAF, informing the LA of the availability of a place. If there is a place available parents will be notified as soon as possible.

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 GCAF

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 GCAF 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 2017, 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

GCAF 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).
Every Monday morning	All application forms are discussed at LA transfer meeting
By Friday of that week	The LA notifies the Governing Bodies of any request for a place in their school/academy
Within 20 days of the school/academy being notified of the request	The Governing Bodies of any requested school/Academy, 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.

Timetable of Secondary School Co-ordinated scheme 2017/18 First Year of Entry

Friday 9 September 2016	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.
Monday 31 October 2016	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 21 November 2016	Details of application and nominated preference to be sent to other admission authority schools and other LA's.
Monday 9 January 2017	Foundation, Academies, and VA schools provide the LA with ranked lists of applicants.
Monday 30 January 2017	LA's exchange information with other LA's on offer or refusal of school places.
Monday 6 February 2017	The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 18 of Schedule 1 this scheme.
Wednesday 22 February 2017	LA continues to exchange information with other LA's up until this date.
Thursday 23 February 2017	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.
Wednesday 1 March 2017	Notifications sent to parents.

Wednesday 15 March 2017 Last date for offers to be accepted by parents.

Friday 24 March 2017 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 2017

Admission Authorities in the Area of Gateshead to which the Scheme applies 2017

Community and Voluntary Controlled Schools where the LA is the Admission Authority

Heworth Grange Comprehensive School

High Lanes
Heworth
Gateshead, NE10 0PT

Kingsmeadow Community Comprehensive School

Market Lane
Dunston
Gateshead, NE11 9NX

The Scheme applies to the Governing Body as the Admission Authority for the following Academies

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

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

CO-ORDINATED ADMISSIONS SCHEME – PRIMARY SCHOOLS 2017

Admission Authorities in the Area of Gateshead to which the Scheme applies are set out below.

The Scheme applies to the Governing Body as the Admissions Authority for the following Voluntary Aided Schools:

Corpus Christi Catholic Primary School	Dunsmuir Grove Gateshead, NE8 4QL
St Agnes' Catholic Primary School	Rosedale Road Ryton, NE40 4UN
St Aidan's C of E Primary School	Derwentwater Road Gateshead, NE8 1QY
St Alban's Catholic Primary School	Rothbury Avenue Pelaw Gateshead, NE10 0QY
St Anne's Catholic Primary School	Off Pickering Green Harlow Green, Gateshead, NE9 7HX
St Augustine's RC VA Primary School	Colegate Leam Lane Estate Gateshead NE10 8PP
St Joseph's Catholic Infant School, Birtley	Mitchell Street, Birtley Chester-le-Street, DH3 1LU
St Joseph's Catholic Junior School, Birtley	School Street, Birtley Chester-le-Street DH3 2PN
St Joseph's Catholic Primary School, Blaydon	Croftdale Road Blaydon, NE21 4BG
St Joseph's Catholic VA Primary School, Gateshead	Prince Consort Road Gateshead, NE8 1LR
St Joseph's RC VA Primary School, Highfield	Whinfield Way, Highfield Rowlands Gill, NE39 2JE
St Mary & St Thomas Aquinas Catholic Primary	Stella Lane, Blaydon NE21 4NE
St Mary's RC Primary School, Whickham	Duckpool Lane Whickham, NE16 4HB

St Oswald's RC VA Primary School	Wrekenton Gateshead, NE9 7LH
St Peter's RC VA Primary School	Dryden Road Gateshead, NE9 5TU
St Philip Neri RC Primary School	Ellison Road Gateshead NE8 2QU
St Wilfrid's RC VA Primary School	Old Fold Road Gateshead, NE10 0DJ

The Scheme applies to the Governing Body as the Admissions Authority for the below Primary Academies:

Kibblesworth Academy	Kibblesworth Gateshead NE11 0XP
Riverside Primary Academy	Colliery Road Dunston Gateshead NE11 9DX
Sacred Heart RC VA Primary School	Byermoor Burnopfield NE16 6NU

The Scheme applies to the below Community and Voluntary Controlled Schools where the LA is the Admission Authority

Barley Mow Primary School	Pembroke Avenue Birtley Chester-le-Street DH3 2DJ
Bede Community Primary School	Old Fold Road Gateshead NE10 0DJ
Bill Quay Primary School	Davidson Road Bill Quay Gateshead NE10 0UN
Birtley East Community Primary School	Highfield, Birtley Chester-le-Street, DH3 1QQ
Blaydon West Primary School	Blaydon Bank Blaydon NE21 4PY
Brandling Primary School	Mulberry Street Gateshead NE10 0JB

Brighton Avenue Primary School	Brighton Road Gateshead NE8 1XS
Caedmon Community Primary School	Whitehall Road Gateshead NE8 4LH
Carr Hill Community Primary School	Carr Hill Road Gateshead NE9 5NB
Chopwell Primary School	Derwent Street Chopwell NE17 7HS
Clover Hill Community Primary School	Glenhurst Drive Whickham NE16 5SJ
Colegate Community Primary School	Colegate West Felling Gateshead NE10 9AH
Crookhill Community Primary School	Hexham Old Road Crookhill Ryton, NE40 3ES
Dunston Hill Community Primary School	Market Lane Dunston Gateshead NE11 9NX
Emmaville Primary School	Main Street Crawcrook Ryton NE40 4ND
Falla Park Community Primary School	Falla Park Road Felling Gateshead NE10 9HP
Fell Dyke Community Primary School	Springwell Road Gateshead NE9 7AA
Fellside Community Primary School	Fellside Road Whickham NE16 5AY
Front Street Community Primary School	Front Street Whickham N-u-T NE16 4AD

Glynwood Community Primary School	Glynwood Gardens Gateshead NE9 5SY
Greenside Primary School	Rockwood Hill Road Greenside, Ryton NE40 4AX
Harlow Green Primary School	Harlow Green Lane Gateshead NE9 7TB
High Spen Primary School	Hugar Road High Spen Rowlands Gill NE39 2BQ
Highfield Community Primary School	Whinfield Way Rowlands Gill NE39 2JE
Kells Lane Primary School	Kells Lane Gateshead NE9 5HX
Kelvin Grove Community Primary School	Kelvin Grove Gateshead NE8 4UN
Larkspur Community Primary School	Beacon Lough East Gateshead NE9 6SS
Lingey House Primary School	Millford Leam Lane Estate Felling Gateshead NE10 8DN
Lobley Hill Primary School	Rothbury Gardens Lobley Hill Gateshead NE11 0AT
Oakfield Infant School	Chowdene Bank Gateshead NE9 6JH
Oakfield Junior School	Chowdene Bank Gateshead NE9 6JH
Parkhead Community Primary School	Park Lane Winlaton NE21 6LT
Portobello Primary School	Tamerton Drive Birtley Chester-le-Street DH3 2LY

Ravensworth Terrace Primary School	Birtley Lane Birtley Chester-le-Street DH3 2PP
Roman Road Primary School	Leam Lane Estate Gateshead NE10 8SA
Rowlands Gill Primary School	Dominies Close Rowlands Gill, NE39 2PP
Ryton Community Infant School	Main Road Ryton NE40 3AF
Ryton Community Junior School	Main Road Ryton NE40 3AF
South Street Community Primary School	Cramer Street Gateshead NE8 4BB
Swalwell Primary School	South View Terrace Swalwell NE16 3HZ
The Drive Community Primary School	The Drive Felling Gateshead NE10 0PY
Wardley Primary School	Keir Hardie Avenue Wardley Gateshead NE10 8TX
Washingwell Community Primary School	Broom Lane Whickham NE16 4RB
Whickham Parochial C of E Primary School	Broadway Whickham NE16 5QW
White Mere Community Primary School	Sherburn Way Wardley NE10 8BA
Windy Nook Primary School	Albion Street Gateshead NE10 9BD
Winlaton West Lane Community Primary School	West Lane Winlaton NE21 6PH

TITLE OF REPORT: Gateshead's Attendance Strategy

REPORT OF: Alison Elliott, Interim Strategic Director, Care, Wellbeing and Learning

Purpose of the Report

1. This report seeks approval for the revised Attendance Strategy 2016-2020.

Background

2. This strategy provides an overarching framework to support schools, children, young people and their families in promoting good attendance in schools. This is Gateshead's third Attendance Strategy.
3. This strategy supports the Council Plan 2015-20 and the Council's Vision 2030 and in particular the outcomes identified for children and young people:

'Local people realising their full potential, enjoying the best quality of life in a healthy, equal, safe, prosperous and sustainable Gateshead'

4. The Council Plan 2015-20 also recognises the 'inequality in educational achievement' and the need to safeguard children and young people while working towards a reduction in the educational attainment gap between disadvantaged pupils and other pupils in Gateshead.
5. Finally this strategy supports Children Gateshead 2014-17 focus education-opportunity and achievement for all, including working with schools, children and their families to ensure the best educational provision is available and that children and young people access this provision.
6. The Council recognises that it cannot meet this challenge alone and must work closely and in partnership with all those who have a stake in the education of the children, young people and their families in Gateshead.

Proposal

7. It is proposed that the Attendance Strategy is approved.

Recommendations

8. It is recommended that Cabinet approves the Attendance Strategy and Penalty Notice-Code of Conduct 2016-20 as set out in Appendix 2.

For the following reason:

To enable the Council and its partners to agree an effective strategy to promote good attendance and address issues of non-attendance in schools and academies in Gateshead.

CONTACT: Jeanne Pratt

Ext 8644

Policy Context

1. This strategy supports the Council Plan 2015-20 and the Council's Vision 2030 and in particular the outcomes identified for children and young people:
'Local people realising their full potential, enjoying the best quality of life in a healthy, equal, safe, prosperous and sustainable Gateshead'
2. The Council Plan 2015-20 also recognises the 'inequality in educational achievement' and the need to safeguard children and young people while working towards a reduction in the educational attainment gap between disadvantaged pupils and other pupils in Gateshead.
3. Finally this strategy supports Children Gateshead 2014-17 focus education-opportunity and achievement for all, including working with schools, children and their families to ensure the best educational provision is available and that children and young people access this provision.

Background

4. *'Improving Attendance at School'*, Charlie Taylor's 2012 report into attendance highlights the link between poor attendance at school and lower attainment. Of the pupils who miss more than 50 percent of school, he reports, only 3 percent manage to achieve five or more GCSEs at grades A* to C including Maths and English in comparison to 73 percent of pupils who have attendance over 95 per cent who go on to achieve five or more GCSEs at grades A* to C.
5. Validated figures show that overall absence rates have been decreasing, due to a downward trend in authorised absences; 5.5% in 2006/7 compared with 3.5% in 2013/14.
6. Data also shows that the number of pupils who are considered to be persistent absences (PA) has decreased from 6.8% in 2009/10 to 3.6% on 2013/14.
7. Although attendance has improved steadily over the past few years Charlie Taylors report says that 57 million days of school were missed. Evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely to end up becoming NEET that is 'not in education, employment or training' when they leave school.
8. Despite improvements in attendance there remain a small number of children and young people who are persistently absent (PA) from school. Currently a persistent absentee is defined as 'any pupil who has been absent (authorised or unauthorised) from more than 23 missed days or 46 pupil sessions amounting to 15% of the average school calendar. In 2011 the threshold defining a persistent absence pupil was lowered from those children and young people who missed more than 20 per cent of school in one term to those who miss 15 per cent of school in one term. The change was made to ensure that children and young people who are having

problems are identified at an earlier stage. From September 2015 the threshold was again lowered and now a pupil is deemed to be persistently absent if their attendance is 90% or less which equates to 19 missed days or 38 pupil sessions.

9. As they move through the school system (primary into secondary school) the number of children who are persistently absent grows which in turn results in there being a significant number of persistently absent young people in the final years of secondary school. Often these are the young people who are disillusioned with and disaffected from school and who stop attending. By the time young people enter their mid-teens it becomes increasingly more difficult for parents and schools to get those who are absent to attend.
10. In addition to disaffection there are well known links between truancy, street crime and anti-social behaviour.
11. The government sees reducing absence from school as a priority and has made it a key aim of their 'Troubled Families' agenda (Families Gateshead).
12. Working in partnership with schools, academies, health, the voluntary sector and council services we have seen a steady improvement in attendance in our schools and academies. Secondary school attendance has increased from 89.32% in 1999 to 94.45 in 2014/15. Primary school attendance has improved from 93.80% to 96.18% in the same time period.
13. In 2006 the Council agreed our previous attendance strategy 'Every Day Counts'. This was revised in 2012 to cover the period from 2013-2017. Due to changes in legislation we have revised the current strategy again to take into consideration these changes. This strategy is founded on an ethos of partnership working with our schools, academies, partners and stakeholders. It builds on our existing good practice and incorporates changes in government guidance and legislation.

Role of the Council

14. The Local Authority has a duty to ensure parents fulfil their legal responsibility in respect of their child's education. This is usually through attendance at school.
 - The Education Support Service (ESS) will take the lead role on behalf of schools in utilising the increased number of legal powers available to address poor school attendance.
 - The Council will promote the importance of good attendance and avoiding term time holidays through publicity materials and the media.
 - The ESS will continue to support children and young people with complex needs through the fortnightly School Attendance Panel and Transfer Meetings and monthly Pupil Placement Panel and Primary Fair Access Panel as and when appropriate.

Role of schools and academies

15. Schools have a statutory duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. This can only be fulfilled through effective registration systems and active, whole school monitoring of pupil absence, in order to support and promote regular school attendance.

- In September 2006 **national absence codes** were published and since then schools must not adopt their own codes or change the meaning of existing codes.
- All schools and academies should have a **whole school attendance policy**, including a staged response which sets out how attendance is managed and what monitoring systems are in place. The headteacher should take responsibility for attendance, actively supported by every member of staff and endorsed and monitored by the governing body. Parents/carers should be informed of the school's stage response systems.
- Each governing body should nominate **one governor** to take a monitoring responsibility for attendance issues. Other governors may also play a more active role in monitoring individual cases where this is part of the school's attendance policy.
- All schools and academies should operate **First Day absence** procedures to ensure that parents are aware when their child is not in school.
- Schools and academies are responsible **for monitoring** the attendance of their children and/or young people who are placed on **alternative provision**.
- Primary and secondary schools and academies are part of the **Fair Access Protocols** which are implemented through the primary Fair Access Panel and secondary Pupil Placement Panel and this process should be considered when specific issues might be seen to prohibit a child or young person from attending school. Where the Panel deems this is the case a child or young person may be moved to another school/academy through a managed move or as a hard to place pupil in an effort to improve their attendance.

Role of parents/carers and pupils

16. 'Under section 7 of the Education Act 1996 parents/carers are responsible for making sure that their children of compulsory school age receive efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. This can be by regular attendance at school, alternative provision, or by education otherwise' (Guidance on Education Related Parenting Contracts, Parenting Orders and Penalty Notices DCSF 2007).
17. Parents/carers are responsible for ensuring their child attends school regularly. Parents are expected to report their child's absence from school on the first day of absence and to confirm the reason in writing on their child's return to school. Where there are concerns about a pupil's attendance parents/carers are expected to work with school staff and other services to address these concerns.
18. Pupils are expected to attend and stay in school. Where there are issues that may affect their attendance, pupils are expected to discuss these matters with their parents/carers or a member of school staff.
19. If a parent requests a transfer to a new school, it is the parents' responsibility to ensure that their child continues to attend their current school until a place is available at another school.

20. In general, good practice would suggest that schools should expect pupils to remain on site at lunchtimes unless the parent/carer has confirmed that the child will return home for lunch.
21. Parents/carers are expected to support school attendance by avoiding family holidays during term time. Headteachers can only authorise Leave of Absence from school in exceptional circumstances; a cheap holiday is not considered an exceptional circumstance by the DfE. Headteachers can ask the LA to issue a penalty notice for holidays taken during term time when all the criteria are met.

Role of other agencies

22. The EWS works closely with a range of agencies to address school attendance issues. In addition protocols with other Council services and the health services help to identify any children or young people who do not have a school place and refer them on to the ESS. The Youth Offending Team (YOT), Family Intervention Team (FIT) also identifies school attendance issues and work actively to resolve them.

Legal powers

23. If a parent fails to ensure that their child attends school regularly, the Council has the power to take legal action against them in the Magistrates Court or to apply for an Education Supervision Order in the Family Proceedings Court.
21. Around 50 cases go to court each year under Sections 444(1) and 444(1A) of the Education Act 1996. Section 23 of the Anti-social Behaviour Act 2003 introduced penalty notices as an alternative to prosecution. Parents may discharge potential liability for conviction for an offence under section 444(1) by paying a penalty. Parenting contracts are also recommended as a means of supporting parents and avoiding the need for legal action.
22. Gateshead Council uses a 6 week case management system to allow parents an opportunity to improve their child(ren) attendance before consideration is given for legal action to be taken for non-attendance. This involves the setting of targets for pupil attendance, which if not met can result in the prosecution of parents or the issuing of a Penalty Notice.
 - Penalty Notices will be used as a precursor or alternative to legal action, in appropriate cases. The recommendation to issue a Penalty Notice is undertaken at the School Attendance Panel and issued by the ESS.
 - The aims of the Non-Attendance Procedures are to ensure the regular school attendance of children and young people. Following the work undertaken by schools/academies and other services and at the end of the 6 week case management process the fortnightly Non-attendance Meetings will consider the implementation of legal intervention should a child or young person's attendance warrant it. Although for a significant number of children school interventions will result in an improvement in their attendance, where these interventions are unsuccessful, the deterrent effect of fines or legal action may influence positive change.
 - We also recognise that in a small number of cases the possibility of prosecution or prosecution itself does not positively impact on the child's attendance or

parental attitude. Between September 2014 and August 2015, there were 39 Penalty Notices issued and 75 prosecutions.

How we will know the strategy is working - key outcomes

23. If the strategy is working, then the key outcomes we would expect to see are:
- improved levels of attendance
 - reduced absence for holidays in term time
 - reduced numbers of pupils missing for unauthorised absence
 - all pupils who are removed from school rolls in Gateshead without a known destination will be identified to the ESS
 - information sharing agreements in place with all partner agencies to identify pupils without a school place

Consultation

24. The changes to this document reflect changes to government guidance and service capacity to deliver these changes, therefore a formal consultation was not undertaken.
25. The Cabinet Member for Children and Young People has been consulted

Alternative Options

26. The alternative option would be not to have a strategy; however, this would make it difficult to co-ordinate best practice in Gateshead schools and to provide support to vulnerable families in order to meet the government's expectations with regards to improving the attendance of our children and young people.

Implications of Recommended Option

27. **Resources:**
- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms there no financial implications from this report
 - b) **Human Resources Implications** – there are no specific implications arising from this report
 - c) **Property Implications** - None
28. **Risk Management Implications** - None
29. **Equality and Diversity Implications** - All children, young people and their families have a right to equality of opportunity in terms of accessing support, advice and guidance
30. **Crime and Disorder Implications** – Improving attendance will reduce the risk of young people becoming involved in anti-social/criminal behaviour.

31. **Health Implications** – Improved attendance will contribute to improving the emotional health and wellbeing of vulnerable children and young people in Gateshead
32. **Sustainability Implications** - None
33. **Human Rights Implications** - Article 2 of the first protocol to the convention provides that no person shall be denied the right to education and provides parents with a right to ensure such education is in conformity with their own religious and philosophical convictions. However, this right is heavily qualified to the effect that it must be compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure.
34. **Area and Ward Implications** - This proposal will affect all wards.

Background Information

35. The following background papers have been used in the compilation of this report:-
 - 2004 Every Child Matters
 - 2005 Education (school attendance targets) England Regulations
 - Education Act 2006, Section 9, Section 19 (3A) and (3B) and Schedule 1
 - 'Every Day Counts' A Strategy for Improving School Attendance 2006
 - Penalty Notices Code of Conduct 2007
 - Guidance on Education Related Parenting Contracts, Parenting Orders and Penalty Notices DCSF 2007
 - 2007 Safeguarding Children and Safer Recruitment in Education
 - 2009 Working Together to Safeguard Children
 - DfE, Education White Paper, "The Importance of Teaching", 2010
 - Gateshead Council's Corporate Plan 2015-20
 - Gateshead Council's Vision 2030
 - Ensuring Children's Right to Education Guidance on the legal measure available to secure regular school attendance (DCFE 2008).
 - Charlie Taylor's Report Improving Attendance at School (2012)
 - Children Gateshead 2014-17



Attendance Strategy

2016-2020

"Every Day Counts"
A Strategy for Improving School Attendance

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"Every Day Counts"

A Strategy for Improving School Attendance

Guiding Principles

The Council's vision for Gateshead is set out in its document Vision 2030. The strategy for improving school attendance supports this vision and, in particular, the outcomes identified for children and young people:

"Local people realising their full potential, enjoying the best quality of life in a healthy, equal, safe, prosperous and sustainable Gateshead."

The Council Plan 2015-20 also recognises the 'inequality in educational achievement' and the need to safeguard children and young people while narrowing the attainment gap of vulnerable young people

The Council recognises that it cannot meet this challenge alone and must work closely and in partnership with all those who have a stake in the education of the children, young people and their families of Gateshead.

National Context

In 2012 Charlie Taylor the then Government Expert Advisor on Behaviour produced his report '*Improving attendance at school*', highlighting the link between poor attendance at school and lower academic achievement. Of the pupils who miss more than 50% of school, he reports, only three per cent manage to achieve five or more GCSEs at grades A* to C including Maths and English in comparison to 73 percent of pupils who have attendance over 95% who achieve five or more GCSEs at grades A* to C.

Although attendance has improved steadily over the past few years in 2009/10 his report says that 57 million days of school were missed. Evidence shows that children with poor attendance are unlikely to succeed academically and they are more likely to end up becoming NEET that is not in education, employment or training when they leave school.

Despite improvements in attendance there remain a small number of children and young people who are persistently absent (PA) from school. Currently a persistent absentee is defined as 'any pupil who has been absent (authorised or unauthorised) for more than 19+ missed days or 38+ pupil sessions amounting to 10% of the average school calendar. In 2011 the threshold defining a 'persistent absence' pupil was lowered from those children and young people who missed more than 20% of school in one term to those who miss 15 per cent of school in one term, this has subsequently been reduced to 10% at the start of the 2015/16 academic year. The changes were made to ensure that children and young people who are having problems are identified at an earlier stage.

As they move through the school system the numbers of children who are persistently absent grow resulting in a significant number of persistently absent young people in the final years of secondary school. Often these are the young people who are disillusioned with and disaffected from school and who stop attending. By the time young people enter their mid-teens it becomes increasingly difficult for parents and schools to get them to attend school.

In addition to disaffection there are well known links between non-attendance, street crime and anti-social behaviour.

The government sees reducing absence from school as a priority and has made attendance a key aim of the "Troubled Families' agenda and a major focus within the Ofsted (safeguarding) agenda

Local Context

Working in partnership with schools, academies, health, the voluntary sector and council services we have seen a steady improvement in attendance.

Secondary attendance has increased from 89.32% in 1999 to 93.80% in 2013. Primary attendance has improved from 93.80% to 95.30% in the same time period.

In 2006 and then again in 2012 the Council agreed our previous attendance strategy 'Every Day Counts'. We are updating and extending the current strategy to take into account recent changes both at a national and local level.

This new strategy covers the coming four years 2016-2020 and will allow us to continue to make improvements in attendance. This strategy is founded on an ethos of partnership working with our schools, academies, partners and stakeholders. It builds on our existing good practice and incorporates changes in government guidance and legislation.

Strategy

1. Role of the Council

The Local Authority has a duty to ensure parents fulfil their legal responsibility in respect of their child's education. This is usually through attendance at school.

- The Education Support Service (ESS) will take the lead role on behalf of schools in utilising the increased number of legal powers (see 5 below) available to address poor school attendance.
- The Council will promote the importance of good attendance and avoiding term time holidays through publicity materials and the media.
- The ESS will continue to support children and young people with complex needs through the fortnightly School Attendance Panels, Transfer Meetings and monthly Pupil Placement Panel and Primary Fair Access Panel as and when appropriate.

2. Role of schools and academies

Schools have a statutory duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. This can only be fulfilled through effective registration systems and active, whole school monitoring of pupil absence, in order to support and promote regular school attendance.

- In September 2006 **national absence codes** were published and since then schools must not adopt their own codes or change the meaning of existing codes.

- All schools and academies should have a **whole school attendance policy**, including a staged response which sets out how attendance is managed and what monitoring systems are in place. The headteacher should take responsibility for attendance, actively supported by every member of staff and endorsed and monitored by the governing body. Parents/carers should be informed of the school's stage response systems.
- Each governing body should nominate **one governor** to take a monitoring responsibility for attendance issues. Other governors may also play a more active role in monitoring individual cases where this is part of the school's attendance policy.
- All schools and academies should operate **First Day absence** procedures to ensure that parents are aware when their child is not in school.
- Schools and academies are responsible **for monitoring** the attendance of their children and/or young people who are placed on **alternative provision**.
- Primary and secondary schools and academies are part of the **Fair Access Protocols** which are implemented through the primary Fair Access Panel and secondary Pupil Placement Panel and they should be considered when specific issues might be seen to prohibit a child or young person from attending school. Where the Panel deems this is the case a child or young person may be moved to another school/academy through a managed move or as a hard to place pupil in an effort to improve their attendance.

3. Role of parents/carers and pupils

'Under section 7 of the Education Act 1996 parents/carers are responsible for making sure that their children of compulsory school age receive efficient full time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have. This can be by regular attendance at school, alternative provision, or by education otherwise' (Guidance on Education Related Parenting Contracts, Parenting Orders and Penalty Notices DCSF 2007).

Parents/carers are responsible for ensuring their child attends school regularly. Parents are expected to report their child's absence from school on the first day of absence and to confirm the reason in writing on their child's return to school. Where there are concerns about a pupil's attendance parents/carers are expected to work with school staff and other services to address these concerns.

Pupils are expected to attend and stay in school. Where there are issues that may affect their attendance, pupils are expected to discuss these matters with their parents/carers or a member of school staff.

If a parent requests a transfer to a new school, it is the parents' responsibility to ensure that their child continues to attend their current school until a place is available at another school.

In general, good practice would suggest that schools should expect pupils to remain on site at lunchtimes unless the parent/carer has confirmed that the child will return home for lunch.

Parents/carers are expected to support school attendance by avoiding family holidays during term time. Headteachers can only authorise Leave of Absence from school in

exceptional circumstances; a cheap holiday is not considered an exceptional circumstance by the DfE. Headteachers can ask the LA to issue a penalty notice for holidays taken during term time when all the criteria are met:

4. Role of other agencies

The ESS works closely with a range of agencies to address school attendance issues. In addition protocols with other Council services and the health services help to identify any children or young people who do not have a school place and refer them on to the ESS. The Youth Offending Team (YOT) and the Family Intervention Team (FIT) also identify school attendance issues and work actively to resolve them.

5. Legal powers

If a parent fails to ensure that their child attends school regularly, the Council has the power to take legal action against them in the Magistrates Court or to apply for an Education Supervision Order in the Family Proceedings Court.

Around 50 cases go to court each year under Sections 444(1) and 444(1A) of the Education Act 1996. Section 23 of the Anti-social Behaviour Act 2003 introduced penalty notices as an alternative to prosecution. Parents may discharge potential liability for conviction for an offence under section 444(1) by paying a penalty. Parenting contracts are also recommended as a means of supporting parents and avoiding the need for legal action.

Gateshead Council uses a 6 week case management system to allow parents an opportunity to improve their child(ren) attendance before consideration is given for legal action to be taken for non-attendance. This involves the setting of targets for pupil attendance, which if not met can result in the issuing of a Penalty Notice or the prosecution of parents.

- Penalty Notices will be used as a precursor or alternative to legal action, in appropriate cases. The recommendation to issue a Penalty Notice is undertaken at the School Attendance Panel and issued by the ESS.
- The aims of the Non-Attendance Procedures are to ensure the regular school attendance of children and young people. Following the work undertaken by schools/academies and other services and at the end of the 6 week case management process the fortnightly School Attendance Panel will consider the implementation of legal intervention should a child or young person's attendance warrant it. Although for a significant number of children school interventions will result in an improvement in their attendance, where these interventions are unsuccessful, the deterrent effect of fines or legal action may influence positive change.
- We also recognise that in a small number of cases the possibility of prosecution or prosecution itself does not positively impact on the child's attendance or parental attitude. Between September 2014 and August 2015, there were 39 Penalty Notices issued and 75 prosecutions.

6. Information sharing and Pupil Tracking

The Council uses the Education Management Information System (EMIS), which tracks individual pupil mobility, exclusions, attainment, looked after status and pupils who are educated other than at school. As part of this, schools and academies will need to

maintain accurate and up to date attendance records.

Regulations provide that a pupil's name should not be removed from the school roll except in specific circumstances. Removal in any other case would be unlawful. However if the Council is to minimise the risk of pupils "slipping through the net", it is essential that it is made aware of all decisions to remove a pupil's name from the school roll, in order to plan for continued and appropriate education.

The ESS has existing protocols with other Council services and health agencies for information sharing where a child appears to be without a school place.

- The Council and its school/academies will continue to work in partnership with other agencies to develop information sharing systems.
- The Council will continue to develop protocols and procedures to improve pupil tracking and monitoring of pupils without a school place.
- Schools/Academies will be expected to inform and liaise with the ESS before removing a pupil's name from the school roll (unless it has been established that the pupil has been admitted to another school and Common Transfer File (CTF) procedures have been followed or the pupil has been permanently excluded by the school).

7. Data collection and attendance targets

Schools and academies have supplied attendance data to the DfE annually for a number of years and are now required to supply this information on a termly basis. The Council has access to this information but it is available at whole school level only. All target setting for schools is non-statutory but we do ask our schools as part of good practice to take part in an LA target setting collection; of which overall attendance percentage is one of the targets that is collected.

8. Celebrating good and improving attendance

Schools are encouraged to promote good attendance achievement using a range of initiatives, including celebrating good and improving attendance. In addition the Council is keen to support this through borough wide initiatives.

The Council and its schools will continue to find ways to celebrate good and improving attendance, including the use of rewards (with appropriate sponsorship).

How we will know the strategy is working - key outcomes

If the strategy is working, then the key outcomes we would expect to see are:

1. improved levels of attendance
2. reduced absence for holidays in term time
3. reduced numbers of pupils missing for unauthorised absence
4. all pupils who are removed from school rolls in Gateshead without a known destination will be identified to the ESS
5. information sharing agreements in place with all partner agencies to identify pupils without a school place

Monitoring and evaluation

Progress in relation to the Attendance Strategy will be reviewed on an ongoing basis.



REPORT TO CABINET
23 February 2016

TITLE OF REPORT: Gateshead Local Plan - Planning Obligation
Supplementary Planning Document (SPD)

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

Purpose of the Report

1. The purpose of this report is to seek Cabinet approval for the adoption of the Planning Obligations Supplementary Planning Document (SPD) as set out in appendix 2.

Background

2. The Planning Obligations SPD sets out Gateshead's approach to developer contributions until Gateshead becomes a Community Infrastructure Levy charging authority later this year. The SPD does not set policy, but provides a framework for implementation of policy DEL1: Infrastructure and Developer Contributions of Planning for the Future Core Strategy and Urban Core Plan for Gateshead and Newcastle 2010-2030 (CSUCP). The SPD clarifies the relationship between planning conditions and planning obligations. It will ensure the timely provision of infrastructure required to support growth whilst providing clarity in the consideration of planning applications by explaining to landowners and developers when the council will require planning obligations.
3. The Planning Obligations SPD is an interim document which will be updated, consulted on and then republished at the same time as Community Infrastructure Levy (CIL) is adopted and becomes operational, in respect of the categories of infrastructure that are covered by the CIL as out on the Council's CIL 1,2,3 infrastructure list.
4. Consultation took place for 6 weeks from 23rd April 2015 and for a further 6 weeks from the 23rd September 2015. A consultation statement was also made available on the Council's website and in Gateshead Civic Centre for 5 weeks from 14th December 2015. The SPD was amended in response to comments made at each of these consultation stages.

The Proposal

5. Cabinet is asked to approve the Planning Obligations Supplementary Planning Document at appendix 2.

Recommendations

6. It is recommended that Cabinet approves the Planning Obligations Supplementary Planning Document at appendix 2.

For the following reason(s)

To enable the SPD to be a material consideration in the development management process to ensure that sufficient infrastructure is provided at a local level to make development acceptable.

CONTACT: Neil Wilkinson extension: 3411

Policy Context

1. The CSUCP was adopted on the 25th March 2015 and forms part of the Gateshead Local Plan. This SPD is supplementary to the CSUCP and the saved polices within the Unitary Development Plan.
2. The CSUCP Plan is a strategic planning framework that will guide development in Gateshead to 2030. It is the first part of the Council Local Plan, containing an overall vision and spatial strategy to deliver economic prosperity and create lifetime neighbourhoods. CSUCP covers the whole of the area within the administrative boundaries of Gateshead and includes strategic policies and specific policies for the Urban Core, Sub-Areas and sites.

Background

3. Following on from the adoption of the CSUCP, there are a number of large housing development sites coming forward in Neighbourhood and Village Growth Areas, and this SPD is required to ensure that the infrastructure we need to make these sites acceptable in delivered.
4. The use of Planning Obligations, between the Council and developers, is well known. Their purpose is to mitigate the impact of development by providing new infrastructure.
5. The Planning Obligations SPD sets out Gateshead's approach to developer contributions until Gateshead becomes a Community Infrastructure Levy charging authority late this year. The SPD does not set policy, but provides a framework for implementation of policy DEL1: Infrastructure and Developer Contributions of the Local Plan. The SPD clarifies the relationship between planning conditions and planning obligations. It will ensure the timely provision of the specific local infrastructure required to support growth whilst providing clarity in the consideration of planning applications by explaining to developers when the council will require planning obligations.
6. Planning Obligations can secure affordable housing and mitigate the site specific impacts of the development. However the Community Infrastructure Levy Regulations restrict the use of planning obligations and restrict the number of contributions that can be pooled to deliver a type of infrastructure or infrastructure project. No more planning obligations may be collected in respect of a specific infrastructure projects or a type of infrastructure, if five or more obligations for that project or type of infrastructure have already been entered into since 6 April 2010. The changes to the use of planning obligations are to ensure that Councils cannot double charge developers for the same items of infrastructure through both CIL and a planning obligation.
7. Following the adoption of CIL all infrastructure specified on the infrastructure 123 list can no longer be funded by planning obligations, however, site specific infrastructure will remain to be funded by planning obligations, as will all infrastructure up to the date CIL is adopted, subject to the pooling restriction

outlined above. A revised Planning Obligations SPD will be prepared for adoption after Gateshead becomes a charging authority to clarify the relationship between S106 and CIL and what will be sought under each to ensure that the impact of the development is mitigated.

Next Steps

8. The SPD, if approved, will be used alongside the Gateshead Local Plan to inform decision making on planning applications.

Consultation

9. The SPD has been considered by the Cabinet Members for Environment and Transport.

Alternative Options

10. The alternative was not to have a Planning Obligations SPD but this was discounted because without a robust Planning Obligations SPD there is a risk that necessary and strategic infrastructure will not be delivered in a timely manner.

Implications of the recommended option

11. **Resources:**
 - a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that any costs would be met from existing budgets. The SPD will assist in ensuring that the necessary and strategic infrastructure to support development is delivered.
 - b) **Human Resources Implications** – There are no human resource implications arising from this report.
 - c) **Property Implications** - There are no property implications arising from this report.
12. **Risk Management Implication** – There is a risk that without a robust Planning Obligation SPD that meets legal requirements, necessary and strategic infrastructure will not be delivered in a timely manner placing a strain on existing infrastructure in neighborhood and village growth areas. There is a risk associated with the fact that the CIL is not in place given the restrictions on pooling have taken effect, this risk can be mitigated by adopting CIL at the earliest possible opportunity.
13. **Equality and Diversity Implications** – There are no equality and diversity implications arising from this report
14. **Crime and Disorder Implications** – There are no crime and disorder implications arising from this report.

15. **Health Implications** – There are no health implications arising from the report
16. **Sustainability Implications** – There are no sustainability implications arising from the report.
17. **Human Rights Implications** - There are no human rights implications arising from this report.
18. **Area and Ward Implications** - All

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Planning Obligations Supplementary Planning Document

February 2016

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Introduction

Purpose of this document

1. The purpose of this Supplementary Planning Document (SPD) is to set out Gateshead Council's approach to developer contributions. The SPD does not set policy. It provides a framework for implementation of existing policies contained in the adopted Planning for the Future Core Strategy and Urban Core Plan for Gateshead and Newcastle upon Tyne (CSUCP) relating to the impacts of development. The main policy this SPD supports is CSUCP Policy DEL1: Infrastructure and Developer Contributions.

2. It is set within the context of the Council's anticipated adoption of the Gateshead Community Infrastructure Levy (Gateshead CIL) in 2016. For a significant proportion of planning applications CIL will become the primary method by which the Council seeks developer contributions to pay for infrastructure to support development growth. It will however, be through planning obligations that the Council seeks contributions for infrastructure until CIL is adopted, and thereafter for infrastructure needed to mitigate the impact of a specific development. Therefore, this SPD is an interim document which will be updated, consulted on and then republished at the same time as CIL is adopted and becomes operational, in respect of the categories of infrastructure that are covered by the CIL as set out in the Council's CIL 1,2,3 infrastructure list. The CIL Developer Guidance Note (Draft October 2015) sets out in more detail how the Council is proposing to apply and collect the CIL. It also explains the differences between CIL and Section 106 agreements, and the procedures that the Council will employ to collect contributions under the CIL regime.

3. From 6 April 2015, the Community Infrastructure Levy Regulations 2010 (as amended) limit the use of planning obligations and the requirements set out in this document are subject to that statutory limitation.

4. This SPD will:

- Clarify the relationship between planning conditions, planning obligations, and other legal agreements;
- Provide interim guidance before Gateshead CIL is adopted and becomes operational;
- Help ensure the timely provision of infrastructure to support growth;
- Aid the smooth functioning of the planning application process by explaining the Council's process and procedures for using planning obligations;
- Assist in securing both local and national objectives in respect of the provision of sustainable development; and
- Assist applicants to make successful applications.

5. This SPD will provide clarity to developers, development management officers, stakeholders and local neighbourhoods regarding the basis on which site specific planning obligations will be sought to make a development acceptable in planning terms. It details the obligations that may be required from different types and

quantum of development and sets out the basis on which the level of obligation will be calculated, where appropriate.

6. Development often creates a need for specific measures to mitigate its impact, without which there could be a detrimental impact on local amenity and the quality of the environment which makes the development unacceptable. This SPD will help to ensure that development contributes towards the necessary measures needed to mitigate its impact, resulting in a high quality sustainable environment, where people choose to live, work, learn and play.

7. Planning obligations are secured by an Agreement under section 106 of the Town and Country Planning Act 1990 .These Agreements, often referred to as S.106 Agreements, are legally binding agreements entered into between a Local Authority and a landowner or solely the land owner in the case of a unilateral undertaking. They provide the mechanism by which planning obligations are secured to mitigate the impact of development. The use of planning obligations is an effective tool to ensure that development is acceptable by mitigating its impact and meeting the objectives set out in national and local planning policies.

8. This SPD deals with procedural matters relating to the drafting and enforcement of Section 106 Agreements. It sets out the types of obligation that the Council may seek to secure from development. It will identify the relevant policy basis, types of development to which the obligation will apply, thresholds over which the obligation will be sought and sets out, where possible, the basis on which the level of obligation will be calculated. It specifically covers the following obligation types:

- Affordable Housing
- Highways and Transport
- Local Open Space
- Children's Play Facilities
- Local Employment Training and Opportunities
- Sustainable Urban Drainage Systems (SUDS)
- Ecology
- Education
- Flood
- Community Sporting facilities

9. Once CIL is adopted, some of these types of contributions will be collected through that mechanism, once it becomes operational. The Council's emerging 123

infrastructure list confirms the broad infrastructure categories/projects that this will apply to, specifically . These are likely to be primary school provision, strategic transport infrastructure, strategic flood infrastructure at MetroGreen and strategic Green Infrastructure. Double dipping will be avoided through the revision of this SPD at that time, and through ongoing monitoring.

How to use this document

10. The primary users of this document are Development Management officers and developers.

11. Anyone intending to submit a planning application for development is encouraged to read this SPD and contact the Council's Development Management Team for further pre-application advice and information which will identify whether any planning obligations will be required.

<http://www.gateshead.gov.uk/Building%20and%20Development/Planning/advice.asp>

[X](#)

Document status and relationship to other documents

12. Proposals for development that may require mitigation which will be delivered by planning obligations, should be made in accordance with the relevant policies of the saved policies of the Unitary Development Plan and the CSUCP. This SPD, which supports the CSUCP, constitutes a material consideration in the decision-making process.

13. The SPD supplements policies within the Local Plan;

Saved UDP Policies

DC1 (part of)

H13

H14

H15

T1

CFR 20,21,28,29,30

ENV44, ENV46, ENV47, ENV48, ENV49, ENV50 & ENV51

CSUCP

- CS1 Sustainable Growth
- CS2 Urban Core
- CS3 Neighbourhood Areas
- CS4 Rural and Village Areas
- CS5 Employment and Economic Growth Priorities
- CS9 Existing Communities
- CS10 Delivering New Homes
- CS13 Transport

- CS17 Flood Risk and Water Management
- CS18 Green Infrastructure
- DEL 1 Infrastructure and Developer Contributions

Part 1 Context and evidence

National Policy Context

14. The legislative framework for planning obligations is set out in Section 106 of the Town & Country Planning Act 1990 (as amended). Further legislation is set out in Regulations 122 and 123 of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended). Government policy on planning obligations is set out in Paragraphs 203 to 205 of the National Planning Policy Framework (NPPF) and the online National Planning Practice Guidance (NPPG) tool.

15. The CIL Regulations require that local authorities scale back planning obligations to those matters that are directly related to a specific site, or are otherwise not those set out in the Infrastructure List for the Council area. In addition, from 6 April 2015, the CIL Regulations restrict the pooling of planning obligation contributions to no more than five separate planning obligations (entered into since 6 April 2010) which provide for the funding or provision of an infrastructure project or type of infrastructure.

16. Regulation 122 of the CIL Regulations and Paragraph 204 of the NPPF set out the following tests that must be satisfied in order for obligations to be required in respect of development proposals:

- the obligation must be necessary to make the proposed development acceptable in planning terms;
- the obligation must be directly related to the proposed development;
- the obligation must be fairly and reasonably related in scale and kind to the proposed development.

17. Planning obligations will still be required for the provision of affordable housing and site specific measures required to mitigate the impact of development.

Planning Obligations

18. Planning obligations must be directly related to the development and necessary to make the development acceptable. Therefore obligations will only be sought where the nature of the site and proposal makes it necessary to do so.

19. The Council will use planning obligations to mitigate site specific impacts caused by the development. Obligations will only be used where the development could not be permitted without the measures, i.e. where the measures are necessary to make the development acceptable in planning terms.

20. The Council will assess each planning application individually to determine whether an obligation is needed and what matters it should address.

21. Where a proposed development is likely to need a S106 agreement this will be raised with the developer as soon as possible in the process. This is likely to be at pre-application stage if pre-application advice is sought.

CIL

22. Gateshead Council will become a CIL charging authority once the CIL charging schedule is adopted and becomes operational in 2016.

23. The Council will publish an Infrastructure List in accordance with Regulation 123 of the CIL Regulations to specify the categories of infrastructure, and/or specific projects, the CIL monies will help to fund, and further guidance will be provided on this. The provision of affordable housing currently lies outside of the remit of CIL and will continue to be secured through planning obligations.

24. The Council will ensure that there is no ‘double dipping’ once the CIL is operational, by adopting a revised planning obligations SPD.

Section 278 agreements

25. A “Section 278 agreement” is an agreement between a developer and the Council in its capacity as Highway Authority made pursuant to section 278 of the Highways Act 1980. The agreement secures alterations or improvements to the adopted highway, having regard to the needs generated by a development. Where highway schemes require developers to dedicate or transfer land within their control for adoption as highway, an agreement pursuant to section 38 of the Highways Act 1980 may also be required either separately or combined with a section 278 agreement and a landowner can also dedicate land to the Highway Authority to enable a road to be widened under section 72 of the Highways Act 1980.

Summary

26. The table below identifies the different mechanisms that will be used to mitigate the impact of development in order to make it acceptable.

Mechanism	Details	Use
Planning Conditions	<p>To make otherwise unacceptable development acceptable</p> <p>These may restrict what you can do on the premises, or requiring you to get specific</p>	Including noise, green infrastructure, and materials.

	approval for aspects of the development, before you can proceed	
Grampian Conditions	A condition precluding the commencement of development permitted by a planning permission until particular measures have been undertaken	Environmental and infrastructure improvements.
Planning Obligations	To make otherwise unacceptable development acceptable Planning obligations can secure particular necessary infrastructure which are normally provided on or immediately adjoining the site or strategic infrastructure which would mitigate the cumulative impact of a number of sites or would impose controls that cannot be secured by condition	Affordable housing, and also to address direct site specific impacts of development, often as commuted sums.
CIL	CIL is a fixed tariff based on size, type and location of development providing a consistent mechanism for pooling contributions from new developments towards the provision of infrastructure across the borough	Borough wide infrastructure as specified in the Council's Draft 123 Infrastructure List (not yet in place)
Section 278 Agreements	Provides for alterations to the adopted highway to be funded by developers	Highway improvements

Thresholds

27. Contributions for affordable housing will not be sought on developments of less than 15 dwellings in accordance with CS policy 11.

28. Regulation 123 of the CIL Regulations limits the scope for pooling contributions secured by planning obligations to no more than five obligations for the provision or funding of each infrastructure project or type of infrastructure, taking account of planning obligations secured for that project or type since 6 April 2010. Hence where the threshold of five obligations has already been met, for the provision or funding of a particular infrastructure project or type of infrastructure no further obligations can be sought for that specific infrastructure project or type of infrastructure.

Location of contributions

29. Developer contributions should be provided on site. Off-site provision will be acceptable only when the developer can clearly demonstrate why on site provision is not possible. Commuted sums will only be acceptable in lieu of on or off site provision where it has been clearly demonstrated that both on and off site provision is not possible.

Starter homes exception Sites

30. As set out in the Starter Homes Written Ministerial Statement of 2 March 2015, starter homes exception sites should not be required to make affordable housing or tariff-style section 106 contributions. Further guidance is available in the National planning Policy Guidance.

Housing and Planning Bill 2016-2016

31. Part 1 of the Bill proposes the Government's commitment to provide a number of Starter Homes for first-time buyers under the age of 40 on a statutory footing. Starter Homes would be sold at a discount of at least 20% of the market value. Specifically, the Bill places a general duty on all planning authorities to promote the supply of Starter Homes, and provides a specific duty, which will be detailed in secondary legislation, to require a certain number or proportion of Starter Homes on development sites.

32. Part 6 of the Bill contains a number of different reforms to the planning system, with the aim of speeding it up and allowing it to deliver more housing. Powers are given to the Secretary of State to intervene in the local and neighbourhood plan making process. A new duty to keep a register of brownfield land within a local authority's area will tie in with a new system of allowing the Secretary of State to grant planning permission in principle for housing on sites identified in these registers. It also allows for major infrastructure projects with an element of housing to apply for development consent through the *2008 Planning Act* regime, rather than having to seek separate planning permission.

33. When the Bill is enacted, the Council will adhere to provisions within it, and these will be reflected in the revision of the SPD if timing permits.

Part 2 Guidance

Onsite/Offsite

Necessary Infrastructure

34. Where possible, developers should provide required provision / mitigation on site. However, there will be cases where this is neither practicable nor appropriate. In these instances, the Council will require financial contributions or physical works towards the off-site provision of necessary measures to mitigate the impact of the development.

Strategic Infrastructure

35. In cases where a number of developments are proposed in close proximity to each other and the cumulative effect will result in the need for a specific mitigating measure, the Council may seek obligations in respect of each of the developments, in order to fund the provision of a necessary infrastructure or measure. Close proximity will be assessed on a case by case depending on the type of infrastructure required and development proposed.

Viability

36. The Council accepts that there may be occasions where development proposals are unable to meet all the relevant policy requirements and still remain viable when considering the cumulative impact of requirements. Where the Council is satisfied that a development cannot be fully policy compliant and remain viable, a reduced package of planning obligations may be recommended. In many cases where viability is an issue, the application will be determined by the Planning and Development Committee and not under delegated powers.

37. In all cases, where viability is contested, the Council requires an independent viability assessment to be undertaken normally using the residual valuation model. An assessment made by the developer using, for example, the HCA toolkit are acceptable as long as the Council can interrogate the information. This will look at the value of the completed development (gross development value GDV); the direct costs of development including site acquisition costs where relevant, build costs, developer profit, finance and the cost of any planning obligations and CIL contributions (gross development costs GDC). The residual valuation approach is generally used to assess land with potential for development where the direct comparison with other transactions is not possible. However residual development appraisals should be checked with suitable market evidence. The comparable method or such other valuation techniques may be used to analyse elements of the appraisal such as land value.

38. This approach should test the ability of a development project to meet its costs including the cost of planning obligations while ensuring an appropriate Site Value for the landowner and a market risk adjusted return to the developer in delivering that project. For the purposes of CIL, developers return has been generically applied at 20% of GDV on private housing and 6% of GDV on affordable. The viability assessment will be appraised by the Council to determine whether the development would be viable/not viable as a result of the obligations being required. Thereafter a balanced view would need to be taken as to whether the obligation is necessary to make the development acceptable in planning terms.

39. The information that is required to be submitted by the applicant to assess viability is included in a list in appendix 3.

Types of Obligation

Affordable housing

Issue	Guidance and policy
Which developments require affordable housing	Developments of 15 or more homes or sites over 0.5 hectares The pooling restrictions on planning obligations under CIL Regulation 123 do not apply to affordable housing financial contributions as there is no pooling restriction on infrastructure that cannot be funded through CIL.
Standards	15% of total homes provided to be affordable homes 65% subsidised rent and 35% subsidised home ownership but this will be assessed on a case by case basis The Councils preference, based on the SHMA is for; Social/affordable rented – 20% 1 bed, 40 % 2 bed, 20% 3 bed 20% 4 bed Intermediate housing – 20% - 1 bed, 80% 2 bed Any proposals for off-site provision must ensure that the mix of dwellings set out above is achieved, where appropriate, and in a location considered suitable by the Council within Gateshead. It should result in provision of no less than the number of dwellings of the appropriate size that would have been required on site.
How delivered	Agreement will be made prior to the issue of planning permission. Affordable housing will be secured through a planning obligation. The involvement of a Registered Provider is strongly encouraged. The Section 106 agreement will control occupancy and affordability. Provision should be phased across the development negotiated on a case by case basis, preferably pepper potted. Off-site provision to be made upon commencement of development subject to viability. Payments in Lieu to be made before commencement of development (Where issues relating to the viability of the development is demonstrated, the timing of the payment of the commuted sum may be subject to further negotiation.)

	The amount of the commuted sum will only be agreed by the Council once all necessary financial information is provided by the applicant. Where possible this will be done pre-application. Formula for calculating commuted sum in in appendix 1.
Maintenance	None
Relevant policy	CS11

Commuted Sums (Financial Contribution)

40. The Council will utilise the monies received from such commuted sums for any purposes it considers appropriate for the provision of affordable housing. This will include working with Registered Providers to:

- Identify suitable alternative land or property, ideally with planning permission or with the likelihood of receiving planning permission;
- Prepare and submit schemes for approval, using the funding provided by such financial contributions, either singly or collectively;
- Agree a timetable for the purchase of alternative sites or properties;
- Utilise the financial contributions on sites with existing planning permission in order to either increase the amount of affordable housing or to increase the proportion of homes for Affordable or Social Rented accommodation.

Open Space

Issue	Summary of guidance and policy
Which developments require open space	Where saved UDP policies H13, H14, CFR20, and CFR21 set out requirements for provision of open space, including standards, and identifying which development these policies will apply to. Gateshead Supplementary Planning Guidance 5 provides guidance. CSUCP policies CS14, CS18, and policies for Neighbourhood and Village Growth Areas (GN1, GV1, GV2, GV3, GV4, GV5, GV6 and GV7) also support the provision of open spaces.
Standards	In accordance with draft Gateshead Residential Design Code Supplementary Planning Document. Formula for the area required is in appendix 1.
How delivered	By the developer, to be completed before completion of the

	<p>development.</p> <p>Payments in lieu of provision will only be acceptable where it has been clearly demonstrated that both on and off site provision by the developer is not possible.</p> <p>The Council has reached the statutory maximum number of planning obligations that can be required in respect of generic open space infrastructure. Planning obligations relating to payments in lieu for open space will only be required where</p> <ul style="list-style-type: none"> • there is an identified infrastructure project need as a result of the development , which is accessible from the development site, • no more than 5 obligations towards that infrastructure project have already been required; • monies can be pooled to contribute to the identified infrastructure project and
Maintenance	Landowner in accordance with an agreed management plan.
Relevant policy	H13, H14, CFR20, CFR21, CS 14, CS18, GN1, GV1-GV7

Children’s Play

Issue	Summary of guidance and policy
Which developments require play provision	Where saved UDP policies H15, CFR28, CFR29 and CFR30 set out requirements for provision of play facilities, including standards, and identifying which development these policies will apply to. Gateshead Supplementary Planning Guidance 4 provides guidance. CSUCP policy CS18, and policies for Neighbourhood and Village Growth Areas (GN1, GV1, GV2, GV3, GV4 GV5, GV6 and GV7) also support the provision of recreational facilities.
Standards	In accordance with draft Gateshead Residential Design Code Supplementary Planning Document. Formula for the area required is in appendix 1.
How delivered	<p>Developer, to be completed before completion of the development and before first occupation of adjacent dwellings.</p> <p>Payments in lieu of provision will only be acceptable where it has been clearly demonstrated that both on and off site provision by the developer is not feasible or viable.</p> <p>The Council has reached the statutory maximum number of planning obligations that can be required in respect generic play space infrastructure. Planning obligations relating to payments in lieu for play space will only be required where</p> <ul style="list-style-type: none"> • there is an identified infrastructure project need as a result of the development, which is accessible from the

	<p>development site,</p> <ul style="list-style-type: none"> • no more than 5 obligations towards that infrastructure project type have already been required; • monies can be pooled to contribute to the identified infrastructure project type and
Maintenance	Landowner in accordance with an agreed management plan.
Relevant policy	H15, CFR28, CFR29, CFR30 CS 14, CS18, GN1, GV1-GV7

Highways and Transport

Issue	Summary of guidance and policy
Which developments require highway and transport infrastructure	The need for improvements to highway or other transport infrastructure will be considered on a case by case basis.
Standards	Guidance on the approach towards designing for transport can be found in the Council's draft Gateshead Residential Design Code SPD and associated technical appendices.
How delivered	<p>S278 agreements are the preferred mechanism for delivery of highway improvements, with new highways being provided through S38 agreements. Where developments require highway improvements which are required via planning obligation these will be identified during the pre-application process.</p> <p>(Note – strategic transport infrastructure is intended to be funded through CIL once adopted.)</p>
Adoption	The nature and extent of areas to be adopted will be agreed with the Council as part of the planning process.
Maintenance	<p>The Council will maintain adopted infrastructure. Commuted sums may be sought for future maintenance in some circumstances, notably where non-standard materials or equipment is agreed.</p> <p>The Council will not maintain infrastructure outside adopted areas.</p> <p>Retaining structures required as part of development proposals will not be maintained by the Council unless otherwise agreed.</p>
Relevant policy	CS13

Training and Employment Management Provision

Issue	Summary of guidance and policy
Which developments require training and employment	The requirement for considering the need for Training and Employment provision will apply to all major planning application as defined in the Town and Country Planning (Development Management) Order 2010)

management provision	excluding planning applications for housing schemes with 100 or less units.
Standards	<p>A number of different labour forecasting tools are available including Construction Skills own, all of which are industry accredited and can be based on cost (£M) of development or type of build and trades used Alternatively it may be that the Homes & Communities Agency guidance and toolkits are more applicable for certain developments. The Council's Economic and Housing Growth Service will advise on the most appropriate arrangements for each case.</p> <p>Alternatively, where a developer has an existing training and recruitment programme, this could be used.</p>
How delivered	<p>The Council will work in partnership with developers to secure a reasonable and proportionate approach to targeted recruitment and training.</p> <p>Targeted recruitment and training requirements will be delivered by developers through a Training and Employment Management Plan for both the construction and end user phases of the development where appropriate. Alternatively, where a developer has an existing training and recruitment programme, this could be used. Where the developer is unable to deliver on site training or employment an equivalent financial contribution will be required.</p> <p>The Training and Employment Management Plan will normally be secured through a planning condition. The financial contribution will be secured through a planning obligation.</p>
Maintenance	Not required
Relevant policy	CSUCP CS5

SUDS

Issue	Summary of guidance and policy
Which developments require SUDS	Major new development: 10 or more dwellings and non-residential or mixed use (1,000 square metres or more, or 1ha or more) as per the SuDs Ministerial Statement and NPPG ID 7 para 79; will be expected to provide sustainable drainage systems for the management of surface water run-off, unless it is demonstrated to be inappropriate.
Standards	- Standards in CSUCP Policies, including Neighbourhood and Village Growth site policies, to address local flood issues.

	<ul style="list-style-type: none"> - NPPG ID7 Para 83 sets out the technical standards for SUDS - Gateshead Strategic Flood Risk Assessment and Newcastle and Gateshead Surface Water Management Plan. - Forthcoming Gateshead SuDS SPD. Local design, construction and maintenance standards for adoption by the Council. <p>Drainage assessments will be required to ensure regard is given to these standards.</p>
How delivered	<p>A planning obligation will normally be required for the Council's preferred maintenance model 'as detailed within the SuDS SPD. This will set out the obligation on the developer to construct and secure the maintenance of the SuDS in accordance with a SuDS management plan and/or a SuDS agreement. This will set out the minimum standard of maintenance over the lifetime of the development, funding, and the roles and the responsibilities of the developer, the Council, service management companies (if applicable) and Northumbrian Water.</p> <p>Where the developer demonstrates it is not feasible to follow the Council's preferred maintenance model other maintenance models may be considered provided there are clear arrangements for the lifetime maintenance. These will be subject to compliance with the SuDS SPD and will be secured through planning conditions.</p>
Adoption	<p>Under the Council's preferred maintenance model, the Council will adopt SuDS, situated in open space and public highways after completion, provided the SuDS comply with the forthcoming Gateshead' SuDS SPD on local design, construction and maintenance standards and adoption process. Further adoption details will be provided in the forthcoming SUDS SPD.</p>
Maintenance	<p>A SuDS Management Plan will be required describing how the SuDS scheme will be maintained within the open space, highways and private property over the lifetime of the development. This should include: a site plan, a schedule of work setting out the responsibilities and frequency of maintenance tasks, costs and funding. This should comply with Gateshead's SuDS SPD when adopted.</p>
Relevant policy	CS17, AOC2, GN1, GV1, 2, 3 ,4, 5, 6, 7 KEA2, UC – QB2, QB3.

Ecology

Issue	Summary of guidance and policy
Which developments require ecological	Any development that has an impact on ecology that requires mitigation measures to make the development acceptable.

contributions	
Standards	<p>Priority should be given to the avoidance of impacts at source, whether through re-design or by regulating the timing or location of development activities. If it is not possible to avoid significant impacts, consideration should be given to the provision of on-site mitigation and/or compensation measures. Where impacts remain the provision of off-site measures involving the creation, restoration and/or enhancement of habitats may be required</p> <p>Proposals will be required to provide measures to mitigate any ecological impact of the development as determined by the submitted ecological report in accordance with BS 42020: Biodiversity Code of practice for planning and development</p>
How delivered	<p>By the developer, to be completed either before commencement of development, phased, or after completion of the development/before first occupation decided on a case by case basis.</p> <p>On site ecological mitigation and / or compensation provided within the curtilage of the proposed development site will be secured by a planning condition. Off-site ecological mitigation and / or compensation provided outside the curtilage of the proposed development site will be secured by planning obligations.</p> <p>Payments in lieu of provision will only be acceptable where it has been demonstrated that both on and off site provision is not possible. The commuted sum due will be decided on a case by case basis and linked to the extent of mitigating measures required. These will be secured by planning obligations.</p> <p>(Note – strategic ecological infrastructure is intended to be funded through CIL once adopted.)</p>
Maintenance	Developer in accordance with an agreed management plan
Relevant policy	CS18, ENV44, ENV46, ENV47, ENV48, ENV49, ENV50 & ENV51

Education

Issue	Summary of guidance and policy
Which developments require education contributions	Where CSUCP policies for Neighbourhood and Village Growth Areas (GN1, GV1, GV2, GV3, GV4, GV5, GV6 and GV7) require the provision of primary school pupil places or, under policy DEL1,

	where there is evidence of need.
Standards	Formula for the places required are located in appendix 1
How delivered	<p>Pupil places required to make development acceptable will be delivered by developers through a planning obligation requiring a contribution towards the provision of additional primary school places within the secondary school planning area where the site is located.</p> <p>(Note – It is intended that primary school provision will be funded through CIL once adopted.)</p>
Maintenance	None
Relevant policy	CSUCP GN1, GV1, GV2, GV3, GV4, GV5, GV6 and GV7

Flood and water

Issue	Summary of guidance and policy
Which developments require flood and water contributions	<p>Development at risk of flooding over its lifetime including an allowance for climate change, or development which could increase flood risk elsewhere will be required to incorporate flood mitigation measures and manage residual flood risk, informed by the Strategic Flood Risk Assessment.</p> <p>Development will be required to ensure no significant adverse impact on water quality.</p> <p>Development will be required to ensure water supply and foul and surface water infrastructure are provided with adequate capacity.</p>
Standards	The standards of flood and water quality mitigation measures will be determined by individual flood risk assessments, drainage assessments and water quality assessments informed by CSUCP Policies, NPPF and NPPG.
How delivered	Site specific flood mitigation measures required to make development safe over its lifetime, including an allowance for climate change, without increasing flood risk elsewhere will be delivered by developers through planning obligations and planning conditions. These measures may include: on and off site compensatory flood storage, river restoration, land raising, site specific defences, flood resilience and resistance construction measures, evacuation plans, flood warning systems, water treatment techniques and adequate public sewerage system capacity. Planning obligations are most likely to be required to deliver off site flood mitigation measures.

	<u>(Note – strategic flood and water infrastructure for only MetroGreen (i.e. strategic land drainage network, tidal flood defence along the River Tyne and strategic compensatory storage in the River Derwent) is intended to be funded through CIL once adopted).</u>
Maintenance	<p>The Council (Lead Local Flood Authority) may adopt strategic flood alleviation infrastructure required to safeguard strategic development areas and support catchment management. The Lead Local Flood Authority and other third parties such as wildlife trusts or service management companies will maintain new strategic flood management infrastructure.</p> <p>Landowners are responsible for site specific flood mitigation measures and management of residual flood risk.</p> <p>The Council (Lead Local Flood Authority) will register new flood management assets which are incorporate in new development which have a significant effect on flood risk.</p> <p>The Highway Authority is responsible for draining adopted highway of surface water in reasonable conditions.</p> <p>Environment Agency is responsible for managing the risk from main rivers.</p> <p>Northumbrian Water is responsible for maintaining the public sewerage network and managing the risk of flooding from that system.</p>
Relevant policy	CS17, AOC2, QB1, QB2, QB3, GN1, GV1,2,3,4, 5,6,7 KEA2

Pre-application advice

41. The Environment Agency provides a free initial pre-application service in the form of a preliminary opinion. As part of this preliminary opinion the Environment Agency highlight any environmental issues we may be concerned about as a statutory consultee. Developers can then receive further bespoke advice, if required, at a chargeable rate. This could include Flood Risk Assessment reviews, meetings, and site visits. The form can be downloaded from <https://www.gov.uk/government/publications/pre-planning-application-enquiry-form-preliminary-opinion>

Community and sporting facilities (other than Childrens play)

Issue	Summary of guidance and policy
Which developments require community or sporting provision	Where development would result in the loss of existing provision, or where existing sports facility provision does not meet identified needs, or where the need generated by a new development would result in there being

	a deficiency in provision.
Standards	As identified in the Council's playing pitch strategy or the requirements of saved UDP policies CFR14 and CFR15.
How delivered	<p>Delivered by developers through a planning obligation.</p> <p>Payments in lieu of provision will only be acceptable where it has been clearly demonstrated that both on and off site provision by the developer is not feasible or viable.</p> <p>(Note – the provision of strategic sports infrastructure could be funded through CIL once adopted and the approach will be informed by forthcoming evidence base studies.)</p>
Maintenance	Developer in accordance with an agreed management plan
Relevant policy	CFR14, CFR15, CS8, CS9, CS14, CS18, GN1, GV1, 2, 3, 4, 5, 6, 7

Part 3 monitoring and Implementation

Monitoring

42. Monitoring of obligations will be undertaken by the Council to ensure all obligations entered into are complied with on the part of both the developer and the Council. Obligations will be reported in the Annual Monitoring Report. Obligations that are being pooled will be monitored on an ongoing basis to ensure that no more than 5 obligations relating to a type of infrastructure or infrastructure project are pooled.

Enforcement

43. The Council will enforce obligations where necessary but will seek to remedy failure to comply with an obligations informally in the first instance. Where this is not possible, the Council will seek to enforce the obligation and retrieve its legal costs in taking action against the party in default.

Reporting of Section 106 Obligations and Payments

44. New planning obligations and payments received are reported to every Planning and Development Committee along with a Schedule of each obligation giving information on monies collected via planning obligations and schemes funded through planning obligations..

Practicalities

Pre-application advice

45. The Council offers a dedicated pre-application advice service, which is subject to a fee.

<http://www.gateshead.gov.uk/Building%20and%20Development/Planning/advice.aspx#preapplicationforms>

46. Pre application advice will give an indication of the likely requirement for contributions to be made by the developer (e.g. levels of affordable housing, highways or other contributions). Usually, providing the pre application advice is taken into account, applications can be processed with without any unnecessary delay.

Planning Performance Agreement

47. A planning performance agreement (PPA) is a project management tool which sets timescales for actions between the local planning authority and an applicant. It should cover the pre-application and application stages but may also extend through

to the post-application stage. A PPA provides greater certainty and transparency in the process for determining a large and/or complex planning application, and can help to ensure that a clear and efficient process is in place for dealing with an application. They encourage joint working between the applicant and local planning authority and can also help to bring together other parties such as statutory consultees. A PPA is agreed voluntarily between the applicant and the local planning authority prior to the application being submitted, and can be a useful focus of pre-application discussions about the issues that will need to be addressed. As part of the PPA the Council factors in the time it takes to approve a section 106 Agreement. A copy of a draft PPA can be provided on request.

Section 106 Agreements

48. Section 106 Agreements are usually drafted by the Council's solicitors but can also be drafted by solicitors acting for the landowner. Applicants will be required to pay the Council's reasonable costs incurred in drafting/agreeing and completing the Agreement as set out in the Council's annual fees and charges list.

49. Where the landowner does not require a reciprocal agreement from the Council, the Council encourages the use of Unilateral Undertakings, which require only the landowner to enter into the Agreement. A Unilateral Undertaking template is available on the Council's website

<http://www.gateshead.gov.uk/DocumentLibrary/Building/planning/GuidancenoteforPlanningObligations.pdf>

50. In the majority of cases, use of this template will result in the speedier completion of a section 106 Agreement. Where Unilateral Undertakings are submitted to the Council applicants will be required to meet the Council's reasonable costs incurred in dealing with Agreement.

51. Obligations which require financial contributions will be payable at specific stages in the development process, usually on commencement or on first occupation of the development. However, there may also be cases in large-scale development where contributions can be phased, in order to match the proportional impact of each phase of the development. Trigger dates for the payment of financial contributions will be included in the section 106 Agreement, as will any time periods by which the contribution is to be spent unless it is a unilateral undertaking. Following receipt by the Council, financial contributions will be held by the Council in interest bearing accounts and will be individually identifiable due to each contribution being allocated a unique finance code. Contributions remaining unspent at the end of a time period specified in the section 106 Agreement will be returned to the payee in accordance with the terms of the Agreement.

52. All financial contributions calculated from formulae contained in this SPD are to be index linked (using a relevant form on indexation) from the date of completion of the section 106 Agreement to the date when the contribution is triggered.

Appendix 1

Formulae

Affordable housing

53. Commuted sum proposed should meet the shortfall between the Market Value of affordable dwellings and market dwellings and so fund the provision of affordable housing elsewhere in Gateshead.

$$(A-B) \times (C \times D)$$

Where A = market value of a dwelling (or sq. m)

Where B is the transfer value of a dwelling (or sq. m) to a Registered Provider

Where C is the affordable housing percentage

Where D is the total number of dwellings (that would have been provided on-site) (or sq. m)

54. The capitalised rental income should be calculated net of any service charges, management charges and voids.

55. The Council will expect the developer to set out in detail their calculations when assessing the level of a financial contribution. This will require independent review by an RICS qualified valuer, at the developer's expense.

56. Where agreement on the amount of the commuted sum payable cannot be reached the appraisal will be sent to a third party for independent scrutiny and validation. Payment for this service must be paid by the developer.

Open Space

58. The anticipated population of the development is calculated as follows:

$$\text{Population} = (1.1 \times A) + (1.5 \times B) + (2.6 \times C) + (3.2 \times D)$$

Where A is the number of 1 bedroomed dwellings.

Where B is the number of 2 bedroomed dwellings.

Where C is the number of 3 bedroomed dwellings.

Where D is the number of 4 or more bedroomed dwellings.

The open space area required is 3Ha per 1000 population so the formula for the site requirement would be:

Population x 30 sqm = open space requirement on-site

Commuted sums (off-site provision)

£6.88 per sqm required

Play

59. The anticipated population of the development is calculated as for open space:

Population = (1.1 x A) + (1.5 x B) + (2.6 x C) + (3.2 x D)

Where A is the number of 1 bedroomed dwellings.

Where B is the number of 2 bedroomed dwellings.

Where C is the number of 3 bedroomed dwellings.

Where D is the number of 4 or more bedroomed dwellings

Population x 7sqm = play area required on-site

65% of this would be toddler play provision, 20% junior play provision and 15% teen play provision.

Play contributions can count towards open space requirements in relation to area of on-site provision.

Commuted sums (off-site provision)

£141.52 per sqm required

Education

60. Anticipated pupil generation is 1 pupil space for every 4 homes for 2, 3 and 4+ bedroomed accommodation and 1 for every 10 homes for flats. Therefore the formula would be

Pupil generation = (N / 4) + (F / 10)

Where N is the number of 2, 3 And 4+ dwellings proposed

And F is the number of flats.

The average cost of providing a pupil place in Gateshead has been calculated at £14360.00 per place based on the national average costing¹.

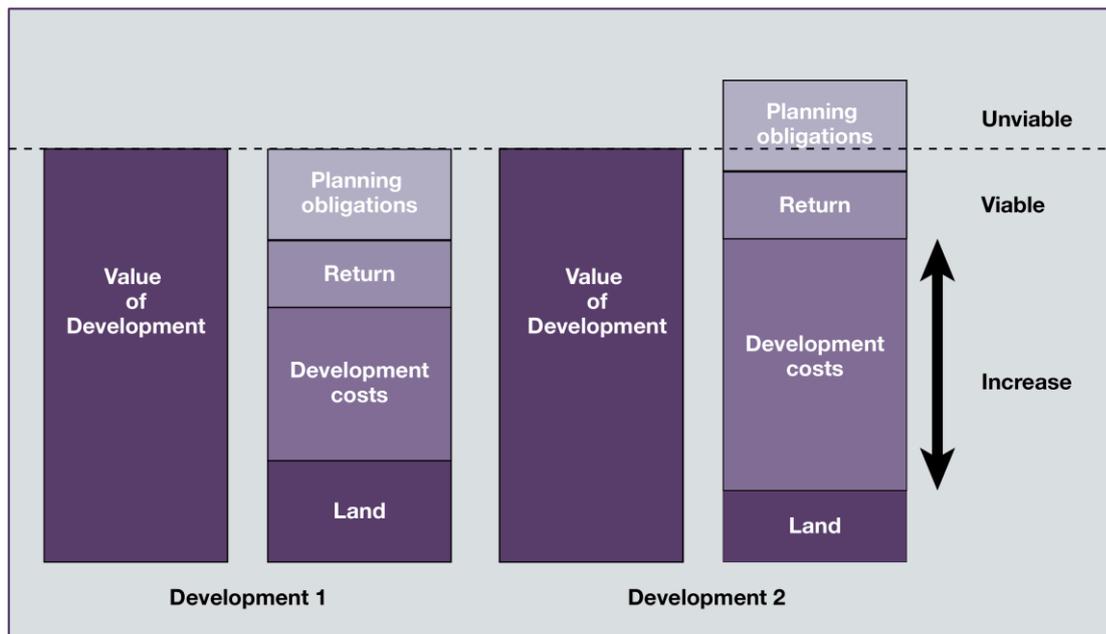
The contribution calculation would be:

Anticipated pupil generation x £14360.00

Appendix 2 Viability model

Viability

61. Comparative development viability model.



RICS Professional Guidance, England.

<https://www.scams.gov.uk/sites/www.scams.gov.uk/files/documents/RICS%20Financial%20viability%20in%20planning.pdf>

¹ National School Delivery Cost Benchmarking, New Build & Refurbished Primary Schools, June 2014

Appendix 3 The information that is required to be submitted by the applicant to assess viability;

- Developer should include within their viability assessment report their appraisal using appropriate software such as the Homes & Communities Agency (HCA) Development Appraisal Tool or Argus Developer. The report should also include the following information as a minimum:
- O.S plan showing the site edged red for identification purposes and identifies Gross Site area and Net developable area of proposed development.
- Type of development proposed to include type of housing proposed
- Proposed unit size for each dwelling
- Number of dwellings
- Proposed sales rate for each dwelling and include source of evidence
- Build cost and source of information
- Developers Profit
- Other costs associated with development, e.g. site investigation summary report to confirm abnormal costs and why developer considers such costs as abnormal.
- Phasing of scheme to include build rate and sale rates
- Developer/Agent view of benchmark land value for the area of the subject land compared to the price agreed (conditionally) with landowner.

- The list is not exhaustive and the developer should include any further information if necessary in support of their viability assessment and be able to provide the Council with any site specific information upon request.

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TITLE OF REPORT: Disposal, in principle, of land and buildings at the former West Park Aged Persons' Unit and garages in Meadow Lane, Dunston to Keelman Homes Ltd at less than market value

REPORT OF: Mike Barker, Strategic Director, Corporate Services & Governance
Darren Collins, Strategic Director, Corporate Resources.

Purpose of the Report

1. To seek approval to the disposal in principle of land, the building which was the former West Park Aged Persons' Unit and nearby garages at Meadow Lane, Dunston to Keelman Homes Ltd at less than market value in accordance with the procedures for such sales agreed by Cabinet on 30 January 2007 (Min.no.C268) for the reasons set out in the appendix to this report.

Background

2. The land, the former Aged Persons' Unit and the garages, have all been declared surplus to the Council's requirements: the former West Park Aged Persons' Unit on 15 September 2015 (Min no.C75) and; the lock-up garages at Meadow Lane on 19 January 2016 (Min.no.C148).
3. The land and buildings are no longer required by the Council for service delivery for the reasons given in the appendices to the Surplus Declaration reports referred to in paragraph 2 above and following vacation of the buildings. The land and buildings are shown edged or hatched black on the attached plan.
4. A need has been identified for affordable and decent housing in the area and the sites are considered suitable for redevelopment. Initial discussions have taken place with Keelman Homes Ltd to redevelop the sites for housing with appropriate open space.
5. However, Keelman Homes Ltd has indicated that a new development to provide decent and affordable housing would only be viable if the Council foregoes the market value for the land and buildings.
6. It is considered that the market value of the land and buildings is £150,000.
7. The Council can forego the whole or part of the capital receipt because:
 - (i) the land and the buildings are currently held by the Council for housing purposes pursuant to section 17 of the Housing Act 1985. Section 32 of the same Act provides that housing land can be disposed of but that disposal usually requires the specific consent of the Secretary of State. However, the

General Consent for the Disposal of Land held for the purpose of Part II of the Housing Act 1985 – 2013 (“the Consent”) gives consent to various disposals provided that the circumstances of the disposals satisfies certain criteria.

- (ii) The disposal of both the Aged Persons’ Unit and the garages falls within the definition of “vacant land” as defined in the Consent i.e. either (i) no dwelling houses have been built on the land – this applies to the garages or (ii) where dwelling houses have been built such dwelling houses have been demolished or are no longer capable of human habitation and are due to be demolished – this applies to the Aged Persons’ Unit. Paragraph A3.2 of the Consent provides that a local authority can dispose of vacant land and there is no obligation to secure market value for the sale of vacant land.

- 8. In addition to the above, the Council has a fiduciary duty to use its assets in the best interests of the Borough. The disposal of the land and buildings for affordable housing will contribute to improving the social, economic, and environmental well-being of the area because the new development will provide new decent and affordable houses. In addition, the Council will receive 100% nomination rights for the new houses. For these reasons the Council is justified in selling for less than market value i.e. in foregoing a full capital receipt.

Proposal

- 9. It is proposed that the land and buildings are disposed of to Keelman Homes Ltd for demolition and the subsequent construction and provision of affordable and decent housing.

Recommendations

- 10. It is recommended that Cabinet
 - (i) Approves, in principle the sale of the land and buildings to Keelman Homes Ltd for a consideration that represents less than market value;
 - (ii) Authorises the Strategic Director, Corporate Services and Governance to negotiate and agree detailed terms for the disposal of the land and buildings to Keelman Homes Ltd which will be the subject of a further report to Cabinet.

For the following reason:

To manage resources and rationalise the Council’s assets in line with the Corporate Asset Strategy and Management Plan.

CONTACT: Steven Hayles extension: 3466

APPENDIX 1

Policy Context

1. The disposal supports the overall vision for Gateshead as set out in Vision 2030 and the Council Plan: in particular creating the conditions for the provision of affordable and decent housing.
2. The proposed disposal will also accord with the provisions of the update of the Corporate Asset Strategy and Management Plan 2015-2020. In particular, the rationalisation of the estate and the use of its assets to support housing growth.

Background

3. The land at Meadow Lane, which is shown edged and hatched black on the attached plan, is held by the Council for housing purposes. An elderly persons home and lock-up garages were built and remain on the land. The aged persons' unit is vacant and the garages will be vacated and users relocated.
4. Keelman Homes Limited has expressed an interest in purchasing and redeveloping both sites for affordable housing. They have received funding of £318,000 from the HCA to deliver a scheme providing 17 new dwellings (12 on the West Park site and 5 on the garages site). The disposal of the land will facilitate the development with appropriate open space.

Consultation

5. In preparing this report, consultations have taken place with the Leader, Deputy Leader, and the Cabinet Members for Housing. The Ward Councillors for Dunston have also been consulted and have raised no objections to the proposal.

Alternative Options

6. The option of retaining the property has been discounted as the Council has no further requirement for this accommodation which has been newly provided or exists locally elsewhere. There has also been a need identified for new housing which can be provided by a Registered Provider.

Implications of Recommended Option

7. **Resources:**
 - a. **Financial Implications** – The Strategic Director, Corporate Resources confirms that the detailed terms of the disposal of the land will be the subject of a future report to Cabinet following the outcome of ongoing negotiations with Keelman Homes Ltd.
 - b. **Human Resources Implications** - There are no human resource implications arising from this report.

- c. Property Implications** – The future disposal of this land will result in a reduction in the Council's overall property portfolio thereby reducing operational costs.
8. **Risk Management Implication** – There are no implications arising from this recommendation.
 9. **Equality and Diversity Implications** – There are no implications arising from this recommendation.
 10. **Crime and Disorder Implications** – The future disposal of this land will remove opportunities for crime and disorder on vacant land and buildings.
 11. **Health Implications** – There are no health implications arising from this recommendation.
 12. **Sustainability Implications** – .The redevelopment of the land will provide energy efficient accommodation and bring back into use two sites which have exhausted their current usefulness.
 13. **Human Rights Implications** – There are no implications arising from this recommendation.
 14. **Area and Ward Implications** – Dunston and Teams in the Inner West.
 15. **Background Information** – Minutes Nos. C268 (2007); C75; C148.



<p>Title Cabinet Plan Meadow Lane</p> <p>Scale 1:1250</p>	<p>Date Created 21st September 2015</p>	<p>Drawn By J Middlemas</p>	<p><small>© Crown Copyright and database rights 2011 Ordnance Survey Licence number 100049332</small></p> <p>Drawing Number 008437(A)</p> <p>Date Printed 21st September 2015</p>	<p>Rev</p> <p>O/S NUMBER NZ2262SW</p>	 <p>Gateshead Council www.gateshead.gov.uk</p> <p><small>Legal, Democratic and Property Services Corporate Services and Governance Gateshead Council</small></p>
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REPORT TO CABINET
23 February 2016

TITLE OF REPORT: Petitions Schedule

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

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. The 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:

In order to inform Cabinet of the progress of the petitions.

CONTACT: Kevin Ingledew extension: 2142

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
4.11.14 Submitted to Strategic Director, Corporate Services and Governance	15/14	Residents of Low Fell	Petition regarding the proposals for changes to Durham Road (Quality Transport Corridor Phase 4)	Strategic Director, Communities and Environment	Final layout of the project (subject to legal consultation) was agreed by Cabinet on 14 July 2015. Legal consultation completed and the project is currently being constructed and should be completed by April 2016.
13.1.15 Submitted to Councillor M McNestry 020 319 319	02/15	Residents and service users of the Older People's Support Service	Petition regarding the Older People's Support Service.	Strategic Director, Communities and Environment	The petitioners concerns were considered within the overall consultation process associated with this proposal. Initial consultation showed that 75% of customers stated that they would be willing to contribute to the cost of the service. Further consultation has now been carried out and so far 85 customers have agreed to pay a £7.50 charge as from 1 November 2015 in order to reduce the strain on the council budget for 2015/16. There could also be a potential further increase as from April 2016 if the service were to continue. The service to non-paying customers will cease as from 1 st November 2015. The Council will continue to try and make the service financially viable prior to April 2016.

					Good progress is being made for the introduction of a new Supporting Independence Service that will replace the Older People's Support service and Home Support service as from 1 April 2016.
20.4.2015 Submitted to Strategic Director, Communities and Environment Page 320	09/15	Residents of Whickham	Petition regarding parking issues around Otterburn Gardens, Blake Avenue and Abbots Way, Whickham	Strategic Director, Communities and Environment	The issues raised have been investigated and the conclusions drawn have been discussed with the local ward members and the Portfolio Holder. The Lead petitioner has been advised of the Council's position which encompasses an expectation that we will advertise the intent to introduce a discrete area of parking restriction. Further information has now been sent to Councillors. There has been some slippage in the programme and it is anticipated that formal consultation will be undertaken in the near future. An update will be sent to local Ward Councillors in this regard.
8.12.2015 Submitted to the Leader	15/15	Residents of Gateshead Voluntary Countryside Rangers and other concerned groups	Petition concerning budget consultation proposals for the Countryside Rangers	Strategic Director, Communities and Environment	Officers are considering the issues highlighted in the petition. Awaiting budget decision.
21.12.2015 Submitted to Strategic Director, Corporate	16/15	Residents of Gateshead	Petition concerning budget consultation proposals for Grove House	Strategic Director, Care, Wellbeing and Learning	Officers are considering the issues highlighted in the petition. The lead petitioner will be presenting this petition to the Council meeting on 4

Services and Governance					February 2016 as it contains over 2,000 signatures. Budget proposals will be considered at Cabinet on 23.2.16 and will reflect petitioners' concerns.
21.12.2015 Submitted to Councillor Thompson	17/15	Residents of Gateshead	Petition requesting the reinstatement of bus service 98/98A	Strategic Director, Communities and Environment	<p>The petition has been forwarded to Nexus and Go North East for a response. The views of ward councillors have been sought and the lead petitioner has been informed of the actions taken.</p> <p>The additional views from Ward Councillors have been forwarded to Go North East and Nexus. A response to the petition has been received from Nexus and forwarded to the lead petitioner. Go North East have also been reminded of the need for a response.</p>
22.12.2015 Submitted to Strategic Director, Corporate Services and Governance	18/15	Residents of Gateshead	Petition concerning the budget consultation proposals for Labriut Healthy Living Centre	Director of Public Health	<p>The Director of Public Health is considering the issues raised in the petition.</p> <p>Budget proposals will be considered at Cabinet on 23.2.16 and will reflect petitioners' concerns.</p>
23.12.2015 Submitted to Strategic Director, Corporate Services and Governance	19a/15	Gateshead Carers Association	Petition concerning the budget consultation proposals for the provision of services to carers supporting those affected by alcohol and substance misuse.	Director of Public Health	<p>The Director of Public Health is considering the issues raised in the petition.</p> <p>Budget proposals will be considered at Cabinet on 23.2.16 and will reflect petitioners' concerns.</p>

23.12.2015 Submitted to Strategic Director, Corporate Services and Governance	19b/ 15	Gateshead Carers Association	Petition opposing the Council's budget consultation proposals that will increase demands on unpaid carers.	Strategic Director, Care, Wellbeing and Learning	The Strategic Director is considering the issues raised in the petition. Budget proposals will be considered at Cabinet on 23.2.16 and will reflect petitioners' concerns.
8.01.16 Submitted to the Leader	01/16	Residents of Angel Court	Petition concerning the budget consultation proposals for Angel Court.	Strategic Director, Care, Wellbeing and Learning	The Strategic Director is considering the issues raised in the petition. Budget proposals will be considered at Cabinet on 23.2.16 and will reflect petitioners' concerns.
11.02.16 Submitted to Transport Strategy, Communities and Environment	02/16	Residents of Shibdon Road	Petition requesting a speed limit sign for Shibdon Road, Bladyon	Strategic Director, Communities and Environment	Officers are considering the issues highlighted in the report. Awaiting report of police investigation.
2.02.16 Submitted to Councillor Paul Foy	03/16	Residents of Gateshead	Petition regarding the budget consultation proposals for adult disabled services at Marquis Way and Blaydon Lodge Respite	Strategic Director, Care, Wellbeing and Learning	The Strategic Director is considering the issues raised in the petition. Budget proposals will be considered at Cabinet on 23.2.16 and will reflect petitioners' concerns.

The Gateshead Housing Company Confidential Petitions

<p>15.10.12 Submitted by Cllr D Davison</p>	<p>42/12</p>	<p>Petition received from residents of Beacon Court, Fell Court and Lough Court</p>	<p>Petition regarding replacement of windows</p>	<p>The Gateshead Housing Company</p>	<p>A package of improvement works to these blocks, including roof renewals and replacement windows has been approved for inclusion within the 2015/16 Capital Programme. The works are to be part funded through Gateshead Council's Warm Up North (WUN) initiative subject to funding arrangements.</p> <p>Customer consultation is taking place week commencing 11 January 2016 ahead of works commencing on site.</p> <p>Contractual issues are currently being finalised ahead of the works starting on site. Works are expected to commence on site in April.</p>
<p>12.11.12 Submitted by Cllr A Douglas</p>	<p>45/12</p>	<p>Petition received from residents of East Street flats</p>	<p>Petition regarding replacement of windows</p>	<p>The Gateshead Housing Company</p>	<p>The company and council are working with partners to explore all options for work to Multi Storey blocks, including insulation and window replacement. The lead petitioner was updated as part of the November 'Multi-storey Service Improvement Group' meeting. An update was provided on the Town Centre heating scheme (CHP), recently approved by cabinet. Details on the CHP will be developed in conjunction with Gateshead Council after which further updates will be provided to residents in these blocks. Preparatory work to connect these blocks to the CHP is ongoing. Further funding</p>

					opportunities to support additional energy measures are to be explored alongside the proposed future capital programme.
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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