

CABINET AGENDA

Tuesday, 21 May 2019 at 10.00 am in the Blaydon Room - Civic Centre

From the Chief Executive, Sheena Ramsey

Item	Business
1	Apologies for absence
2	Minutes (Pages 3 - 8) Cabinet is asked to approve as a correct record the minutes of the last meeting held on 24 April 2019. Key Decisions
3	Consultation on the Proposal to Rebuild, Relocate and Permanently Expand Gibside School (Pages 9 - 20) Report of the Strategic Director, Care, Wellbeing and Learning
4	Major Events Programme - World Class Athletics (Pages 21 - 28) Report of the Strategic Director, Corporate Resources Recommendations to Council
5	Review of the Constitution (Pages 29 - 82) Report of the Strategic Director, Corporate Services and Governance
6	Highway Development Fees and Charges (Pages 83 - 90) Report of the Acting Strategic Director, Communities and Environment Non Key Decisions
7	Appointments to Advisory Groups, Other Bodies of the Council, Joint Committees and Outside Bodies (Pages 91 - 110) Report of the Strategic Director, Corporate Services and Governance
8	Housing Delivery Test Action Plan (Pages 111 - 154) Report of the Acting Strategic Director, Communities and Environment
9	Home Energy Conservation Act (HECA) - Progress Report (Pages 155 - 184) Report of the Acting Strategic Director, Communities and Environment

10 Coatsworth Shopfront Design Guide SPD - Proposed appendix to support detailed design guidance for planning applications (Pages 185 - 244)

Report of the Acting Strategic Director, Communities and Environment

11 Nomination of Local Authority School Governors (Pages 245 - 248)

Report of the Strategic Director, Care, Wellbeing and Learning

12 Petitions Schedule (Pages 249 - 254)

Report of the Strategic Director, Corporate Services and Governance

13 Exclusion of the Press and Public

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

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

14 Revisions to the Delivery Model for the Gateshead Regeneration Partnership (Pages 255 - 264)

Report of the Acting Strategic Director, Communities and Environment and Strategic Director, Corporate Services and Governance

GATESHEAD METROPOLITAN BOROUGH COUNCIL

CABINET MEETING

Wednesday, 24 April 2019

PRESENT: Councillor M Gannon

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

C171 **APOLOGY FOR ABSENCE**

An apology for absence has been received from Councillor J Adams.

C172 **MINUTES**

The minutes of the last meeting held on 19 March 2019 were approved as a correct record and signed by the Chair.

C173 **NATIONAL LOTTERY HERITAGE FUND (NLHF) CAPITAL PROJECT
PROPOSAL FOR THE CENTRAL LIBRARY**

Consideration has been given to the placing of orders to commit National Lottery Heritage Fund (NLHF) funding to the value of £499,200 and to provide match funding to the value of £75,762 capital funding to support a project that will improve access to the local studies collection at the Central Library.

- RESOLVED -
- (i) That the Strategic Director, Corporate Services and Governance be authorised to sign the Delivery Agreement with Kier Services Limited via the SCAPE Minor Works Framework, for the delivery of the Local Studies redevelopment at Central Library.
 - (ii) That the Acting Strategic Director, Communities and Environment, following consultation with the Strategic Directors, Corporate Services and Governance and Corporate Resources, be authorised to agree the final terms, scope and costs of the contract awards.

The above decisions have been made for the following reasons:

- (A) To greatly improve public access to the unique local history archive held at Gateshead Central Library.
- (B) To allow the implementation of a project that will engage a wide range of community organisations and volunteers in the heritage of Gateshead and the resources held within the collection.

C174

REVIEW OF HEALTHY WEIGHT ACROSS THE LIFE COURSE

Consideration has been given to the findings and recommendations of a review by Families Overview and Scrutiny Committee in relation to healthy weight across the life course.

RESOLVED - That the recommendations, findings and analysis of evidence outlined in appendix 2 to the report be endorsed.

The above decision has been made to ensure that the Council is able to meet its statutory duties in terms of the healthy weight agenda and National Child Measurement Programme and to ensure commitment to a place-based approach that makes addressing obesity everyone's business as part of a whole system approach.

C175

MARKET POSITION STATEMENT 2019-2020

Consideration has been given to the Market Position Statement 2019 - 2020 for the Council, which sets out the Council's future direction in terms of the commissioning of social care and health services and shaping the market to meet future demand in Gateshead.

RESOLVED - (i) That the Market Position Statement for Gateshead 2019 -2020 be approved.

(ii) That the transition of the Market Position Statement for Gateshead to an online format within the next year be noted.

The above decision has been made to enable the Council to fulfil its statutory responsibility under the Care Act 2014 to facilitate and shape a diverse and sustainable market and to express the Council's future direction in terms of shaping the market to meet future demand.

C176

NOMINATION OF LOCAL AUTHORITY SCHOOL GOVERNORS

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

RESOLVED - That the nominations for reappointment of the following local authority governors to the schools listed below, for a period of four years, as determined by the Schools' Instrument of Government, from the date indicated be approved.

School	Nomination	Date from
St Albans Primary, Pelaw	Mrs Maureen Harris	2 September 2019
St Joseph's Primary, Gateshead	Mr Geoff Brown	13 October 2019

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

C177

COUNCIL TAX AND NON-DOMESTIC RATES - TRANSFER OF UNCOLLECTABLE AMOUNTS

Consideration has been given to the transfer of outstanding balances from Council Tax and Non-Domestic Rates accounts, where all possible recovery action has been taken and the balances are now considered to be uncollectable.

- RESOLVED -
- (i) That the transfer of 1,022 uncollectable accounts in respect of Council Tax balances totalling £264,958.58 be approved.
 - (ii) That the transfer of 276 uncollectable accounts of Non-Domestic Rates balances totalling £667,301.29 be approved.
 - (iii) That the action taken under delegated powers by the Strategic Director, Corporate Resources, to transfer Council Tax and Non-Domestic Rates accounts with balances of £500 or less as identified in paragraph 6 of the report, be noted.

The above decisions have been made for the following reasons:

- (A) To ensure the effective management of the Council's resources.
- (B) To ensure that the Council Accounts accurately reflect the correct financial position.

C178

SURPLUS DECLARATION AND COMMUNITY ASSET TRANSFER OF BOWLING GREENS AND PAVILIONS

Consideration has been given to the surplus declarations and community asset transfers of Marley Hill and Pelaw Bowling Greens and Pavilions.

- RESOLVED -
- (i) That in respect of Marley Hill Bowling Green and Pavilion, the property be declared surplus to the Council's requirements and the Strategic Director, Corporate Services and Governance be authorised to grant a 25 year lease, at a nil rent, to Marley Hill Community Bowling Club CIO, pursuant to the Council's Community Asset Transfer policy.
 - (ii) That in respect of Pelaw Bowling Green and Pavilion, the property be declared surplus to the Council's requirements and the Strategic Director, Corporate Services and Governance be authorised to grant a 35 year lease, at a nil rent, to Pelaw Community Bowling Club, pursuant to the Council's Community Asset Transfer policy.

The above decisions have been made for the following reasons:

- (A) To manage resources and rationalise the Council's assets in line with the Corporate Asset Strategy and Management Plan.
- (B) To realise savings identified through rationalisation of the

bowling green portfolio as agreed by Cabinet on 19 September 2017.

C179 PETITIONS SCHEDULE

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

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

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

C180 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.

C181 SCHOOL'S CAPITAL SCHEME CONTRACTS

Consideration has been given to the negotiation of tenders for capital works in school premises with the Gateshead Housing Company, in accordance with the Construction Protocol (rule 3), and the placing of orders contained within the overall budget limit.

RESOLVED - That the Service Director, Council Housing, Design and Technical Services be authorised to accept tenders and place orders with the Gateshead Housing Company, for works for the schemes over £100,000 detailed in appendix 2 to the report, subject to the Strategic Director Corporate Services and Governance approving the form of contract in accordance with the Constitution.

The above decisions have been made to enable projects to progress and to avoid delay in delivery of the school's capital programme and its related expenditure.

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

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

Publication date: 25 April 2019

Chair.....

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TITLE OF REPORT: Consultation on the Proposal to Rebuild, Relocate and Permanently Expand Gibside School

REPORT OF: Caroline O'Neill, Strategic Director, Care, Wellbeing and Learning

Purpose of the Report

1. This report asks Cabinet to consider the responses to the recent consultation on the proposal to rebuild, relocate and permanently expand Gibside School from 130 to 170 places.

Background

2. The Education and Inspections Act 2006 requires local authorities to adopt a strategic role with a duty to promote choice, diversity and fair access to school provision. This is only possible when there are sufficient numbers of school places situated within the right location.
3. The Government is committed to ensuring that every parent can have access to an excellent school for their children and that it should be easier for successful and popular schools to grow to meet parental demand. The wishes of parents must be taken into account when managing school estates and places should be offered whenever possible to where parents want them.
4. The Department for Education provides basic need funding to improve the school estate and expand schools where the council feels it is appropriate to do so. In using these funds, Care, Wellbeing and Learning identified that special needs provision was a priority, in order to provide additional places to accommodate children within Gateshead due to the increasing demand for special needs provision and to reduce council spending on out of borough placements.
5. Gibside School is currently located at Burnthouse Lane, Whickham and meets the needs of children aged 3 – 11 years with profound multiple learning difficulties. It also meets the needs of children with autistic spectrum disorder (ASD) and children with complex communication and medical needs.
6. Gateshead Council was allocated £11.6 million basic need funding for additional school places to fund this new project. An additional £500k of SEN capital funding will also be used to supplement the basic need funding.
7. In June 2018 Cabinet gave approval to consult on the rebuild, relocation and expansion of Gibside School. The consultation process took place over a four-week period from 20th March 2019 to 24th April 2019 and invited comments from a number of stakeholders. The aim of the consultation was to provide an opportunity for a wide

range of stakeholders to give feedback on the proposal to relocate, rebuild and expand the school.

8. There were 97 responses. 71% of respondents agreed that Gibside School should be rebuilt and increased in size, 15% disagreed and 13% were undecided.
9. 51% of respondents agreed that Gibside School should be rebuilt on the former Shipcote Playing Field site, 38% disagreed and 11% were undecided

Proposal

10. The proposal is to transfer the current Gibside School to a new site on the former Shipcote Playing Field and expand its numbers to develop a new build school for 170 pupils. This new school will include hydrotherapy facilities and cater for the needs of children aged 3 to 11 years.
11. The proposed expansion of Gibside School from Autumn 2020 will provide a new build school on a new central site geographically serving the whole of Gateshead due to the sites excellent transport links.

Recommendations

12. It is recommended that Cabinet agrees to proceed with the relocation, rebuild and expansion of Gibside School for the following reasons:
 - (i) To meet the council's statutory duty to promote high educational standards and make effective use of resources.
 - (ii) To increase opportunities for parental choice when planning for the provision of schools.
 - (iii) To meet the requirements for school place planning purposes in order to provide sufficient places for future years.

CONTACT: **Jeanne Pratt** extension: 8644

APPENDIX 1

Policy Context

1. The Council has statutory duties to promote high educational standards, ensure fair access, promote diversity and make efficient use of its resources.
2. The proposals in this report are consistent with statutory duties and with the vision of children and young people as set out in Vision 2030, and the Council's strategic approach of Making Gateshead a Place Where Everyone Thrives.

Background

3. The Guidance from the Department of Education, *Making significant changes (prescribed alterations) to maintained schools, statutory guidance for proposers and decision makers (October 2018)* states that decision makers will need to be satisfied that the appropriate fair and open local consultation and/or representation has been carried out and the proposer has given full consideration to all responses received. They should give the greatest weight to those stakeholders who are most likely to be affected by a proposal especially parents of children at the affected school.

Consultation

4. Consultation documents (Appendix 2) were available on the council web site and were also circulated to a variety of stakeholders, as required in the Department for Education guidance; *Making significant changes (prescribed alterations) to maintained schools, statutory guidance for proposers and decision makers*.
5. A total of 97 responses were received:
 - 9 from parent/carers of children attending Gibside School.
 - 2 from staff members at Gibside School.
 - 37 from someone living or working near to the proposed new school site.
 - 21 from someone living or working near to the existing school site.
 - 28 from someone else
6. The Cabinet Members for Children and Young People and Ward Councillors have been consulted.

Outcomes from the Consultation

7. All the responses from parents/carers of children attending Gibside School were positive on the relocation, rebuilding and expansion of the school. Respondents felt that expansion was essential to increase the quality of work the school could provide for a greater number of children and in a more central location. The only concerns raised were;
 - whether the proposed new school would provide sufficient places in the long term
 - whether the parking area was large enough, including the increased drop off area, so as to avoid any potential traffic congestion and impact in the Shipcote area.

8. The main concern from respondent's who were going to be living or working in the area of the new school site was the loss of communal green space and the impact on parking in the area. The site is also currently used as overflow parking for both the leisure centre and Library. Residents were concerned about the impact that additional traffic in the area would have and that consideration should be given to parking permits for the immediate vicinity of the new school site. Some respondents were however supportive of the new school as they '*regarded the area as a blot on the landscape*'.
9. In addition, concerns were raised about;
- the future use of the current Gibside School
 - the limited communal space in the winter months when Saltwell Park is closed (after dark)

Alternative Options

10. Gibside School is not bound by a specific catchment area as its specialist facilities serve the whole borough. Alternative sites were considered; however, these were discounted due to the cost, planning and transport implications or the designation for strategic housing.

Implications of Recommended Option

11. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms the majority of the costs for the new build will be met by basic needs and SEN capital funding, but there is a potential shortfall which is currently being considered.
- b) **Human Resources Implications** – Trade Unions have been consulted on this proposal as well as staff, governors, families, parents and community members as part of the formal consultation process and their views and comments have been taken into consideration
- c) **Property Implications** - The future of the current Gibside site will need to be considered

12. **Risk Management Implication** - Without an increase provision there is the risk that the needs of these pupils will have to continue to be met out of borough, which has cost implications

13. **Equality and Diversity Implications** - None

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

15. **Health Implications** – There are no implications arising from this report

16. **Sustainability Implications** - None

17. **Human Rights Implications-** The implications of the Human Rights Act must be considered in any decision that involves a change in policy, function or service change. If implemented the proposal will positively enhance a child's right not to be denied an education.
18. **Area and Ward Implications** - This report will have immediate implications for the Saltwell and Whickham South wards but will also impact borough wide.

Background Information

19. Making significant changes (prescribed alterations) to maintained schools, statutory guidance for proposers and decision makers October 2018.

Gibside School Consultation

Gateshead Council is consulting from 20th March 2019 to 24th April 2019 on the proposal to re-build and relocate Gibside School from its current site on Burnthouse Lane, Whickham to the former Shipcote Playing Field to take effect from Autumn 2020.

This document sets out details about;

- The proposal
- The current position
- Rationale
- How you can give your views

The Proposal

The council is proposing to;

Transfer Gibside School to a new site on the former Shipcote Playing Field from Autumn 2020.

The school will be expanded from 130 to 170 places (an increase of 40 places)

The Current Position

Gibside is a purpose-built primary school for children aged 3 – 11 years. The teaching and non-teaching staff work in a multi-disciplinary setting with professionals from Health, Social and Psychological Services along with other voluntary agencies. The school meets the needs of children with profound and multiple learning difficulties, autistic spectrum disorders (ASD), children with severe learning difficulties as well as those with complex communication and medical needs. Gibside School is currently rated as “Outstanding” by Ofsted.

Rationale

Some children will need special educational help that cannot be provided in mainstream primary and secondary schools. There are currently six special schools in Gateshead. Gateshead Council works closely with schools, academies and partners to co-ordinate, commission and provide a wide range of specialist services to support children and young people with special educational needs and/or disability (SEND) and their families.

There is a rising number of children in Gateshead with complex needs for whom curriculum access at a special school is necessary. There has been an increase in the number of Education Health Care Plan's over the past five years and the number of placements being made out of authority to independent and non-maintained special schools has also increased.

The increasing number of children diagnosed with ASD has led to has led to increased number of children with an EHCP within all Gateshead schools. Gateshead currently has children waiting for a placement in Gibside School which is the most appropriate school to meet their needs.

Gibside School currently admits children from 2 to 11 years of age following an extension to the school in 2015 to provide free 2-year-old places for those children with an EHCP.

Alternative options

Should the Council not increase the number of places available at Gibside School, there is currently no surplus capacity at either the main Gibside site or at the Blaydon/Winlaton sites. The forecast numbers on roll indicates that if there is no increase in capacity the Local Authority will have to send Gateshead children out of borough to meet their educational needs at a cost of £38k per autistic child and £46k per child with profound and multiple learning difficulties.

Extending the current site on Burnthouse Lane would unlikely be supported due to transport issues an increase in pupil numbers would bring. This would not be sustainable on an already congested site adjacent to residential streets and being located next to a secondary and primary school.

Extending the provision currently being provided at the Blaydon/Winlaton Sure Start Centre. The building is a purpose-built children's centre to deliver integrated services to families with children under the age of five. At present there is a short-term arrangement whereby Gibside School operate within a defined area of the building. This arrangement restricts the area used by children's centre services and impacts on the delivery of services to the community. Access to suitable drop off/pick up areas is a current concern which would be further compounded by increasing numbers.

Gibside School is not bound by a specific catchment area as it's specialist facilities serve the whole borough. Alternative sites have been considered, however, they were not feasible due to either cost, planning and transport implications or the designation of the sites for strategic housing use. The site at Shipcote Playing Field is relatively flat and is geographically central with excellent transport links which should reduce home to school transport costs and enable Gateshead children to access the specialist provision they need without the need to go out of borough.

New Building

The proposal is to transfer Gibside School to a new site on the former Shipcote Playing Field (see attached appendix 1 and 2) and expand its numbers to develop a new build school for 170 pupils. This new school will include hydrotherapy facilities and cater for the needs of children from the age of 2 to 11 years.

The proposed expansion of Gibside School from Autumn 2020 will provide a new build school for 170 pupils on a new site central site geographically serving the whole of Gateshead which has access to excellent transport links. The school is currently located at Burnthouse Lane, Whickham and has a further Early Years Foundation Stage provision off site at Blaydon/Winlaton Children's Centre. There are significant transport issues due to the constraints of its current site on Burnthouse Lane and there is insufficient space within Blaydon/Winlaton Children's Centre.

Consultation

In order to meet the statutory requirements to provide additional places from Autumn 2020, Cabinet approved in June 2018 the proposal to rebuild Gibside School. The statutory consultation process is outlined in "Opening and closing maintained schools, Statutory guidance for proposers and decision-makers" November 2018.

Conclusion

This is an opportunity to expand and rebuild Gibside School to provide high quality bespoke education provision and alleviate the issues the school currently has in relation to

the current split site premises. To increase the number of places available from 130 to 170 children will also enable the Council to reduce the cost of procuring places out of borough to meet the needs of children with ASD and complex communication and medical needs. The Council is committed to further develop inclusive education for all pupils in Gateshead. This proposal will contribute to Gateshead's overarching SEN strategy and ensure that there are sufficient places in outstanding special schools with fit for purpose facilities for Gateshead children who require them.

How you can give your views

We want your views on the rebuilding and relocation of Gibside School to ensure that as many people as possible have the opportunity to have their say on this new and important development in education provision in Gateshead.

You can take part in this consultation by clicking on the "Take Part" button below or you can write to;

Ian Stewart,
Education Support Service,
educationGateshead,
The Dryden Centre,
Low Fell,
Gateshead.
NE9 5UR.

**The Borough Council of Gateshead
Proposal for the relocation and expansion of Gibside School
Statutory Notice**

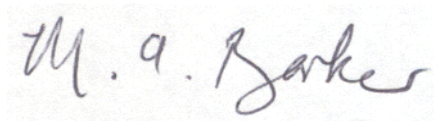
In accordance with statutory guidance “Opening and closing maintained schools, Statutory guidance for proposers and decision-makers” November 2018, notice is given in accordance with Section 19(1) of the Education and Inspections Act 2006 that The Borough Council of Gateshead, Civic Centre, Regent Street, Gateshead, Tyne and Wear, NE8 1HH intends to make a prescribed alteration to rebuild and expand Gibside School, Burnthouse Lane, Whickham NE16 5AT from the Autumn term 2020.

The Local Authority is proposing to transfer Gibside School to a new site on the former Shipcote Playing Field and expand the number of places available from 130 to 170 within a purpose-built new school. This new school will cater for the needs of children from the age of 2 to 11 years.

This proposal will contribute to Gateshead’s SEN strategy and will ensure that there are sufficient places in outstanding special schools with fit for purpose facilities for Gateshead children who require them.

Copies of the complete proposal can be obtained from:
Steve Horne, Service Director - Learning and Schools, educationGateshead, Dryden Centre, Evistones Road, Gateshead NE9 5UR or it can be downloaded from:
www.gateshead.gov.uk/consultations

Within 4 weeks from the date of publication of this Statutory Notice, any person can object to, or make comments on the proposal by sending them to:
Mike Barker, Solicitor to the Council, Legal and Corporate Services,
Civic Centre, Regent Street, Gateshead, NE8 1HH by 12 noon on Friday 9th September 2016.
Signed



Mike Barker
Strategic Director, Corporate Services and Governance.

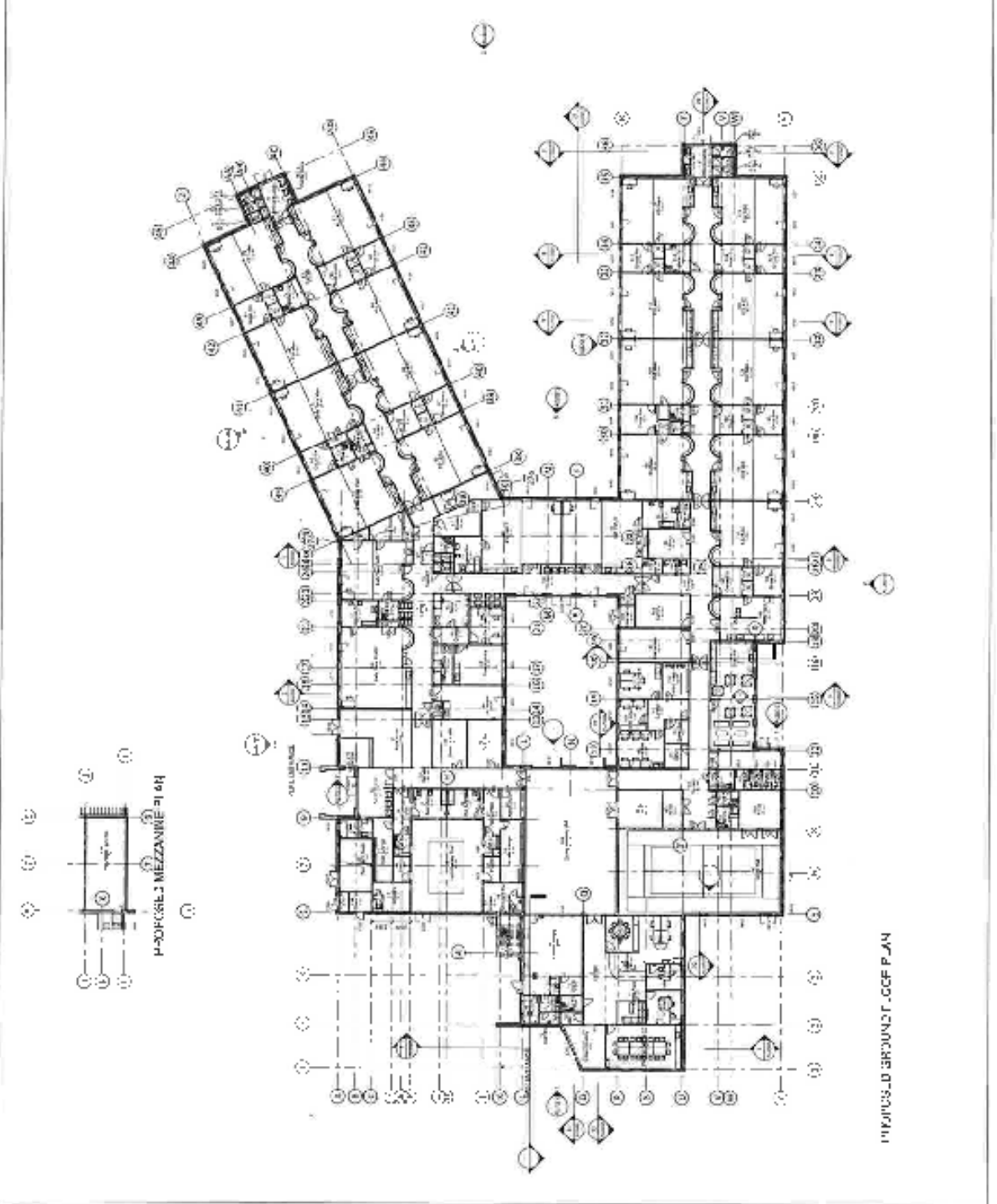
CONSTRUCTION NOTES:
 1. ALL WORK TO BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BRITISH STANDARDS INSTITUTION (BSI) CODES OF PRACTICE.
 2. ALL MATERIALS TO BE OF THE BEST QUALITY AND TO BE SUPPLIED BY THE CONTRACTOR.
 3. ALL WORK TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 4. ALL WORK TO BE COMPLETED TO THE SATISFACTION OF THE ARCHITECT AND THE LOCAL AUTHORITY.
 5. ALL WORK TO BE COMPLETED IN ACCORDANCE WITH THE SPECIFICATIONS OF THE CONTRACT DOCUMENTS.

STAGE 1
 1. ALL WORK TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 2. ALL WORK TO BE COMPLETED TO THE SATISFACTION OF THE ARCHITECT AND THE LOCAL AUTHORITY.
 3. ALL WORK TO BE COMPLETED IN ACCORDANCE WITH THE SPECIFICATIONS OF THE CONTRACT DOCUMENTS.

Gateshead Council

Ground Floor Plan
 1. ALL WORK TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 2. ALL WORK TO BE COMPLETED TO THE SATISFACTION OF THE ARCHITECT AND THE LOCAL AUTHORITY.
 3. ALL WORK TO BE COMPLETED IN ACCORDANCE WITH THE SPECIFICATIONS OF THE CONTRACT DOCUMENTS.

11/12/2011
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REPORT TO CABINET
21 May 2019

TITLE OF REPORT: **Major Events Programme – World Class Athletics**

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

Purpose of the Report

1. To seek Cabinet approval to progress and secure a World Class Athletics event in Gateshead.

Background

2. In order to deliver the outcomes of Gateshead's Culture Strategy (Creative Gateshead: A Culture Strategy for Gateshead), the Council is working closely with partners such as Newcastle City Council, and Newcastle Gateshead Initiative to attract and secure major sporting and cultural events.
3. Gateshead has a proven track record of securing and successfully hosting major sporting events. Gateshead International Stadium has played host to a number of key international Athletics events such as the British Grand Prix (2003-2010) and is the only venue to have held the European Athletics Team Championships three times (1989, 2000, and most recently in 2015).
4. The Great North Run, which is the largest half marathon in the world, annually takes place in Gateshead within a route from Newcastle to South Tyneside. The event attracts over 40,000 people ranging from elite athletes, to local club runners and individuals aiming to use running to improve their health and wellbeing. The event also raises significant resource for local and national charities. The Council has worked successfully in partnership with the Great Run Company for 40 years and aims to continue this successful partnership.
5. In 2015, Gateshead led the delivery of the British Transplant Games and later this year will support the delivery of the World Transplant Games with over 5,000 individuals from across the world competing in a variety of sporting competitions.
6. High profile sporting events play a major part in delivering the outcomes associated with Council priorities such, as Gateshead's Culture Strategy, and support policy objectives such as 'Making Gateshead a place where everyone thrives' through the following;
 - Community Engagement – Schools and local sports clubs in local communities gain the opportunity to meet international athletes in their local community, and take part in wider activities aimed to increase participation and health and wellbeing,
 - The delivery of these events inspires local people to return to venues to take part in sport and physical activity (improving the health and wellbeing of

individuals) but also supports the sustainability of local sports clubs and facilities through increased participation and revenue.

- Local people are offered the opportunity to be a part of the events through local official and volunteer roles, which develops community pride and enhances self-worth. This enables the opportunity for localised training and experience to be gained which can support individuals gain future employment.
- The local economy benefits from the expenditure related to the events including; small businesses, equipment suppliers, shops, pubs, and most notably hotels.

Proposal

7. This proposal is to develop a strategy in relation to major sporting events including athletics in Gateshead over the next ten years. The Council will work with key partners to ensure that the optimum events are secured and delivered in Gateshead which have the maximum economic and social impact for Gateshead and the Region.
8. In order to achieve this, the proposal is to secure and agree contracts for a World Class Athletics – IAAF Global Event, in 2020, 2021 and 2024 (see Appendix 1 for further information).

Recommendations

9. It is recommended that Cabinet approves the progression to secure and agree contracts for a World Class Athletics – Global Event in 2020, 2021 and 2024

For the following reasons:

- (i) Cement Gateshead's reputation as a host of major international sporting events and support the delivery of Gateshead's Culture Strategy
- (ii) To support the sustainability and raise the profile of key Gateshead assets most notably Gateshead International Stadium and the Gateshead Quayside.
- (iii) Support delivery against key Council policy objectives such as the Gateshead Culture Strategy and the Thrive Agenda.

CONTACT: Lindsay Murray ext. 2794

Policy Context

1. The proposal supports the overall vision for Gateshead as set out in Council policy objectives such as 'Thrive' and will support the Council to;
 - i. Tackle inequality so people have a fair chance
 - ii. Invest in our economy to provide sustainable opportunities for employment, innovation and growth across the borough
 - iii. Work together and fight for a better future for Gateshead
2. The proposal also supports the ambitions and outcomes of Gateshead's Culture Strategy, most notably; A stronger visitor economy in our towns and countryside, and high profile international cultural and sports events and conferences

Background and Proposal

3. In order to deliver the outcomes of Gateshead's Culture Strategy (Creative Gateshead: A Culture Strategy for Gateshead), the Council is working closely with partners such as Newcastle City Council and Newcastle Gateshead Initiative (NGI) to attract and secure major sporting and cultural events.
4. Gateshead has a proven track record of securing and successfully hosting major sporting events. Gateshead International Stadium has played host to a number of key international Athletics events such as the British Grand Prix (2003-2010) and is the only venue to have held the European Athletics Team Championships three times (1989, 2000, and most recently in 2015).
5. In 2015, Gateshead led the delivery of the British Transplant Games and later this year will support the delivery of the World Transplant Games with over 5000 individuals from across the world competing in a variety of sporting competitions.
6. High profile sporting events play a major part in delivering the outcomes associated with Council priorities such as Gateshead's Culture Strategy and support policy objectives such as 'Making Gateshead a place where everyone thrives' through the following;
 - Community Engagement – Schools and local sports clubs in local communities gain the opportunity to meet international athletes in their local community, and take part in wider activities aimed to increase participation and health and wellbeing,
 - The delivery of these events inspires local people to return to venues to take part in sport and physical activity (improving the health and wellbeing of individuals) but also supports the sustainability of local sports clubs and facilities to be sustainable through increased participation and revenue.
 - Local people are offered the opportunity to be a part of the events through local official and volunteer roles, which develops community pride and enhances self-worth. This enables the opportunity for localised training and experience to be gained which can support individuals gain future employment.
 - The local economy benefits from the expenditure related to the events including; equipment suppliers, shops, pubs, and most notably hotels.

World Class Athletics – IAAF Global Event

7. This annual series of elite track and field athletics competitions was last held in Gateshead between 2003-2010. The Diamond League annual series currently consists of Doha, Shanghai, Stockholm, Rome, Oslo, Rabat, Eugene, Lausanne, Monaco, London, Birmingham, Paris, Zurich and Brussels.
8. Due to the redevelopment of the Birmingham facility in preparation to host the Commonwealth Games in 2022, British Athletics are seeking a new venue in addition to the London Arena and have approached Gateshead Council to consider a return to the Gateshead International Stadium.
9. The approach includes the opportunity to host up to 3 events at the Gateshead International Stadium between 2020 and 2025 (2020, 2021 and possibly 2024).
10. As part of this arrangement British Athletics have offered the opportunity to support Gateshead in the process of bidding for future major events which may include events such as the European Athletics Championships/European Championships in 2026.
11. The costs associated with hosting this event are estimated as £320,000 per event.

Social/Community/Sport & Health Development

12. Cementing Gateshead's reputation as a host of major international sporting events and supporting deliver Gateshead's Culture Strategy. Major events also support in creating community pride and providing access to attend sporting spectacles that will bring some of the best athletes in the world into Gateshead.
13. Volunteering is a key component in the delivery of provides the opportunity for local people to engage in major events with over 400 volunteers recruited during the European Athletics Team Athletics championships in 2013 and over 800 volunteers have been recruited for the upcoming World Transplant Games.
14. Community engagement programmes are a key part of major events and provide a mechanism to reduce inequality of access to sport and physical activity, this is achieved through;
 - i. Athlete appearances at local community and school venues aimed to inspire individuals to be more active and healthy.
 - ii. Activity at competition venues pre and post the event for residents, schools and local clubs.
 - iii. Wider physical activity programmes resourced through the event to provide an engaging cultural offer.
15. Inspiring the next generation - Events such as the Olympics generate positive messages about participating in sport, especially amongst those who attend

directly. 70% of attendees of a major sporting event aged 25 or under felt inspired to either participate or participate more often after attending. (Sport England, 2017).

16. The 2012 'Habit for Life' survey of 25-34 year olds found that 32% of sporty people were inspired to take part in sport by a famous athlete or major sporting event

Economic Impact of Major Sporting Events

17. Major events play a major part in supporting the local economy through expenditure in local services and suppliers, and employment. In 2018 the European Athletics Championships held in Berlin were reported to have generated 53 million Euros in Germany and a tax income of around 11 million Euro for the tax authorities in Germany
18. In 2010 the Sainsbury's UK School Games generated £3.36m into the North East Economy (£1.6m in Gateshead) and 90% of the 10,500 visitors to the event said they would make a return visit to Gateshead.
19. The economic impact of European Athletics Team Championships held in Gateshead in 2013, was valued at £840,000 and over 400 volunteers supported the delivery of the event.
20. The Great North Run, which is the largest half marathon in the world annually takes place in Gateshead within a route from Newcastle to South Tyneside. The event attracts over 40,000 people ranging from elite athletes, to local club runners and individuals aiming to use running to improve their health and wellbeing. An economic impact study revealed the race benefits of the Great North Run in the North East amount to £24m every year, with competitors raising a staggering £20 million for good causes in 2018. Last year's event also included;
 - i. The highest attendance to date with 57,000 participants.
 - ii. 53% of participants travelled from outside the region, with 37% of individuals staying for at least 1 night.
 - iii. Significant national and international brand exposure for the Council and Sport and Leisure brand 'Go Gateshead'.
 - iv. Live broadcast watched by 1.17m people, (2.22m including highlights programme, and 5.5m cumulative total for a 5 minute reach).
 - v. Significant activation of the Quayside with the Junior Great North Run, City Games, and Pasta Party with over 23,000 people attending including Kings Meadow School (Gateshead) competing in a School Sprint event.

Proposal

21. The proposal is to secure and agree contracts for a World Class Athletics – IAAF Global Event in 2020, 2021 and 2024

Consultation

22. In preparing this report, consultations have taken place with the following:
 - a. Culture, Sport and Leisure Portfolio

- b. Communities Portfolio
- c. Leader's Portfolio
- d. Housing and Economy Portfolios

Alternative Options

23. The option of not progressing with the proposal will result in the loss of cultural activity aimed to deliver policy objectives and support local residents to 'Thrive'.

Implications of Recommended Option

24. **Resources:**

a. **Financial Implications**

1. The project costs in relation to the proposals are £0.32m per year for three years (2020, 2021 and 2024)
2. The total costs in relation to the proposals are £0.96m for three events.
3. The Strategic Director, Corporate Resources confirms that £0.96m is available within the Economic Growth, Culture and Place Shaping reserve to deliver this proposal.

- b. **Human Resources Implications** – There are no implications arising from this recommendation

- c. **Property Implications** – There are no implications arising from

25. **Risk Management Implications** – There are no implications arising from this recommendation.

26. **Equality and Diversity Implications** – There are no implications arising from this recommendation

27. **Crime and Disorder Implications** – There are no implications arising from this recommendation.

28. **Health Implications** – The proposals will result in improved and high-quality sports provision providing increased opportunity and access whilst using professional sport to inspire individuals to take up more physical activity as part of an active and healthy lifestyle

29. **Sustainability Implications** – The proposals will result in an increase in participation in cultural and sport and physical activity opportunities and therefore help sustain local key assets. The proposal will also support the local economy and therefore sustain local business, suppliers and hotels.

30. **Human Rights Implications** – There are no implications arising from this recommendation.

31. **Ward Implications** – The recommendations will impact upon all wards across Gateshead.

32. **Background Information** – None.

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TITLE OF REPORT: Review of the Council's Constitution

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

Purpose of the Report

1. This report asks the Cabinet to recommend the Council to approve a number of amendments to the Constitution.

Background

2. The Chief Executive and Monitoring Officer are required to review the Constitution to ensure that its aims and principles are given full effect. A number of areas have been identified where some amendment is necessary.

Proposal

3. It is proposed to amend the Constitution as set out in Appendix 2.
4. The format of the Council's Financial Regulations has been revised to provide more clarity on the purpose and objectives of the regulations, the key risks and rules of each one, with a greater emphasis on broad control principles rather than detailed prescriptive processes. The revised Financial Regulations are attached at Appendix 3.
5. Each regulation will signpost the reader to the relevant detailed procedural guidance which will be available on the Intranet. It is also intended that once approved, the revised Financial Regulations on the intranet will note a responsible officer for each Regulation, who will be the first point of contact for any queries regarding interpretation or application. This officer will also be responsible for ensuring the Regulation continues to be relevant and up to date, and that effective procedural guidance to facilitate compliance is available.
6. The Council's Audit and Standards Committee considered the draft revised Financial Regulations on 4 March 2019 and supported the proposed approach.
7. The Contract Procedure Rules have undergone significant amendment. The proposal is to seek approval to invite tenders, evaluate the tenders received and award the contract upfront at the beginning of the process rather than seeking approval towards the end of the procurement process to award the contract. This will enable councillors to influence what is included in tender specifications or terms and conditions of contract as they will have greater visibility of what procurement activity is planned. There is also a proposal introduce a greater level of flexibility that will support the Council's commercial activity. These are attached at Appendix 4.

Recommendations

8. It is recommended that the Cabinet ask the Council to agree the proposed changes to the Council's Constitution as set out in Appendices 2, 3 and 4.

For the following reason:

To ensure that the Constitution remains fit for purpose and that its aims and principles are given effect.

CONTACT: Mike Aynsley extension 2128

Policy Context

1. The Council is required by law (Local Government Act 2000) to prepare and maintain a constitution. Article 16.01 of the Council's Constitution requires the Chief Executive and Monitoring Officer to review the Constitution to ensure that its aims and principles are given full effect.

Background

2. A number of amendments have been drafted which will maintain the effective operation of the constitution, clarify certain aspects and keep it up to date.
3. The proposed amended sections of the constitution are set out in Appendix 2.
4. In addition, the format of the Council's Financial Regulations has been revised to provide more clarity on the purpose and objectives of the regulations, the key risks and rules of each one, with a greater emphasis on broad control principles rather than detailed prescriptive processes. The revised Financial Regulations are attached at Appendix 3
5. Each regulation will signpost the reader to the relevant detailed procedural guidance which will be available on the Intranet. It is also intended that once approved, the revised Financial Regulations on the intranet will note a responsible officer for each Regulation, who will be the first point of contact for any queries regarding interpretation or application. This officer will also be responsible for ensuring the Regulation continues to be relevant and up to date, and that effective procedural guidance to facilitate compliance is available.
6. The Council's Audit and Standards Committee considered the draft revised Financial Regulations on 4 March 2019 and supported the proposed approach.
7. The Contract Procedure Rules have undergone significant amendment. The proposal is to seek approval to invite tenders, evaluate the tenders received and award the contract upfront at the beginning of the process rather than seeking approval towards the end of the procurement process to award the contract. This will enable Councillors to influence what is included in tender specifications or terms and conditions of contract as they will have greater visibility of what procurement activity is planned. There is also a proposal introduce a greater level of flexibility that will support the Council's commercial activity. These are attached at Appendix 4.
8. The current Financial Regulations and Contract Procedure Rules can be viewed in the Constitution (pages 147 and 163 respectively):

<https://www.gateshead.gov.uk/article/2907/Constitution-of-the-council>

Consultation

9. No external consultation has been carried out.

Alternative Options

10. No alternative options were considered as the Local Government Act 2000 requires the Council to keep its constitution up to date.

Implications of Recommended Option

11. Resources

- a. **Financial Implications** - The Strategic Director, Corporate Resources confirms that there are no direct financial implications resulting from this report.
- b. **Human Resources Implications** – There are no human resources implications arising from this report.
- c. **Property Implications** – There are no property implications arising from this report.

12. **Risk Management Implication** - There are no risk management implications arising from the recommended option.

13. **Equality and Diversity Implications** - There are no equality and diversity implications arising from the recommended option.

14. **Crime and Disorder Implications** - There are no crime and disorder implications arising from the recommended option.

15. **Health Implications** – There are no health implications arising from the recommended option.

16. **Sustainability Implications** - There are no sustainability implications arising from the recommended option.

17. **Human Rights Implications** - The Constitution already emphasises that the Council will promote equal opportunities in carrying out its functions

18. **Area and Ward Implications** - There are no specific area and ward implications arising from the recommended option.

19. **Background Information** - The current version of the Constitution.

PROPOSED AMENDMENTS TO THE CONSTITUTION

Page	Previous Wording	Amended Wording	Reason
9	Article 1 – The Constitution 1.02 Purpose of the Constitution The constitution provides the framework and democratic processes needed to realise the Council's vision and deliver the Council Plan outcomes for Gateshead.	Article 1 – The Constitution 1.02 Purpose of the Constitution The constitution provides the framework and democratic processes needed to realise the Council's vision and deliver Making Gateshead a Place Where Everyone Thrives.	To refer to the Thrive Agenda.
14	Article 4 – The Full Council 4.01 Meanings (a) Policy Framework Council Plan	Article 4 – The Full Council 4.02 Meanings (a) Policy Framework Making Gateshead a Place Where Everyone Thrives <i>Also update references to other plans and strategies in the Policy Framework</i>	To reflect current plans and strategies
65	Schedule 2 – Non Executive Functions – Delegations to Managers Part 1 Delegations to Individual Managers Service Director, Development, Transport and Public Protection 7(a) Applications (other than those for the discharge of conditions, extensions of time, section 73 applications, applications relating to block improvements of housing market	Schedule 2 – Non Executive Functions – Delegations to Managers Part 1 Delegations to Individual Managers Service Director, Development, Transport and Public Protection 7(a) Applications (other than those for the discharge of conditions; extensions of time; section 73 applications; applications relating to block improvements of housing schemes; or replacement of new industrial development (use	Some small changes to clarify the wording and to make it clear that the exceptions are a list.

Page	Previous Wording	Amended Wording	Reason
66	<p>renewal schemes or replacement of new industrial development (use class B1, B2 or B8)) in the Team Valley for major development as defined as:</p> <p>7(h) Applications where five or more relevant and material planning objections have been lodged in writing, or a member of the Council, Member of Parliament for the Borough, Member of the European Parliament for the Borough or a parish council within the Borough has objected to it or asked that it be determined by the Planning and Development giving material planning reasons for doing so.</p>	<p>class B1, B2 or B8) in the Team Valley) for major development as defined as:</p> <p>7(h) Applications where representations containing relevant and material planning reasons from five or more separate persons (which shall include petitions signed by of five or more separate persons) have been lodged in writing (representations, whether by letter or petition, by persons living as part of a single household will be considered to be one representation).</p> <p>7(i) Applications where a member of the Council, Member of Parliament for the Borough, Member of the European Parliament for the Borough or a parish council within the Borough has objected to it or asked that it be determined by the Planning and Development Committee giving material planning reasons for doing so, in writing, in accordance with the Development Management Protocol on Good Practice (pages 184-203 of the constitution).</p>	<p>To separate the delegation into 2 delegations for the avoidance of doubt/challenge. Also for 'audit' purposes and to give some robustness to the requirement for there to be material planning reasons given.</p>
66	<p>7(i) Applications where speaking rights have been requested and where there are five or more relevant and material objections lodged in writing in accordance with the scheme for speaking at Planning and Development Committee.</p>	<p>Delete delegation.</p>	<p>Delegation no longer required as it would already be a Committee decision if there are five or more relevant and material objections. The request to speak is irrelevant as the Committee trigger is already met.</p>

Page	Previous Wording	Amended Wording	Reason
	2. Strategic Director, Corporate Services and Governance	2. Strategic Director, Corporate Services and Governance	
71	(5) To make arrangements for the appointment of any employee, who is registered on the Council's Redeployment Register, to any post within the Council.	(5) To make arrangements for the appointment of any employee, who is deemed to be a redeployee under the relevant Council policies and human resources framework, to any post within the Council.	There is no longer a redeployment register.
71	(8) To authorise payment of gratuities in accordance with the Durham County Council Scheme of April 1944.	Delete <i>Renumber remaining delegations</i>	The scheme is no longer available.
71	(11) To approve applications for early release of deferred pension benefits.	(11) To approve applications for early release of deferred pension benefits for serving employees of the Council.	The Pensions and Pay Discretions Sub Committee deals with former employees, so the wording has been amended to provide clarity between current employees and deferred applications.
72	N/A	(23) To determine the level of payments for staff working on all elections and referenda.	To ensure a more efficient and effective process.
	3. Strategic Director, Corporate Resources	3. Strategic Director, Corporate Resources	
73	N/A	Insert the following after delegation (4): (5) To make any necessary adjustments during the financial year to correct any errors in the schedule of fees and charges.	Cabinet are asked to agree this delegation every year when it considers the annual fees

Page	Previous Wording	Amended Wording	Reason
73	N/A	<p><i>Renumber the remaining delegations.</i></p> <p>Insert the following after delegation 8.</p> <p>(9) To approve a charging or trading opportunity, in consultation with the Strategic Director, Corporate Services and Governance and the relevant Strategic Director from whose service the idea originates, where:</p> <ul style="list-style-type: none"> • The type of service/goods/works is already provided internally to the council: or • The turnover is less than £100,000 (as determined in charging methodology). 	<p>and charges report. This will formalise the arrangement.</p> <p>To provide a more streamlined and consistent approach to trading.</p>
76	N/A	<p>General Delegations to Managers</p> <p>Insert the following after 3(g)</p> <p>(h) To agree consultation responses where there has been no referral to Cabinet and, where appropriate, to refer the response retrospectively to Cabinet for information.</p>	<p>To ensure that the Council responds to consultations in accordance with specified deadlines.</p>
	<p>Schedule 5 – Executive Functions Delegated to Managers</p> <p>Part 1 – Delegations to Individual Managers</p> <p>1. Strategic Director, Care, Wellbeing and Learning</p>	<p>Schedule 5 – Executive Functions Delegated to Managers</p> <p>Part 1 – Delegations to Individual Managers</p> <p>1. Strategic Director, Care, Wellbeing and Learning</p>	

Page	Previous Wording	Amended Wording	Reason
84	(1) To be the Council's delegated Director of Adult Services under the Children Act 2004.	(1) To be the Council's delegated Director of Adult Services under Section 6 of the Local Authority Social Services Act 1970.	To refer to the correct legislation.
86	N/A	<p>Insert the following after delegation (12):</p> <p>(13) To discharge the following functions under sections 390 and 392 of the Education Act 1996:</p> <p>(a) to constitute a Standing Advisory Council on Religious Education (a SACRE);</p> <p>(b) to appoint groups of persons as representative members on the SACRE; and</p> <p>(c) to remove SACRE members should they cease to be representative of the religion, denomination or associations which they were appointed to represent or they cease to be representative of the Local Authority.</p> <p>2.Strategic Director, Communities and Environment</p>	<p>These legislative responsibilities pre-date the first edition of the Council's Constitution and should have been incorporated at that time.</p>
87	(1) a. The sports clubs being approved by the Service Director, Culture, Communities and Volunteering; and	(1) a. The sports clubs being approved by the Service Director, Trading and Commercialisation; and	To reflect correct title.
87	(10) To approve individual applications for financial assistance from the Economic Growth Reserve, following consultation with the Leader of the Council, Strategic Director, Corporate Resources and Strategic Director, Corporate Services and Governance.	<p>Delete delegation</p> <p><i>Renumber remaining delegations</i></p>	To streamline the process.
88	N/A	Insert the following delegation after 13.	

Page	Previous Wording	Amended Wording	Reason
		(14) To deal with the nomination of assets for inclusion on the list of community value.	To formalise a two-stage process for consideration of listings. See delegation to Strategic Director, Communities and Environment below (original decision - Cabinet minute C177 2012/13)
91	<p>Service Director, Development, Transport and Public Protection</p> <p>(26) To authorise School Travel Plans following consultation with the Service Director, Children's Commissioning.</p> <p>3.Strategic Director, Corporate Resources</p>	<p>Service Director, Development, Transport and Public Protection</p> <p>(26) To authorise School Travel Plans following consultation with the Service Director, Learning and Schools.</p> <p>3.Strategic Director, Corporate Resources</p>	To reflect correct title.
93	<p>(4) To effect insurance cover against risks in accordance with Council policy, and to negotiate claims.</p> <p>4. Strategic Director, Corporate Services and Governance</p>	<p>(4) To effect insurance cover against risks in accordance with Council policy and, where liability has been determined in accordance with the Insurance Protocol (as agreed by the Strategic Director and the Strategic Director, Corporate Services and Governance), to agree settlement of insurance claims for which legal proceedings have not been issued, up to the value of £10,000.</p> <p>4. Strategic Director, Corporate Services and Governance</p>	To implement more efficient and effective arrangements for insurance and the settlement of claims against the Council.
94	<p>(2) To settle any action in any court or tribunal in which the Council is a party, or where legal proceedings are to be</p>	<p>(2) To settle any action in any court or tribunal, or where the appropriate pre-action protocols have been engaged, in</p>	To implement more efficient and effective arrangements for

Page	Previous Wording	Amended Wording	Reason
95	<p>commenced, up to £50,000, after consultation with the appropriate Strategic Director.</p> <p>(19) To acquire or dispose of land and/or property by sale, lease, licence or any other legal estate or interest, and to incur any necessary expenditure for those purposes [where any disposal represents best consideration] subject to prior consultation with:</p> <ul style="list-style-type: none"> the Leader and Deputy Leader of the Council; any relevant portfolio holder; any affected ward councillor; and the Strategic Director, Corporate Resources. <p>(20) To deal with applications for easements and way leaves affecting Council owned premises not materially affecting the use to which they are or might be put, where the full value of the consideration does not exceed £10,000.</p> <p>(21) To agree terms for the granting or acceptance of any tenancy not exceeding twenty five years, and any occupational licence other than any housing accommodation and garages used for domestic purposes, at a rent not exceeding £75,000 per annum exclusive of rates in each case.</p>	<p>which the Council is a party, up to a value of £100,000, following consultation with the appropriate Strategic Director.</p> <p>(19) Following consultation with the Strategic Director, Corporate Resources, to acquire or dispose of land and/or property by sale, lease, license, consent, or any other legal estate or interest and to incur any necessary expenditure for those purposes, subject to the exceptions specified below:</p> <p>(a) Acquisitions, disposals or other transactions in relation to interests in land which the Strategic Director, Corporate Services and Governance considers to have significant implications in respect of any ward and/or portfolio, in which case the Strategic Director, Corporate Services and Governance shall consult with the relevant portfolio holder and/or ward members before exercising the delegation at (19) above.</p> <p>(b) Acquisitions, disposals or other transactions in relation to interests in land in respect of which the price or premium exceeds £500,000 or, in the case of leases, the sum of the premium and the cumulative rent over the term of the lease exceeds £1,000,000.</p> <p>(c) Disposals of land for less than the best consideration that can reasonably be obtained pursuant to the Local Government Act 1972 general disposal consent (England) 2003 or any successor consent issued by the Secretary of State under sections 123(2), 127(2) and 128(1) of the Local Government Act 1972.</p>	<p>insurance and the settlement of claims against the Council.</p> <p>To implement more efficient and effective arrangements and to reflect current land values.</p>

Page	Previous Wording	Amended Wording	Reason
	<p>(22) To settle the amount of any claim for compensation not exceeding £3,000 properly payable, arising for the laying of sewers.</p> <p>(23) To agree the leasehold disposal of sites for electricity sub-stations, gas governor kiosks, telecommunications switching facilities and all other apparatus required by public utility companies where the capital value of the site does not exceed £5,000.</p> <p>(24) To accept offers for the acquisition, lease etc., of surplus property and to authorise such measures as are considered necessary to ensure the protection of property.</p> <p>(25) To settle the amount of any claim for compensation not exceeding £10,000 property payable in respect of depreciation to the value of the property as a result of the use of public works under the provisions of Part 1 of the Land Conservation Act 1973.</p> <p>(26) To negotiate and agree, in consultation with the Strategic Director, Corporate Resources, the rating assessment and valuation of all Council owned property.</p> <p>(27) To demolish a Council asset where a surplus declaration has been approved by</p>	<p>(d) Acquisitions, disposals or other transactions in relation to interests in land in respect of which the Strategic Director, Corporate Services and Governance considers it appropriate that a decision should be made by Cabinet.</p> <p>(20) To settle the amount of any claim for compensation payable to the Council under any statutory provisions relating to the use of land not exceeding £100,000 and including but not limited to compensation payable under the provisions of the Water Industry Act 1991.</p> <p>(21) To settle the amount of any claim for compensation payable by the Council under any statutory provisions relating to the use of land not exceeding £100,000 and including but not limited to compensation properly payable in respect of depreciation to the value of property as a result of public works under the provisions of Part 1 of the Land Compensation Act 1973.</p> <p>(22) To authorise such measures as are considered necessary to ensure the protection of surplus property.</p> <p>(23) To negotiate and agree, in consultation with the Strategic Director, Corporate Resources, the rating assessment and valuation of all Council owned property.</p> <p>(24) To authorise the demolition of a Council asset, where a surplus declaration has been approved by the Cabinet and where budgetary provision exists.</p> <p>(25) To manage the Council's non-operational property and carry out all functions including new lettings, sub-lettings,</p>	

Page	Previous Wording	Amended Wording	Reason
96	<p>the Cabinet and where budgetary provision exists.</p> <p>(28) To manage the Council's non-operational property and carry out functions that do not involve a new letting, sub-letting or lease renewal; to include all decisions relating to, rent reviews, assignments, landlord's consents, lease surrenders, terminations and other interests in land.</p> <p>(29) To approve all leases granted in accordance with agreed parameters, fees and charges and external funding conditions for space within Council business centres.</p> <p>N/A</p>	<p>lease renewals, rent reviews, assignments, landlord's consents, lease surrenders, terminations and other interests in land.</p> <p>Insert the following after delegation 25.</p> <p>(26) To deal with the review of a decision to include land on the list of assets of community value.</p>	<p>To formalise a two-stage process for consideration of listings. See delegation to Strategic Director, Corporate Services and Governance above.</p>
99	<p>Part 2 – General Delegations to Managers</p> <p>(2) Lands and Buildings</p> <p>A manger in consultation with the Service Director, Trading and Facilities Management:</p>	<p>Part 2 – General Delegations to Managers</p> <p>(2) Lands and Buildings</p> <p>A manger in consultation with the Service Director, Trading and Commercialisation may:</p>	<p>To reflect correct title.</p>

Page	Previous Wording	Amended Wording	Reason
117	<p>Access to Information Rules</p> <p>12. Application of Rules to the Cabinet</p> <p>12.1 Rules 13 – 24 apply to the Cabinet. If the Cabinet meets to take a key decision then it must also comply with Rules 1 – 11 unless Rule 15 (general exception) or Rule 16 (special urgency) applies.</p> <p>12.2 If the Cabinet meets to discuss a key decision to be taken collectively, with an employee other than a political assistant present, within 28 days of the date according to the schedule of decisions by which it is to be decided, then it must also comply with Rules 1 – 11 unless Rule 15 (general exception) or Rule 16 (special urgency) apply. This requirement does not include meetings who sole purpose is for officers to brief councillors.</p>	<p>Access to Information Rules</p> <p>12. Application of Rules to the Cabinet</p> <p>12.1 Rules 13 – 19 apply to the Cabinet. If the Cabinet meets to take a key decision then it must also comply with Rules 1 – 11 unless Rule 14.7 applies.</p> <p>12.2 If the Cabinet meets to discuss a key decision to be taken collectively, with an employee other than a political assistant present, within 28 days of the date according to the schedule of decisions by which it is to be decided, then it must also comply with Rules 1 – 11 unless Rule 14.7 applies. This requirement does not include meetings who sole purpose is for officers to brief councillors.</p>	To reflect current procedure.
141	<p>Overview and Scrutiny Rules</p> <p>12. Key decisions allegedly not in the schedule of decisions</p> <p>12.1 If an Overview and Scrutiny Committee believes that a key decision has been taken which was not:</p>	<p>Overview and Scrutiny Rules</p> <p>12. Key decisions allegedly not in the schedule of decisions</p> <p>12.1 If an Overview and Scrutiny Committee believes that a key decision has been taken which was not:</p> <ul style="list-style-type: none"> • Included in the schedule of decisions, or • The subject of Access to Information Act Rule 14.7 	To reflect the current procedure.

Page	Previous Wording	Amended Wording	Reason
	<ul style="list-style-type: none"> • Included in the schedule of decisions, or • The subject of the 'general exception' procedure (Rule 15, Access to Information Rules), or • The subject of the 'special urgency' procedure (Rule 16, Access to Information Rules) <p>the Committee may require the Cabinet to submit a report to the Council on the matter.</p>	<p>the Committee may require the Cabinet to submit a report to the Council on the matter.</p>	
144	<p>Table 1 – Terms of Reference of Overview and Scrutiny Committees</p> <p>Corporate Resources Overview and Scrutiny Committee</p> <p>5. Matters relating to the Council's relationship with Gateshead Voluntary Organisations Council including the Gateshead Offer.</p>	<p>Table 1 – Terms of Reference of Overview and Scrutiny Committees</p> <p>Corporate Resources Overview and Scrutiny Committee</p> <p>Delete</p> <p><i>Renumber remaining terms of reference.</i></p>	<p>GVOC no longer exists and volunteering is covered elsewhere in the terms of reference.</p>
172	<p>Employee Recruitment Rules</p> <p>7. Dismissal of Chief Officers, Director of Public Health and Deputy Chief Officers</p> <p>Step 2 – the proper officer notifies every Cabinet member of:</p>	<p>Employee Recruitment Rules</p> <p>7. Dismissal of Chief Officers, Director of Public Health and Deputy Chief Officers</p> <p>Step 2 – the Service Director, Human Resources and Workforce Development notifies every Cabinet member of:</p>	<p>To reflect change of job title.</p>

Page	Previous Wording	Amended Wording	Reason
255	Councillors' Allowance Scheme N/A	Councillors' Allowance Scheme Update this section to reflect the current scheme in force from 1 April 2019.	To reflect current scheme.

Financial Regulations

Introduction and Background

1. What are Financial Regulations

- 1.1 The Local Government Act 1972 (Section 151) requires that an employee of the Council is recognised as the Responsible Financial Officer. Gateshead Council has designated the Strategic Director, Corporate Resources as that officer.
- 1.2 The Accounts and Audit Regulations place a duty on the Strategic Director, Corporate Resources to determine the:
 - Appropriate financial records, including the form of accounts and supporting financial records; and
 - Systems of financial control.
- 1.3 The systems of financial control must include measures to:
 - a. ensure that the financial transactions of the Council are recorded as soon as, and accurately as, reasonably practicable;
 - b. enable the prevention and detection of inaccuracies and fraud; and
 - c. ensure that risk is appropriately managed.
- 1.4 The Strategic Director, Corporate Resources has developed the following Financial Regulations as part of the system of financial control. These regulations provide a framework for managing the Council's financial affairs, whilst enabling a culture of accountable autonomy.
- 1.5 Each Financial Regulation is supported by more detailed guidance and procedures which set out how the Financial Regulations will be implemented.
- 1.6 The Strategic Director, Corporate Resources has responsibility for the preparation, review and amendment of these Financial Regulations. They should be read in conjunction with other sections of the Council's Constitution, in particular:
 - Part 3, which sets out delegations to the Cabinet, various Council bodies and managers;
 - The Budget Policy and Framework Rules; and
 - The Contracts Procedure Rules.
- 1.7 The Strategic Director, Corporate Resources has responsibility for the administration of the Council's financial affairs and is chief financial advisor to the Council and Cabinet. Any issues of uncertainty in the interpretation of these Financial Regulations should in the first instance be referred to the specified contact for that Regulation.

- 1.8 The Strategic Director, Corporate Resources is responsible for the production of financial management information and will keep the Council and Cabinet informed of the financial implications of all new policies and changes of policies.
- 1.9 Each Strategic Director must Consult the Strategic Director, Corporate Resources on any matter within their purview which is liable to materially affect the finances of the Council before any provisional or other commitment is incurred or before reporting to the Cabinet on the matter.
- 1.10 The Strategic Director, Corporate Resources, or in their absence their nominated Deputy, may take any action they consider necessary taking in to account their duty under Section 114 of the Local Government Finance Act 1988, which provides that they must make a report if it appears to them that the Council, a person holding any office or employment under the Council, or a joint committee on which the Council is represented:
- 1) has made or is about to make a decision which involves or would involve the authority incurring expenditure which is unlawful;
 - 2) has taken or is about to take a course of action which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency on the part of the Council; or
 - 3) is about to enter an item of account the entry of which is unlawful.
- 1.11 Section 114 also requires a report where it appears the expenditure of the Council is likely to exceed the resources available to it to meet that expenditure.
- 1.12 Each Service Director is responsible for establishing internal control so that the activities under their control are dealt with efficiently and effectively. Internal control covers financial and other measures which are established to:
- Safeguard the Council's assets;
 - Ensure reliability of records; and
 - Monitor adherence to policies and directives.

2. Who do Financial Regulations apply to?

- 2.1 Financial Regulations apply to everyone involved in financial transactions on behalf of the Council. Not every Regulation will be relevant to all employees, but employees should be aware that failure to comply where relevant could result in disciplinary action.
- 2.2 Financial Regulations also apply to Council employees when they are acting in an official capacity as a Council officer dealing with non-Council monies.
- 2.3 Schools have separate Financial Regulations.

3. Why are they important?

- 3.1 To conduct its business effectively, the Council needs to ensure and demonstrate that sound financial management arrangements are in place and that they are complied with in practice.
- 3.2 In order to continually meet the Council's Duty of Best Value, it is vital that it maintains good, sound financial management which helps to ensure that the Council is doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.
- 3.3 Adherence to these Financial Regulations will help control spending, ensure due probity of transactions and allow decisions to be informed by accurate accounting information. They also protect employees, in that by complying with the Regulations they can gain assurance that they have followed correct procedures.
- 3.4 Good financial management requires secure and reliable records and systems to process transactions and information and demonstrate the effective use of public money.
- 3.5 Financial Regulations should not be seen in isolation, but rather as part of the overall regulatory framework of the Council as set out in the Constitution.

4. Key Principles

- 4.1 All employees should have regard to the following principles:
 - Budgets must not be overspent.
 - Only goods, works and services legitimately required by the Council should be purchased.
 - All spend should represent good value for money.
 - All income due must be collected, held securely and banked promptly and intact.
 - Assets should be managed in an efficient and effective manner.
 - A principal of common sense should underpin all transactions performed on behalf of the Council.

5. Who is responsible for ensuring they are applied?

- 5.1 The Financial Regulations often refer to Service Directors as being responsible, and whilst they are ultimately responsible for ensuring that the Financial Regulations are applied and observed by their officers and for reporting to the Strategic Director, Corporate Resources any known or suspected breaches of the Financial Regulations, it is important that all employees involved in financial transactions are aware of their personal responsibility.
- 5.2 The Strategic Director, Corporate Resources is responsible for issuing advice and guidance to underpin the Financial Regulations.

5.3 The Strategic Director, Corporate Resources is responsible for maintaining a continuous review of the Financial Regulations.

6. **Waivers of Financial Regulation Rules**

6.1 There are expected to be very few instances when it would be appropriate not to comply with the Financial Regulations. Waivers of Financial Regulations can only be requested by Service Directors, approved by the Strategic Director, Corporate Resources, and will only be agreed where it can be shown that a waiver would not result in unnecessary financial risk or loss.

7. **General**

7.1 For each Financial Regulation, an owner will be nominated who will have overall responsibility for ensuring that it is:

- Modern and proportionate
- Communicated
- Regularly reviewed
- Complied with

7.2 Where appropriate, the owner of the Financial Regulation will provide details of training and development available and how this can be accessed.

7.3 If an employee would like to propose an amendment to a particular Financial Regulation, they should contact the owner. This includes where it is felt that the controls are not proportionate to the risk, or that the Regulation has not been updated to match changes in technology, systems or procedures.

1. Budget Management
2. Capital Expenditure
3. Revenue Budget Preparation, Control and Accounting
4. Internal Audit
5. Income
6. Banking Arrangements
7. Treasurer, Accountable Body and other Similar Financial Arrangements
8. Grants and Contributions Given
9. Grants and Contributions Receivable
10. Purchases and Payments
11. Payroll and Pensions
12. Travelling and Subsistence
13. Land and Property
14. Treasury Management
15. Bequests, Trusts, Client and Amenity Fund Monies
16. Insurance
17. Risk Management
18. Stocks and Stores
19. Control of Assets (excluding Land and Property)
20. Fees and Charges
21. Taxation
22. Fraud and Corruption

2. Capital Expenditure	
Objective	To ensure that the preparation, approval and monitoring of the Council's capital expenditure is robustly controlled.
Key Risk(s)	<p>Failure to deliver capital projects to time, cost and quality requirements.</p> <p>Incorrect distinction between capital and revenue expenditure.</p> <p>Unapproved capital spending.</p> <p>Capital expenditure does not reflect Council priorities.</p> <p>Insufficient resources to fund the capital expenditure and / or the revenue implications of the project.</p> <p>Council resources are not prioritised.</p>
1. Budget Management	
Objective	To ensure that budget monitoring is both accurate and timely and enables the Council to effectively manage its financial affairs.
Key Risk(s)	<p>Budgets overspend resulting in available reserves falling below the minimum level required to mitigate the Council's financial risks.</p> <p>The Council's financial position is unsustainable in the medium term.</p> <p>Poor financial decisions due to inaccurate financial information.</p>
Key Rule(s)	<p>Service Directors must ensure that all budgets are allocated to a named budget holder.</p> <p>Named officers will be deemed responsible for managing service delivery and containing expenditure within the agreed revenue and capital budgets, with support from Corporate Finance and comply with the roles and responsibility set out in the budget holder manual.</p> <p>All budget monitoring information will be recorded on the Council's financial ledger system (Agresso) in order to feed into corporate financial reporting.</p>
Guidance	<p>Manual of Financial Procedures</p> <p>Budget Holder Manual</p>

	<p>Project outputs / outcomes are not achieved.</p> <p>The Council's financial position is unsustainable in the medium term</p> <p>Poor financial decisions due to inaccurate financial information.</p>
Key Rule(s)	<p>The Capital Programme and Capital Strategy is approved by full Council prior to the start of the financial year.</p> <p>Updates to the Capital Programme are reported to Cabinet and Council quarterly.</p> <p>Service Directors are responsible for capital projects within their Service and must ensure that the Capital procedures are complied with.</p> <p>The Strategic Director, Corporate Resources must provide management information to enable Service Directors to manage their respective capital projects.</p> <p>Service Directors are responsible for ensuring value for money for each capital project and that approved costs are not exceeded.</p> <p>Only costs which meet the statutory definition of capital expenditure for Local Authorities can be charged to capital projects.</p> <p>Service Directors must have approval in place for full project costs prior to committing expenditure other than design fees and surveys.</p> <p>Service Directors should ensure that appropriate professional advice is sought (to include but not restricted to financial, legal, procurement) prior to project approval in accordance with Capital Guidance.</p>
Guidance	<p>Manual of Financial Procedures</p> <p>Capital Strategy</p>

3. Revenue Budget Preparation, Control and Accounting	
Objective	To ensure that the Council's budget setting process and subsequent accounting is accurate, timely and meets all statutory and corporate requirements.
Key Risk(s)	<p>Budget overspend resulting in available reserves falling below the minimum level to mitigate the Council's financial risks.</p> <p>The Council's financial position is unsustainable in the medium term.</p> <p>Poor financial decisions due to inaccurate financial information</p>
Key Rule(s)	<p>Accounting and budgeting procedures and policies must be complied with.</p> <p>All financial transactions, budgets and budget forecasts must be maintained on the Council's financial ledger system (Agresso) unless otherwise agreed by the Strategic Director, Corporate Resources.</p> <p>All financial transactions of the Council must be recorded as soon as, and as accurately as reasonably practicable. Budget holders are responsible for informing Finance of any issues impacting upon the accuracy of financial projections.</p> <p>The General Reserve must be approved and maintained in accordance with the Council's Reserves Policy. All appropriations to and from earmarked reserves must be in accordance with the Council's Reserves Policy.</p> <p>Legal entities and other arrangements for which the Council has financial responsibility must operate in accordance with the Council's Financial Regulations and related policies and procedures unless otherwise agreed by the Strategic Director, Corporate Resources.</p> <p>The approved budget can only be amended in accordance with virement procedures and delegated limits are set out in the Constitution.</p> <p>The Strategic Director, Corporate Resources must be consulted before entering into the following types of arrangement:</p> <ul style="list-style-type: none"> • A lease or similar arrangement. • A loan. • A finance guarantee. • A payment in advance. • Non-monetary (or part) exchange of assets. • Non-standard contract terms.
Guidance	<p>Manual of Financial Procedures</p> <p>Medium Term Financial Strategy</p>

4. Internal Audit	
Objectives	<p>To promote an effective Internal Audit Service on behalf of the Strategic Director, Corporate Resources, in line with legislation and the appropriate audit standards.</p> <p>To provide independent and objective assurance designed to add value and improve the Council's activities.</p> <p>To help the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.</p>
Key Risk(s)	<p>That the Council may operate in an inefficient and ineffective way and not achieve value for money.</p> <p>That the Council's key controls do not operate as intended and do not protect against fraud, theft, inefficiency and error.</p>
Key Rule(s)	<p>The Strategic Director, Corporate Resources must ensure that the Council has an effective Internal Audit function.</p> <p>The Chief Internal Auditor must be able to report without fear or favour, in their own name to the Chief Executive, Cabinet and Audit and Standards Committee as well as the Scrutiny Functions.</p> <p>All audit work must be conducted in accordance with the appropriate professional standards.</p> <p>Service Directors must ensure that Internal Audit is allowed to:</p> <ul style="list-style-type: none"> • Enter all Council premises and land at reasonable times. • Access all records, documents, data and correspondence relating to all transactions of the Council, or unofficial funds operated by an employee as part of their duties. • Receive all explanations as are necessary concerning any matter under examination. • Require any employee of the Council to produce cash, stores or any other property under their control belonging to the Council or held as part of the employee's duties.
Guidance	Internal Audit Charter

5. Income	
Objective	To ensure that income due is collected, banked and accounted for in an efficient and secure manner.
Key Risk(s)	<p>Loss of income due to the Council through non-identification, non-collection or theft.</p> <p>Inefficient collection of income.</p> <p>Impact on Council cash flow.</p>
Key Rule(s)	<p>The procedures set out in the Manual of Financial Procedures in relation to income collection and banking must be followed and any changes from the procedures must be in an agreed manner.</p> <p>All income activity will be in accordance with the Council's Anti Money Laundering Policy, Procedures and Reporting Arrangements.</p> <p>All monies received on behalf of the Council must be paid intact into the relevant income account and recorded in the Council's financial ledger system (Agresso) in a timely manner.</p> <p>All monies for the Council must be paid into an authorised bank account.</p> <p>Treasury Management will be informed of any material income in advance of receipt.</p> <p>Service Directors must ensure that sundry debtor invoices are issued in an accurate and timely manner. They should also monitor payment to ensure the Council receives all due income and avoids future financial risk.</p>
Guidance	<p>Manual of Financial Procedures</p> <p>Anti Money Laundering Policy, Procedures and Reporting Arrangements.</p>

6. Banking Arrangements	
Objectives	<p>To ensure that all bank accounts operate in a secure and approved way.</p> <p>For the purposes of this Regulation the term bank account covers all bank accounts, imprest accounts, building society accounts and other holdings with third party financial institutions to which officers of the Council are signatories.</p>
Key Risk(s)	<p>Bank accounts may be created and used for unapproved activities.</p> <p>Insufficient controls are in place for the Council's banking arrangements, increasing the risk of fraudulent or unapproved transactions.</p>
Key Rule(s)	<p>The Strategic Director, Corporate Resources must approve the opening or closing of any bank account operated on behalf of the Council.</p> <p>Only methods of payment approved by the Strategic Director, Corporate Resources may be used.</p> <p>All bank accounts must be set up and operated in accordance with the bank and imprest account operating procedures guidance notes.</p> <p>Overdraft facilities or other borrowing arrangements must not be agreed without the express permission of the Strategic Director, Corporate Resources.</p>
Guidance	Manual of Financial Procedures

7. Treasurer, Accountable Body and Other Similar Financial Arrangements	
Objective	To ensure that the financial affairs of legal entities and other arrangements for which the Council has responsibility are managed in a secure and effective manner.
Key Risk(s)	<p>Funds are misappropriated or used for unauthorised purposes.</p> <p>Impact on the Council's financial reputation due to inaccurate or misleading financial reporting.</p> <p>Poor financial decisions due to inaccurate financial information.</p>
Key Rule(s)	<p>The Strategic Director, Corporate Resources must agree to undertake the financial responsibilities for such arrangements, except where the Council has a legal obligation to do so.</p> <p>Service Directors must ensure that an appropriate employee is appointed to manage arrangements covered by this Regulation.</p> <p>All financial reporting must comply with appropriate accounting standards. Budgets must be set, monitored and reported to the Strategic Director, Corporate Resources in line with the guidance and timetable issued.</p> <p>All accounting records and budgets must be maintained on the Council's financial ledger system (Agresso) unless otherwise agreed by the Strategic Director, Corporate Resources.</p> <p>The Strategic Director, Corporate Resources must be consulted on all investment decisions taken.</p> <p>All such arrangements must comply with the Council's Financial Regulations unless otherwise agreed by the Strategic Director, Corporate Resources.</p>
Guidance	Manual of Financial Procedures

8. Grants and Contributions Given	
Objective	To ensure that all grants and contributions made by the Council are appropriate, provide value for money and associated outcomes are achieved.
Key Risk(s)	<p>Grants and contributions given are not in accordance with Council priorities.</p> <p>The awarding of grants and contributions is seen as unfair and open to challenge.</p> <p>Grants and contributions are not spent in line with the agreed terms and conditions and the required outcomes of the funding are not achieved.</p>
Key Rule(s)	<p>Ensure that organisations in receipt of grant aid demonstrate that they are a competent and suitable organisation to receive public monies.</p> <p>Grants and contributions must only be given in accordance with the Council priorities and awarded on a fair and equitable basis.</p> <p>The grant or contribution should represent value for money and not duplicate other funding provided by the Council or other organisations.</p> <p>All grants and contributions must be awarded and monitored with a written agreement stating appropriate terms and conditions. Terms and conditions must include required outcomes; how such outcomes will be measured and the obligations to repay the funding if the terms are not met.</p> <p>Appropriate action must be taken to reclaim funds when breaches of terms and conditions occur and / or outcomes are not achieved.</p>
Guidance	Manual of Financial Procedures

9. Grants and Contributions Receivable	
Objectives	<p>To ensure the Council takes advantage of all opportunities to maximise resources in delivering its strategic priorities by securing external grants and contributions.</p> <p>To ensure the proper management of the obligations arising from a successful award of external funding.</p>
Key Risk(s)	<p>Failure to maximise grant drawdown / non-delivery of conditional outputs / outcomes.</p> <p>Exposure to grant clawback arising from non-compliance with terms and conditions.</p> <p>Future commitments once grant comes to an end placing pressure on existing budgets.</p>
Key Rule(s)	<p>The Strategic Director, Corporate Resources shall be consulted prior to the submission of applications for funding, including any requirements for match-funding.</p> <p>Service Directors must ensure that grants and contributions in their Service area are properly evidenced, regularly monitored, promptly claimed and that all relevant terms and conditions are met.</p> <p>Service Directors must ensure an exit strategy is in place to address the budget impact once the funding ends.</p> <p>The Strategic Director, Corporate Resources must also be consulted where the Council is the accountable body and where the funder requires an external audit.</p> <p>The Strategic Director, Corporate Resources must be given all evidence needed so that grants can be claimed in a timely and accurate manner. Such evidence must be provided within the appropriate timeframe to allow the Strategic Director, Corporate Resources time to evaluate and, if necessary, question the evidence provided.</p> <p>All relevant and significant grant claims must be signed off by the Strategic Director, Corporate Resources or authorised representative.</p> <p>The Strategic Director, Corporate Resources is responsible for ensuring that all grant monies claimed are received and correctly accounted for.</p>
Guidance	Manual of Financial Procedures

10. Purchases and Payments	
Objective	Assets, goods, works and services legitimately required by the Council are appropriately purchased and paid for, and in compliance with the Council's Contract Procedure Rules.
Key Risk(s)	<p>Inappropriate items may be purchased which are not for Council use, or where there is no business need.</p> <p>Rogue spend and / or use of suppliers for goods and services for which an approved contracted supplier is in place.</p> <p>Incorrect amounts or duplicate payments may be paid to suppliers.</p> <p>Penalties for late payment of invoices.</p> <p>Theft, loss or misuse of Purchasing Cards or Petty Cash.</p> <p>Budget overspend.</p> <p>Reputational damage to the Council.</p> <p>Non-compliance with statutory requirements such as GDPR, Health & Safety, Safeguarding.</p>
Key Rule(s)	<p>Purchasing and payment for assets, goods, works and services must only be undertaken by authorised officers and in accordance with the approved purchase and payment procedures as defined by the Strategic Director, Corporate Resources. Any variation to the procedures must be agreed by the Strategic Director, Corporate Resources.</p> <p>Before assets, goods, works or services are ordered the designated budget officer must apply the following tests:</p> <ul style="list-style-type: none"> • Has the Service needs and objectives been obtained? • Is it affordable? • Is it Value for Money? • Is there financial provision? • Are there any implications in respect of GDPR, Health & Safety or Safeguarding? <p>Procurement of all goods, works and services by the Council including the procurement of Income Contracts and Concession Contracts must be in line with Contract Procedure Rules.</p> <p>Unless a specified exception applies, an official order must be raised through authorised systems in order to ensure a commitment is generated and a payment is made promptly. Once the goods are received the official order must be updated to reflect this.</p>

	<p>Before authorising a payment, it must be ensured that the goods, works or services have been properly ordered, there is proof of receipt and the invoice is accurate.</p> <p>To ensure prompt payment, invoices must be sent to Exchequer Services within three days of receipt.</p> <p>All payment feeder systems must be authorised by the Strategic Director, Corporate Resources, who will ensure appropriate controls are in place for the generation and authorisation of payment files.</p> <p>All Purchasing Card transactions must be in accordance with laid down procedures, including review and authorisation on a regular basis</p> <p>All use and authorisation of Petty Cash must be in accordance with laid down procedures and limited to minor items of expenditure.</p> <p>All receipts for Purchasing Card and Petty Cash transactions must be retained and if VAT is claimable, a proper VAT receipt obtained.</p>
Guidance	<p>Manual of Financial Procedures</p> <p>Contract Procedure Rules</p>

11. Payroll and Pensions	
Objective	To ensure that payments of salaries and pensions to employees and former employees of the Council are accurate, timely, made to the right people and in accordance with the relevant terms and conditions and are compliant with statutory regulations.
Key Risk(s)	<p>Incorrect or late payments made to recipients.</p> <p>Inaccurate or incomplete records held on the Payroll System.</p> <p>Penalties for inaccurate or late submission of returns or payments to HMRC or pension providers.</p> <p>Budget overspend.</p> <p>Reputational damage to the Council.</p>
Key Rule(s)	<p>In order to ensure correct treatment for tax, National Insurance and pension, all salary payments including councillors and casual workers must be processed through the Council's payroll system.</p> <p>Payment for any individual who does not fall within the scope of IR35, i.e. not an employee, must be paid via the Council's Financial Ledger, Agresso.</p> <p>To arrange and control secure and accurate payments of salaries or other emoluments to existing and former employees, in accordance with Council Procedures within the pre-determined and legislative deadlines.</p> <p>All permanent and temporary changes to employee terms and conditions affecting payroll and pensions must be notified promptly and accurately to the Strategic Director, Corporate Resources, and be in accordance with approved terms and conditions and statutory legislation.</p> <p>To ensure all appropriate payroll and pension documentation are retained and stored for the defined period in accordance with the document retention schedule and legislation.</p> <p>To ensure statutory returns and payments are submitted to HMRC and appropriate pension providers within deadlines.</p>
Guidance	<p>HR Policies</p> <p>Annual Payroll Timetables</p> <p>Procurement Protocols for non-employees</p>

12. Travelling and Subsistence	
Objective	To ensure that the reimbursement of allowances and expenses to employees and councillors is in accordance with the appropriate agreements and legislation.
Key Risk(s)	<p>Incorrect or late payments made to recipients.</p> <p>HMRC penalties for inaccurate or unreceipted VAT treatment.</p> <p>Irregular claims submission leading to budget overspend.</p> <p>Fraudulent claims.</p> <p>Reputational damage to the Council.</p>
Key Rule(s)	<p>Expenditure to be incurred and claims completed and authorised in accordance with guidance approved by the Strategic Director, Corporate Resources.</p> <p>Submission by the claimant will be taken to mean that the journeys and expenses were properly and necessarily incurred on Council business.</p> <p>Claims are to be submitted in accordance with the agreed timetable.</p> <p>Receipts must be provided for all expenditure claimed to enable VAT to be recovered from HMRC.</p>
Guidance	Manual of Financial Procedures

13. Land and Property	
Objective	To ensure there are effective controls in place for all property matters including acquisition, disposal, lease, licence or use of property so that the Council's property portfolio is managed in an efficient, effective and secure manner.
Key Risk(s)	<p>The Council incurs additional costs in operating its land and property portfolio due to:</p> <ul style="list-style-type: none"> • The retention of under utilised property • Inefficient use of land and property • The retention of property that is not fit for purpose
Key Rule(s)	<p>The Strategic Director, Corporate Service and Governance is responsible for all acquisitions, disposals, leasing and licensing of all land and / or property. Service Directors must engage with the Strategic Director, Corporate Services and Governance at the start of any initial consideration around;</p> <ul style="list-style-type: none"> • Acquisition or disposal of land and / or property owned by the Council. • Change in the use of any land and / or property owned or occupied by the Council. • Proposal to substantially reconfigure or refurbish Council owned or occupied property. • Change in the occupancy of property owned or occupied by the Council. • Lease or licence of land and / or property. • Use of Council land and / or property for the purpose of generating additional revenue income. • Where a property and / or land is no longer required and is considered surplus for service delivery purposes. • Where a Service is vacating a property (or part), so that the appropriate surplus property handover procedure is followed. <p>In relation to the above, the Strategic Director, Corporate Services and Governance will then advise on the appropriate approval process to be followed taking into account the Council's overall strategic priorities, and with due consideration to the relevant financial approval process.</p> <p>All communication with vendors, purchasers or their agents or professional advisers shall be undertaken by the Strategic Director, Corporate Services and Governance.</p> <p>.</p>
Guidance	<p>Corporate Asset Strategy and Management Plan Solicitors' Regulation Authority Handbook Council of Mortgage Lenders' Handbook RICS Professional Statements RICS Valuation Standards</p>

14. Treasury Management	
Objective	To ensure that all investment and borrowing is valid, accurate, efficient, properly accounted for and in accordance with statutory and corporate requirements.
Key Risk(s)	<p>Inefficient borrowing may have adverse impact on the Council's financial resources.</p> <p>Failure to recover investment monies from counterparties.</p> <p>Illegal borrowing or investment.</p> <p>Fraud / theft.</p> <p>Reputational damage to the Council.</p>
Key Rule(s)	<p>The Strategic Director, Corporate Resources is responsible for Treasury Management and no other employees, unless named in the officer scheme delegation, must borrow or invest Council funds.</p> <p>Funds are invested in accordance with the Treasury Management Strategy approved each year by Council.</p> <p>The Strategic Director, Corporate Resources will report on Treasury Management policies, practices and activities, including as a minimum, an annual strategy and plan in advance of the year, a mid year review and an annual report in the form set out in the Treasury Management Practices.</p> <p>The Council delegates responsibility for the implementation and monitoring of its Treasury Management Policies and Practices to Cabinet and for the execution and administration of Treasury Management decisions to the Strategic Director, Corporate Resources who will act in accordance with the Council's Strategy Statement and Treasury Management Practices.</p> <p>The Audit and Standards Committee is nominated by the Council to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and Policies.</p>
Guidance	<p>Treasury Management Policy Statement</p> <p>Treasury Management Strategy</p> <p>Investment Strategy</p> <p>Treasury Management Practices</p>

15. Bequests, Trusts, Client and Amenity Fund Monies	
Objective	All bequests, trusts, client and amenity funds are correctly managed and monitored.
Key Risk(s)	Funds may be misappropriated or lost within the Council's overall funds.
Key Rule(s)	<p>Where gifts or bequests are received by the Council, details of the donor should appear on the inventory.</p> <p>All trusts should wherever possible be in the Council's name unless otherwise stated in the trust deeds, or where charities legislation dictates otherwise.</p> <p>Officers acting as trustees by virtue of their official position must deposit all documents of title relating to the trust with Legal and Democratic Services who must maintain a register of all such documents.</p> <p>The financial management of all bequests and trusts must be reported to the Strategic Director, Corporate Resources or their representative. For further details refer to Bequests and Trusts Guidance Note in the Manual of Financial Procedures.</p> <p>Where an employee of the Council is responsible for a fund not relating to the Council, the Service Director concerned shall ensure that the fund is properly administered and that it is independently audited, where appropriate, by person's having knowledge of the fund's purpose.</p> <p>Any proposed unofficial funds shall require the prior approval of the Service Director who must maintain a record of all such funds and ensure that officers are appointed to administer each fund.</p> <p>The Strategic Director, Corporate Resources is to have access to any records relating to such funds and must be informed immediately of any irregularities in connection with them.</p> <p>A private fund can only be set up if the Strategic Director, Corporate Resources is made aware and with the approval of the Service Director. It must be audited every year by two independent individuals or a CCAB/CIMA qualified accountant.</p>
Guidance	Manual of Financial Procedures

16. Insurance	
Objective	To ensure that the insurance risk across the Council is managed efficiently and effectively and limit the authority for arranging insurance cover to the Strategic Director, Corporate Resources.
Key Risk(s)	<p>Failure to secure appropriate insurance arrangements leaving the Council lacking cover in the event of a significant loss.</p> <p>Failure to seek the appropriate insurance advice when taking decisions could impact adversely on the Council's insurance risk.</p>
Key Rule(s)	<p>The Strategic Director, Corporate Resources is responsible for arranging all insurance.</p> <p>The Strategic Director, Corporate Resources, in consultation with the Chief Executive, is responsible for advising the Cabinet on insurance and will affect all insurance cover and negotiate all claims in consultation with other officers, where necessary.</p> <p>Directors must manage insurance risks within their Service. This includes:</p> <ul style="list-style-type: none"> • Notifying the Strategic Director, Corporate Resources of the nature and extent of any new insurable risk and of any alterations to currently insured risks. • Consulting with the Strategic Director, Corporate Resources at an early stage in projects / decisions that may have insurance implications. This consultation must be undertaken well in advance of the drafting of any legal agreements or any form of commitment made by the Council. • Immediately notifying the Strategic Director, Corporate Resources of any loss, liability or damage. • Supplying information to the Strategic Director, Corporate Resources, Legal Services or the Council's insurers. <p>The Insurance Claims Handling Protocol within the Manual of Financial Procedures must be complied with</p>
Guidance	Manual of Financial Procedures

17. Risk Management	
Objective	To ensure that the Council manages the strategic and operational risks associated with the provision of its services in accordance with good management practice and in compliance with the Local Code of Governance and the Council's Risk Management Policy.
Key Risk(s)	<p>Failure to identify and respond to risks associated with strategic decisions could result in missed opportunities to innovate, reduce costs and improve outcomes and consequently impact on the delivery of the Council's medium to long term objectives and priorities.</p> <p>Failure to identify operational risks and effectively mitigate, leading to service impact from failed internal processes, people, equipment or systems, or from external events.</p> <p>Absence of robust contingency plans for the security of assets and the continuity of service in the event of a disaster, significant event or system failure.</p>
Key Rule(s)	<p>Risks assessments must be carried out for all identified strategic and operational risks, including new and existing contracts / projects and contract changes.</p> <p>Procedures must be in place to update risk assessments either when triggered by a risk occurrence, a system or legislative change, or at appropriate intervals.</p> <p>Risk management should be integrated into the Council's strategic planning framework and all Service Business Plans.</p> <p>The Corporate Risk and Resilience Group will facilitate the preparation of Business Continuity Management Plans. In accordance with the Business Continuity Policy, Service Directors are responsible for the development and maintenance of the business continuity plan covering the activities within their Service's remit. The plans will describe the action to be taken in the event of a business interruption.</p> <p>All Business Continuity Management related activity within the Council is coordinated through the Corporate Risk and Resilience Group under the guidance of the Strategic Director, Corporate Resources.</p> <p>Accountable officers will ensure that appropriate, cost effective actions are taken to manage and control risks.</p>
Guidance	<p>Risk Management and Policy and Procedures</p> <p>Business Continuity Management Policy</p>

18. Stocks and Stores	
Objective	To ensure the Council holds appropriate stock levels in a secure manner.
Key Risk(s)	<p>The Council holds too much stock tying up resources, both financial and space.</p> <p>Stock in hand becomes obsolete or is misappropriated.</p> <p>The Council has insufficient stock to operate efficiently and effectively.</p>
Key Rule(s)	<p>Service Directors must ensure proportionate arrangements are put in place to safeguard stocks and stores under their control, in accordance with the Stocks and Stores Guidance.</p> <p>An officer must be nominated as responsible for the management and security of the stocks and stores.</p> <p>When a stock of goods is maintained there should be an inventory or stock record as appropriate for the value of the stock.</p> <p>Regular stock takes, at least annually, should be carried out. Any variance should be reported and investigated as appropriate.</p> <p>At the end of the financial year the method of stock valuation detailed in the Statement of Accounts – Guide for Services must be complied with.</p> <p>Stores or materials found to be obsolete or in excess of requirements are to be disposed of in accordance with relevant procedures.</p>
Guidance	Manual of Financial Procedures

19. Control of Assets (excluding Land and Property)	
Objective	To ensure that assets are kept securely and disposed of appropriately.
Key Risk(s)	<p>Assets may be misappropriated or used on an inappropriate way.</p> <p>Software and other intellectual property is not used in accordance with licensing agreements.</p>
Key Rule(s)	<p>Proportionate arrangements should be in place to safeguard assets, including those owned by third parties. Service Directors are responsible for ensuring arrangements are in place for maintaining effective security of all assets, including data and information.</p> <p>Assets including equipment and vehicles should only be disposed of in accordance with relevant procedures.</p> <p>All inventories must be maintained in accordance with relevant procedures.</p> <p>When an officer has to look after private property they must make a complete inventory of the property under their custody, and make arrangement for its safekeeping, including instructions on how to dispose of the property if the client dies.</p> <p>Service Directors must ensure that when an employee has to look after money not belonging to the Council, that they keep it separate from Council monies and make arrangements for its recording and safekeeping.</p>
Guidance	Manual of Financial Procedures

20. Fees and Charges	
Objective	Fees and charges are set to ensure full costs recovery and are regularly reviewed to ensure they continue to do so.
Key Risk(s)	<p>Unapproved subsidy of services provided to third party.</p> <p>Out of date fees and charges, negatively impacting on Council budgets.</p>
Key Rule(s)	<p>All fees and charges must be reviewed at least once per year as part of the Council's annual budget process.</p> <p>Within the annual review all fees and charges which are locally determined should be increased in line with guidance provided by the Strategic Director, Corporate Resources.</p> <p>Charges should be set at a level to ensure that all relevant costs are fully recovered, unless agreed otherwise.</p> <p>Any proposed changes to locally determined fees and charges, which are not in line with the guidance, or any proposals not to increase charges, will be agreed with the Strategic Director, Corporate Resources and the reasons set out in the Annual Fees and Charges Report.</p> <p>The introduction of a completely new fee or charge, arising due to changes in policy or new policies, must be referred to Cabinet for approval.</p>
Guidance	<p>Manual of Financial Procedures</p> <p>Annual fees and charges guidance</p>

21. Taxation	
Objective	To ensure that taxation is correctly accounted for and any risks are effectively managed.
Key Risk(s)	<p>Incorrect accounting of taxation resulting in penalties from HMRC.</p> <p>Failure to comply with HMRC rulings.</p> <p>Inefficient taxation treatment leading to financial resources not being optimised.</p>
Key Rule(s)	<p>The Strategic Director, Corporate Resources must be consulted on:</p> <ul style="list-style-type: none"> • The nature and extent of any new agreements or alterations to existing arrangements where there may be taxation risks or potential taxation liabilities. • Projects / decisions that may have taxation implications. <p>This consultation must be undertaken well in advance of the drafting of any legal agreements or any form of commitment made by the Council.</p> <p>Taxation guidance, including statutory HMRC rule must be complied with.</p>
Guidance	Manual of Financial Procedures

22. Fraud and Corruption	
Objective	To ensure that the Council is committed to and promotes a culture of counter fraud and zero tolerance in relation to fraudulent activity.
Key Risk(s)	That the Council may be subject to fraud resulting in the potential loss of resources and / or reputational damage.
Key Rule(s)	<p>Whenever any matter arises which involves or is thought to involve, theft, fraud or financial irregularity, including breaches of these Financial Regulations, or bribery or corruption which involves the Council's interests, the Strategic Director concerned must immediately, and before proceeding with any further investigation, notify the Strategic Director, Corporate Resources of that matter.</p> <p>The Strategic Director, Corporate Resources will take such steps as they consider necessary by way of investigation and report, or by advising the Strategic Director about any further action to be taken.</p> <p>Each Strategic Director will maintain a Register of all offers of gifts and hospitality in a form to be agreed by the Strategic Director, Corporate Resources and Strategic Director, Corporate Services and Governance, and in accordance with the guidelines set out in the Code of Conduct for Council Officers (Part 5 of this Constitution).</p>
Guidance	<p>Audit Charter</p> <p>Counter Fraud and Corruption Policy</p> <p>Counter Fraud and Corruption Strategy</p> <p>Fraud Response Plan</p> <p>Whistleblowing Policy</p> <p>Statement on the Prevention of Bribery</p> <p>Code of Conduct for Council Officers</p> <p>Anti Money Laundering Policy, Procedures and Reporting Arrangements</p>

CONTRACT PROCEDURE RULES

1. Introduction and Interpretation

1.1 These Rules constitute the Council's standing orders on contracts for the purpose of section 135 of the Local Government Act 1972.

1.2 The following words within the Rules shall be interpreted as follows:

1.2.1 "Approved Electronic System" means the North East Procurement Organisation procurement portal or any other electronic system approved in writing by the Strategic Director, Corporate Services and Governance.

1.2.2 "Contract" means a contract for the provision of works, goods or services for consideration to the Council by a Third Party unless a particular Rule makes it clear that a different meaning is intended;

1.2.3 "Regulations" means the Public Contracts Regulations 2015 (Statutory Instrument 2015 No. 102) and any subsequent amendments thereto;

1.2.4 "EU Treaty" means the Treaty on the Functioning of the European Union

1.2.5 "EU Threshold" means the thresholds prescribed in Regulation 8 of the Regulations;

1.2.6 "In-house Services" means services or works which can be delivered to the Council by an existing directly employed workforce or Associated Company.

1.2.7 "Associated Company" means any company or limited liability partnership to which the Council may directly award contracts pursuant to the exemptions from the scope of the Regulations set out at Regulation 12 of the Regulations or any corresponding provision of any successor legislation.

1.2.8 "Third Party" means any economic operator, a contractor, service provider, supplier, consultant, firm, company (excluding an Associated Company) partnership or a sole trader external to the Council.

1.2.9 "Local Contractor" means any Third Party whose principal place of business is in the borough of Gateshead or with premises in the borough of Gateshead in respect of which business rates are paid to the council

- 1.3 These Rules apply to all procurement for the provision of works, goods or services by or from a Third Party. For the avoidance of doubt, these Rules do not apply to the commissioning of In-house Services, although any subcontracting arrangements are subject to these Rules
- 1.4 All procurement activity and Contracts must comply with:
 - 1.4.1 all applicable statutory provisions, including but not limited to the duty to secure best value under the Local Government Act 1989;
 - 1.4.2 where applicable, the Public Contracts Regulations 2015;
 - 1.4.3 the EU Treaty (including the general Treaty principles of equal treatment, non-discrimination, mutual recognition, proportionality and transparency);
 - 1.4.4 the Council's Constitution including the Codes of Conduct and Scheme of Delegation
 - 1.4.5 any Council Procurement Protocols or Guidance proposed by the Service Director, Corporate Commissioning and Procurement and approved by the Strategic Director, Corporate Services and Governance.

and where there is a conflict between any of the above, in order of precedence as listed.

2. Exceptions to these Rules

- 2.1 Every Contract will comply with these Rules, unless:
 - 2.1.1 the Cabinet authorises an exception, or
 - 2.1.2 the matter is so urgent that it is not feasible to comply, in which case the officer concerned will report the reasons to the next meeting of the Cabinet, and the reasons for it, will be recorded in the minutes of the Cabinet.
- 2.2 Rules 3 to 11 do not apply to a contract entered into by a school operating a delegated budget under the School Standards and Framework Act 1998. Schools must refer to the School Manual of Financial Procedures for Rules relating to procurement and contracting with a Third Party.

3. Procurement Principles

3.1 Subject to Rule 2 and to the exceptions at Rule 5.2.6 and 5.2.7, no Contract exceeding £250,000 in value shall be let without prior approval of the cabinet, such approval to be in the form of either:

3.1.1 an authorisation to invite or negotiate tenders in accordance with Rule 6 or to conduct some other procurement process in accordance with these rules and to award the Contract to the economic operator submitting the most economically advantageous tender as determined by the Service Director Corporate Commissioning and Procurement in accordance with the stated terms of the tender or other process and, where applicable, the Regulations; or

3.1.2 an authorisation subsequent to the conduct of a tendering process or other procurement process in accordance with these Rules to award the Contract to the economic operator that has submitted the most economically advantageous tender in accordance with the stated terms of the tender or other process and, where applicable, the Regulations.

3.2 All Contracts exceeding £25,000 in value will be procured in accordance with directions of the Service Director, Corporate Commissioning and Procurement who shall be instructed at the earliest opportunity, unless the Strategic Director, Corporate Services and Governance authorises an exception.

3.3 Regard must be had to the potential consolidation of Contracts for works, supplies or services of a similar nature which are likely to be carried out in connection with a particular projects or services in order to achieve the best value for money.

4. Restrictions on Contracts for Work That Can Be Carried out In House and for Services of a Professional or Technical Nature

4.1 Unless cabinet authorises an exception in writing:

4.1.1 No Contract for In-house Services (save for services comprising or relating to construction) may be entered into or offered for tender unless the Service Director responsible for the delivery of that In-House Service has first been offered the opportunity to negotiate to perform the services and either

4.1.1.1 the Strategic or Service Director responsible for the In-House Service agrees that the Contract should be entered into or offered; or

4.1.1.3 agreement cannot be reached on a reasonable price or timescale for the performance of the services by the Associated Company or in-house team.

- 4.1.2 No Contract for services of a professional or technical nature shall be entered into without prior consultation with and approval of the Strategic Director with responsibility for the relevant Service as set out in Article 13 of this constitution and the relevant Strategic Director shall determine the scope of the services to be obtained (including the content of any service specification) and shall ensure the provision of such professional or technical support as is necessary to enable the Contract to be entered into:

5. Procurement Requirements

5.1 Subject to Rule 2, no Contract may be made, unless:

5.1.1 tenders have been invited or negotiated in accordance with Rule 6; or

5.1.2 Cabinet has decided that the works, supplies or services in question should be procured through a partnership arrangement, provided that the Strategic Directors of Corporate Services and Governance and Corporate Resources are satisfied with the procedures for procurement and with the terms of the contract; or

5.1.3 the works, supplies or services, in question are to be purchased through a framework or other arrangement entered into by the Council; or

5.1.4 the works, supplies or services, in question are to be purchased through any other bona fide framework arrangement set up by a local authority, a government department or other public body or central purchasing body and the use of the framework arrangement has been approved by the Service Director, Corporate Commissioning and Procurement.

5.2 Subject to the requirements of the Regulations, the requirements under Rule 5.1 do not apply to a Contract:

5.2.1 below £25,000 in value provided that value for money can be demonstrated and consideration has been given whether to obtain competitive quotations using the Approved Electronic System, from at least four contractors or if this is not possible, from all capable contractors. Consideration should be given to whether or not Local Contractors can fulfil the requirement of the council. If it is considered that Local Contractors can fulfil the requirements, then at least two Local Contractors should be invited to submit a quotation;

5.2.2 between £25,000 and the relevant EU Threshold provided that the Contract is let using the Approved Electronic System in accordance with a procedure approved by the Service Director, Corporate Commissioning and Procurement and in accordance with the principles of the EU Treaty;

- 5.2.3 for goods purchased in a public market or at auction;
- 5.2.4 for a work of art or museum specimen;
- 5.2.5 for goods, works or services which are obtainable only from one contractor;
- 5.2.6 for the placement of individuals in private residential or nursing homes where the Strategic Director, Care, Wellbeing and Learning considers such a Contract to be in the best interests of an individual provided the cost of the placement is within existing budgetary provision, and has been let in accordance with the Regulations;
- 5.2.7 for social care or educational services (including but not limited to domiciliary care, and day care services) to be provided to an individual or a household where the Strategic Director, Care, Wellbeing and Learning considers such a Contract to be in the best interests of an individual provided the cost of the Contract is within existing budgetary provision, and has been let in accordance with the Regulations where applicable;
- 5.2.8 with OFSTED for the inspection of a school;
- 5.2.9 with Care Quality Commission under section 85 (1) of the Health and Social Care Act 2008;
- 5.2.10 with Driver and Vehicle Licensing Agency and/or Driver and Vehicle Standards Agency with regard to Council owned or operated vehicles;
- 5.2.11 for the execution of mandatory works by statutory undertakers, where the statutory undertaker is the only body which can perform the works. (e.g. Northumbria Water specifically for water and sewerage infrastructure works, Northern Powergrid specifically for electricity infrastructure works, Network Rail specifically for works affecting the railway infrastructure etc.);
- 5.2.12 which forms part of a serial programme, in respect of which tender may be invited from a contractor which won the Contract for an earlier phase of the work provided that the combined value does not exceed the EU Threshold;
- 5.2.13 which may be awarded in accordance with Regulation 12 of the Regulations
- 5.3 Any exemptions under Rule 5.2.1 to 5.2.13 must be recorded in writing, detailing the reasons for the application of the exemption and signed by a Strategic Director/ Service Director.
- 5.4 No member of the Council will enter either orally or in writing into any Contract on the Council's behalf.

6. Invitations to Tender and Negotiated Tenders

- 6.1 Where a Contract is to be procured by a tender, the Cabinet, or the Service Director, Corporate Commissioning and Procurement through this delegation, will adopt one of the following procedures:
- 6.1.1 Tenders may be invited by the Service Director, Corporate Commissioning and Procurement via the Approved Electronic System in accordance with the Regulations and giving at least seven days' notice. An advertisement may also be published in one or more local newspapers, a specialist, trade or professional journal if deemed necessary.
 - 6.1.2 If the Contract value is below the relevant EU Threshold as set out in Regulation 5 of the Regulations, tenders may be invited by the Service Director, Corporate Commissioning and Procurement (without advertisement) from a reasonable number of capable contractors. Consideration should be given as to whether or not local contractors can fulfil the requirements of the Contract. If it is considered that Local Contractors can fulfil the Contract requirements, then at least two Local Contractors should be invited to tender.
 - 6.1.3 Where an approved list of contractors or dynamic purchasing system is maintained by the Council for contracts under the EU Threshold, it will be managed by the Service Director Corporate Commissioning and Procurement and, tenders or quotations may be invited from all the contractors on the list, or from those of them selected by the Cabinet or by an officer using a method approved by the Cabinet. The approved list will be reviewed at least once every five years, and where necessary an advertisement inviting inclusion in the list will be published via the Approved Electronic System and on Contracts Finder. A similar advertisement may also be published in one or more local newspapers and/or specialist, trade or professional journals.
 - 6.1.4 Where the Contract forms part of a serial programme, a tender may be invited from a contractor who won the contract for an earlier phase of the work provided the combined value does not exceed the relevant EU Threshold.
 - 6.1.5 A tender may be invited from a contractor already engaged by the Council, if that is in the Council's interests provided that the combined value does not exceed the relevant EU Threshold.
- 6.2 The invitation to tender will specify that all tenders must be submitted electronically through the Approved Electronic System unless it is not appropriate in the circumstances to do so in which case the invitation to tender shall specify clearly the alternative submission method to use

7. Opening of Tenders

- 7.1 All electronic tenders shall be held securely and unopened until after the time limit set for submitting them has expired.
- 7.2 All electronic tenders and all envelopes containing tenders for the same contract shall as far as possible be opened at the same time.
- 7.3 Any tender received after the deadline for the receipt of tenders cannot be considered, unless the other tenders have not yet been opened and the Strategic Director, Corporate Services and Governance is satisfied that:
 - 7.3.1 in the case of an electronic tender, the tender could not have been submitted by the deadline for reasons outside the tenderer's control; or
 - 7.3.2 in the case of a paper-based tender, the tender was posted in sufficient time for it to have been received by the deadline in the ordinary course of post.

8. Evaluation of Tenders

- 8.1 All tenders that are subject to the Regulations must be evaluated in accordance with the provisions of the Regulations and all tenders and quotations must aim to secure a Contract that is the most economically advantageous to the Council. The Service Director, Corporate Commissioning and Procurement will manage all tender evaluation processes.
- 8.2 Award criteria must be clearly set out in the invitation to tender or equivalent documentation together with the weighted scoring methodology.
- 8.3 A tender for a contract other than the most economically advantageous, may not be accepted without a record of the decision and the reason for it being made in the minutes of the next meeting of the Cabinet.
- 8.4 All other tenders for Contracts up to £250,000 in value may be accepted by a manager in consultation with the service Director, Corporate Commissioning and Procurement.

9. Alterations

- 9.1 Where a tenderer identifies an error in its tender after submission but before the closing date for receipt of tenders, it may submit a revised tender. In such a case only the latest tender submitted will be evaluated.
- 9.2 Where an examination of competitive tenders reveals an error or discrepancy which would affect the sum payable by or to the Council, in a tender which might otherwise be accepted, the tenderer must be given the opportunity of confirming or withdrawing its tender. Where the Strategic Director, Corporate Services and Governance is satisfied that the error or discrepancy is an arithmetical error, the tenderer may be given the opportunity to correct it.

10. Form and Content of Contracts

- 10.1 No Contract above £25,000 in value shall be entered into unless the form and content has first been approved by the Strategic Director, Corporate Services and Governance or on his/her behalf pursuant to a written delegated authority and must be executed on behalf of the Council by the Strategic Director, Corporate Services and Governance or on his/her behalf pursuant to a written delegated authority.
- 10.2 Every such Contract will specify the work to be carried out, or the goods or services to be provided, the price to be paid (including any discounts), and the timetable for performing the contract.
- 10.3 Where a Strategic Director considers that the Council should require security for the performance of a contract above £100,000 in value, he/she will, after consulting the Strategic Director, Corporate Resources and the Strategic Director, Corporate Services and Governance, specify in the conditions of tender the nature and amount of the security (whether a bond or otherwise).

11. Non-Commercial Matters

- 11.1 When dealing with any aspect of contracting the Cabinet, any committee or other body of the Council, or manager acting under delegated powers, must not take account of matters defined as 'non-commercial' by Section 17 of the Local Government Act 1988 as amended by the Equality Act 2010 and the Public Services (Social Value) Act 2012
<http://www.legislation.gov.uk/ukpga/1988/9/section/17>.

12. Termination of Contracts

- 12.1 No Contract shall be terminated early without prior consultation with the Strategic Director, Corporate Services and Governance and Strategic Director, Corporate Resources to understand the legal and financial impact of the termination.

13. Invitation and Opening of offers for the purchase of Council Land or Buildings

- 13.1 Where Council land or buildings are to be sold by sealed offer the invitation must state that offers are to be submitted to the Chief Executive by the appointed time in the plain envelope provided, marked 'Offer' followed by the appropriate reference, and without any mark revealing the sender's or bidder's identity. Alternatively electronic tenders may be received via the approved electronic portal.
- 13.2 All electronic tenders and all envelopes containing offers will be held by the Chief Executive until they are opened.

- 13.3 All electronic tenders and all envelopes containing offers for the same property received by the appointed time will be opened together by a representative of the Strategic Director, Corporate Services and Governance and a representative of the Chief Executive.
- 13.4 Any tender containing an offer received after the appointed time will be opened in accordance with Rule 7.3 and the circumstances will be reported to the Cabinet.
14. **Common Seal of the Council**
- 14.1 The Common Seal will be affixed to those documents which as a matter of law or in the opinion of the Strategic Director, Corporate Services and Governance should be executed as a deed. The affixing of the Common Seal will be attested by the Mayor or Deputy Mayor and by the Chief Executive, or Strategic Director, Corporate Services and Governance or on his/her behalf pursuant to a written delegated authority.

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TITLE OF REPORT: Highway Development Fees & Charges

REPORT OF: Colin Huntington, Acting Strategic Director, Communities and Environment

Purpose of the Report

1. This report seeks approval for revised and new scale of fees and charges for highway functions associated with new development.

Background

2. In recent years the work associated with the preparation of highway adoption agreements has increased significantly (including consultation with development management, network management, Land Registry, Northumbrian Water, lead local flood authority). The current scale of fees does not reflect the increased officer workload.
3. Similarly, the workload associated with the preparation of the street naming and numbering function has increased significantly in recent years. Charges are not currently levied for street naming and numbering.

Proposal

4. To revise the highway adoption agreement developer's fees as outlined in Appendix 2.
5. To introduce administration charges for street naming and numbering applications as outlined in Appendix 3.

Recommendations

6. Cabinet is asked to recommend Council to approve the revised highway adoption agreement developer's fees and the new street naming and numbering charges as set out in appendices 2 and 3.

For the following reasons:

- (i) the revised fees better reflect the staff costs associated with the management of highway adoption agreements;
- (ii) the new charges reflect the costs associated with the management of the street naming and numbering function.

CONTACT: Jimmy Young extension 3073

Policy Context

1. The proposals support Making Gateshead a Place Where Everyone Thrives. The proposals also support the local development framework and the Tyne & Wear Local Transport Plan (LTP).

Background

2. In recent years the work associated with the preparation of highway adoption agreements has increased significantly (including consultation with development management, network management, Land Registry, Northumbrian Water, lead local flood authority). The current scale of fees does not reflect the increased officer workload.
3. Similarly, the workload associated with the preparation of the street naming and numbering function has increased significantly in recent years. Charges are not currently levied for street naming and numbering. The proposed charges reflect the typical officer costs incurred in the administration of the function. The proposed charges are for discretionary services and no charge is proposed for statutory functions.

Consultation

4. In preparing this report the Cabinet Members for Environment and Transport have been consulted.

Alternative Options

5. None.

Implications of Recommended Option

6. Resources

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that the proposals within the report are expected to generate new and additional income.
 - b) **Human Resources Implications** – Nil.
 - c) **Property Implications** – Nil.
7. **Risk Management Implications** – Nil.
 8. **Equality & Diversity Implications** – Nil.
 9. **Crime & Disorder Implications** – Nil.
 10. **Health Implications** – Nil.

11. **Sustainability Implications** – Nil.
12. **Human Rights Implications** – Nil.
13. **Area & Ward Implications** – Nil.
14. **Background Information** – None.

Highway Adoption Agreement Developer's Fees

New housing and commercial developments usually require alterations to the adjacent adopted highway and in many cases the construction of new adopted highway. To carry out the highway works the developer must enter into an agreement with the highway authority under sections 278 and 38 of the Highways Act 1980 to alter or construct adopted highway.

Local highway authorities charge fees for the management of the agreements and for the inspection of the highway works during construction.

Current Fees

There are three fees charged for Gateshead Council highway adoption agreements:

- solicitor's fee for the preparation of the agreement – £1,932;
- highway authority design checking fee – £500 to £5,000 based on estimated construction cost of the works;
- highway authority inspection fees – 8% of the estimated construction cost of the works.

The fees have been in place for seven years.

Proposed Fees

In recent years the preliminary work associated with the preparation of the agreements has increased significantly (including consultation with development management, network management, Land Registry, Northumbrian Water, lead local flood authority). The preliminary work is similar for small developments or large developments.

Under the current structure of fees, smaller schemes generate small fees and the fees may fail to cover the costs of the staff time for agreement preparation and site inspection of works.

To better reflect the staff costs associated with the management of section 38 / 278 agreements the inspection fee will be increased to £1,000 plus 9% and the lowest design checking fee will be raised to £1,000. The revised fees are listed below.

Design Checking Fee

Estimated Construction / Works Cost (£)	Charge (£)
Below 25,000	1,000
25,000 to 75,000	1,500
75,001 to 250,000	3,000
Above 250,000	5,000

Inspection Fee

£1,000 plus 9% of the estimated construction / works cost.

Street Naming & Numbering Charges

Gateshead Council is the street naming and numbering (SNN) authority for its administrative area. It has a statutory duty to perform the function and carries out the function under the provisions of the Public Health Act 1925 sections 17 to 19.

The Council manages the SNN process in order that all properties within the borough are officially addressed. Maintaining consistent standards for SNN is important to ensure that residents and businesses have a verifiable address for mail delivery and emergency services. The SNN function is delegated to the Service Director, Development, Transport & Public Protection.

Typically, Gateshead Council receives fifty to seventy requests each year from home owners, businesses and developers for SNN.

In recent years the workload associated with the SNN function has increased significantly. This includes:

- naming and numbering of new properties (including conversions);
- alterations in either name or numbers to new developments after initial naming and numbering has taken place;
- notifications to interested outside organisations;
- changes to existing official names, numbers or addresses held within the street naming and numbering records;
- consultation and liaison with other external organisations such as Royal Mail and emergency services (a non-statutory element of naming of streets);
- maintenance of computer systems and software required for the function.

Current Fees & Charges

Charges are not currently levied for SNN requests.

Proposed Administration Fees & Charges

Under the provision of section 93 of the Local Government Act 2003, Gateshead Council has powers to make an administrative charge for the non-statutory provision of the SNN service: income from charges must not exceed the cost of providing the service.

The charges are listed in the table below.

No.	Item	Administrative Charge
1	Assignment of name to a new street.	£200
2	Postal numbering for a new development on a new or existing street.	£200 for first plot plus £5 per additional plot
3	Alteration at the request of the developer / applicant in either street name or property numbers to new development after initial SNN has been undertaken.	£200 plus charges (2) and / or (1) where relevant to the addition of extra plots
4	Renaming or the assignment of a name to an existing street at developer's / occupier's request.	£200 plus £20 per property
5	Changing the assigned postal numbering / street of an existing single property at the developer's / occupier's request, which does not involve the creation or renaming of a street.	£100
6	Subdividing/merging of an existing property to create new postal addresses. Allocating/altering a house name to an existing address.	£50 per unit
7	Confirmation of postal addresses to property occupiers / owners / solicitors / conveyancers and other third parties.	£50 per address

These charges are not subject to VAT.

S278/38 Additional Income

Works Value £k	Average Value £k	Number	Fee	
			£1k	%
Upto 25	20	4	4000	800
25-75	75	3	3000	2200
75-250	150	2	2000	3000
250-500	300	1	1000	3000
Above 500	500	1	1000	5000
			11000	14000

Street Naming & Numbering Additional Income

Service	Number	Fee		
		Name	Houses	Total
Rename house	30	100	0	3000
New small development	6	200	10x5	1500
New large development	3	200	100x5	2100
Renumber new development	1	200	50x20	1200
Split existing property	5	50	0	250
Confirm address	5	50	0	250
				8300

TITLE OF REPORT: **Appointments to Advisory Groups, Other Bodies of the Council, Joint Committees and Outside Bodies**

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

Purpose of the Report

1. The report sets out the nominations of the Labour and Liberal Democrat Groups to advisory groups, other bodies of the Council, joint committees and outside bodies. The report asks the Cabinet to consider the nominations.

Background

2. At the beginning of each municipal year, it is the practice to appoint councillors to various decision making bodies, partnerships, joint committees, outside bodies and youth and community organisations. The Council is responsible for making appointments to non-executive bodies such as the planning and development, licensing, regulatory and appeals committees and makes these appointments at the annual meeting.
3. In line with the constitution, the Cabinet has responsibility for all executive functions of the Council and therefore makes appointments to the advisory groups of the Cabinet and all other bodies of the Council which have executive functions.

Proposal

4. The Cabinet is asked to consider the nominations of the Labour and Liberal Democrat Groups. It may be necessary to make some changes to the nominations. Therefore, the Cabinet is also asked to agree that the Strategic Director, Corporate Services and Governance be authorised, following consultation with the Leader of the Council and/or Leader of the Opposition, to agree any further necessary changes to the list of annual appointments.

Recommendation

5. It is recommended that the Cabinet:
 - (i) agrees the nominations of the Labour and Liberal Democrat Groups; and

- (ii) authorises the Strategic Director, Corporate Services and Governance, following consultation with the Leader of the Council and/or Leader of the Opposition, to agree any further necessary changes to the list of annual appointments.

For the following reasons:

- (i) To ensure that the views of the political groups are taken into account when the appointments are made.
- (ii) To ensure that the most appropriate councillors are appointed to each body.

CONTACT: Mike Aynsley

Extension: 2128

Policy Context

1. The Council's constitution sets out the responsibility of the Cabinet for executive functions. The Cabinet is responsible for appointing members to advisory groups of the Cabinet, partnerships, other bodies of the Council, joint committees and authorities, outside bodies and youth and community organisations.

Background

2. Annual appointments are made to bodies which work with and for the benefit of the Borough's residents.

Consultation

3. Gateshead Council's Labour and Liberal Democrat Groups considered their nominations to the bodies to be appointed by the Cabinet.

Alternative Options

4. If the Council wishes to continue to be represented on the bodies listed in the attached appendices 2 and 3, then there are no viable 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 the recommended option.
 - b. **Human Resources Implications** - There are no human resources implications.
 - c. **Property Implications** –There are no property implications
6. **Risk Management Implication** - There are no risk management implications arising from the recommended option.
7. **Equality and Diversity Implications** - Equality and diversity implications have been considered by the Groups in making their nominations.
8. **Crime and Disorder Implications** - There are no crime and disorder implications arising from the recommended option.
9. **Health Implications** - There are no health implications arising from the recommended option.
10. **Sustainability Implications** - There are no sustainability implications arising from the recommended option

11. **Human Rights Implications** - There are no human rights implications arising from the recommended option.
12. **Area and Ward Implications** – The Council makes appointments to bodies which are based in all areas and wards of the Borough thereby ensuring that the Council has an input into local groups as well as Borough wide organisations.

Background Information

13. All background papers relating to appointments are available on file ref LCS-DLDS-DS-A-006.

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GATESHEAD METROPOLITAN BOROUGH COUNCIL

CABINET MEETING 21 MAY 2019

Gateshead Council Labour Group nominations to Council and other bodies for the municipal year 2019/20

ADVISORY GROUPS OF THE CABINET

Corporate Advisory Group

All Council Members (Councillor Gannon - Chair)

Policy Advisory Group

All Council Members (Chair appointed by the Leader dependent on topic)

Gateshead Fund (Capacity Building Fund)

Councillors M Charlton (Chair)
C Donovan
J Eagle
L Green
M Hood
R Waugh

Councillor Support and Development Group

Councillors L Caffrey
C Donovan (Chair)
M Gannon (Vice Chair)
G Haley
H Haran
M Hood
H Haran
J Kielty
R Mullen
R Oxberry
J Reay
R Waugh
N Weatherley

PARTNERSHIPS

Children's Trust

Councillor G Haley

Children's Centres Advisory Board

Councillor M Brain
 B Clelland
 G Haley
 B Goldsworthy
 P McNally

Diversity Forum

Councillors B Goldsworthy
 J Eagle
 M Foy
 L Green

East Gateshead Bus Stakeholder Board

Councillors M Foy
 L Green
 S Green

Substitutes: J Turnbull
 R Waugh

Gateshead and Newcastle Partnership

Councillors K Dodds
 C Donovan
 M Gannon
 M Goldsworthy
 L Green

Substitutes: M Foy
 R Waugh
 Vacancy

Gateshead Community Safety Board

Councillor A Douglas

Gateshead Strategic Partnership

Councillors M Gannon

Substitute: C Donovan

Land of Oak and Iron Partnership Board

Councillor J McElroy

Public Sector PLC Limited Liability

Councillor J Adams
 M Brain
 C Donovan

South of Tyne and Wear Waste Management Partnership Joint Committee

Councillors A Douglas
 L Green

Substitute: C Donovan

OTHER BODIES OF THE COUNCIL

Adult Learning Forum

Councillor M Foy

Blaydon Quarry Liaison Committee

Councillors M Brain
 C Buckley
 M Hall
 H Kelly

Fostering Panel

Councillors G Haley
 M McNestry

Gateshead Fairtrade Steering Group

Councillors J Adams
 M Foy
 J Kielty

Gateshead Housing Company

Councillors B Clelland
 P Foy
 L Kirton
 M Hood
 J Turnbull

Gateshead Schools Forum

Councillor S Gallagher

Substitute: R Waugh

Learning Skills Steering Group

Councillors J Adams
D Burnett

Path Head Quarry Liaison Group

Councillors M Brain
C Buckley
M Hall
H Kelly

Private Sector Housing Renewal Financial Assistance Panel

Councillors W Dick
M Brain

Standing Advisory Council on Religious Education

Councillors M Foy
M Hood
J McElroy
P McNally

JOINT COMMITTEES AND JOINT AUTHORITIES

Beamish Museum Board

Councillor A Douglas

Gateshead & Newcastle Joint Bridges Committee

Councillors J Eagle
K Ferdinand
J McElroy

Mountsett Crematorium Committee

Councillors D Bradford
M Charlton
K Dodds
L Green
S Green
J Lee

North East Health Scrutiny Joint Committee

Councillor S Green

Substitute N Weatherley

North East Procurement Organisation – Collaborative Sub-Committee

Councillor J Eagle

Tyne & Wear Archives and Museums Strategic Board

Councillor A Douglas

Councillor Weatherley - 'Rotating member' for one year (wef 1 September 2018).

Tyne & Wear Fire & Rescue Authority

Councillors K Dodds
G Haley

Tyne & Wear Trading Standards Joint Committee

Councillors K Dodds
M Foy
T Graham

Substitutes J McElroy
D Bradford

OUTSIDE BODIES

Association of Directors of Children's Services

Councillors G Haley
M McNestry
K Wood

Baltic Flour Mills Visual Arts Trust

Councillors C Donovan
B Clelland

Council of Governors of Gateshead Health NHS Trust

Councillor M Foy

Equal Arts Board of Management

Councillor M Charlton

Gateshead Citizens Advice Bureau

Councillor S Dickie
J Gibson

Gateshead Health NHS Foundation Trust

Councillor M Gannon

Keelman Homes

Councillors P Foy
L Kirton

Newcastle International Airport Local Authority Holding Company

Councillor M Gannon

Substitute C Donovan

North East Contracting Consortium for Asylum Support

Councillor McNestry

North Music Trust

Councillor M Gannon
D Bradford

North Regional Association for Sensory Support

Councillors L Caffrey
M McNestry

Northern Information Technology Research Limited

Councillor M Foy

Northumberland, Tyne and Wear NHS Foundation Trust of Governors

Councillor Vacant

Northumbria Regional Flood Defence Committee

Councillor J McElroy

Substitute J Adams

Tyne and Wear Housing Partnership

Councillor M Brain

Tyne and Wear Local Access Forum

Councillor K Wood

Tyne Port Health Authority

Councillors W Dick
K Dodds
T Graham

OTHER OUTSIDE BODIES

Association of Public Service Excellence

Councillor J Simpson

Substitute S Green

Elgin Centre Partnership

Councillors M Gannon
L Kirton

Environmental Protection UK

Councillors M Brain
K Ferdinand
J Reay

Gateshead and South Tyneside Sight Service

Councillor A Geddes

Gateshead Borough Churches Together Combined Furniture and Gardening Project

Councillor E McMaster

King James' Hospital Trust

Councillor A Douglas

Local Authority Action for Southern Africa

Councillor B Goldsworthy

National Parking Adjudication Service Joint Committee

Councillor J McElroy

Substitute: J Adams

Newcastle International Airport Consultative Committee

Councillor A Geddes

Northern Regional Brass Band Trust

Councillor J McElroy

Northern Pinetree Trust

Councillor M McNestry

Pickering Trust

Councillor M Gannon

Ryton Parochial Charity Trust/Lawson Educational Foundation

Councillor A Geddes

SCAPE Systems Build Limited

Councillor M Brain

Substitute H Kelly

Teams Family Support Scheme – Management Board

Councillor G Haley

The Trustees of Thomas Powell Almshouses and Gateshead Parochial Charities

Councillors M Foy
S Green
J Lee
M McNestry

Tyne & Wear Building Preservation Trust Limited – Court of Management

Councillor G Haley

Tyneside and District Anti-Fascist Organisation

Councillor H Kelly

YOUTH AND COMMUNITY ORGANISATIONS

Bensham Grove Community Association

Councillors K Dodds
C Donovan

Birtley Community Association

Councillors P Foy
C Davison

Blackhall Mill Community Association

Councillor L Caffrey

Blaydon Youth Club

Councillors M Brain
M Hall

Chopwell Community Association

Councillors D Bradford
L Caffrey
M McNestry

Chowdene/Cleveland Hall Boys' Club

Councillors M Goldsworthy
J McElroy

Denewell Avenue Community Association

Councillor M Gannon

Felling Community Association

Councillors S Dickie
P McNally

Fellside Methodist Youth Club

Councillor G Haley

Gateshead Youth Council

Councillors W Dick
M Hood

Gateshead Redheugh Community Club

Councillor D Burnett

Gateshead Young Women's Outreach Project

Councillors B Clelland
L Kirton

Greenside Community Association

Councillors H Haran
H Kelly

Harlow Green Community Group

Councillors M Goldsworthy

Kibblesworth Village Centre

Councillors M Foy
Vacancy

Leam Lane Community Association

Councillors L Green
A Wheeler

Mount Community Association

Councillors M Hood
Vacancy

Pelaw Youth Centre

Councillors P McNally
Vacancy

Rowlands Gill Community Association

Councillors D Bradford
L Caffrey

Ryton Community Association

Councillor C Buckley
A Geddes

The Sound Room Project

Councillors C Donovan
E McMaster

St Chad's Community Project

Councillor J Adams

Springwell Community Association

Councillors J Lee
J Reay

Streets Ahead Youth Project

Councillors W Dick
A Douglas

WinG Management Committee

Councillors W Dick
K Wood

Winlaton Centre Community Association

Councillor M Charlton
J Simpson

UNIFORMED

1st Blaydon Scouts

Councillor S Ronchetti

Boys Brigade Gateshead (Battalion)

Councillor K Wood

1st Chopwell Scouts

Councillor L Caffrey

2nd Crawcrook Scouts and Guides

Councillor H Haran
K McCartney

8th Gateshead Girl Guides

Councillor L Green

1st Ryton Scouts

Councillor A Geddes

Rowlands Gill Scout and Guide Supporters' Association

Councillor D Bradford

1st Tyne Baden Powell Scouts (Dunston)

Councillor B Clelland

1st Winlaton Scouts

Councillor J Simpson

GATESHEAD METROPOLITAN BOROUGH COUNCIL

CABINET MEETING 21 MAY 2019

Gateshead Council Liberal Democrat Group nominations to Council and other bodies for the municipal year 2019/20

ADVISORY GROUPS OF THE CABINET

Corporate Advisory Group

All Council Members

Policy Advisory Group

All Council Members

Gateshead Fund (Capacity Building Fund)

Councillor I Patterson

Councillor Support and Development Group

Councillors D Duggan
J McClurey
M Ord

PARTNERSHIPS

Gateshead and Newcastle Partnership

Councillor J Wallace

Substitutes: R Beadle

JOINT COMMITTEES AND JOINT AUTHORITIES

Gateshead & Newcastle Joint Bridges Committee

Councillor J McClurey

Mountsett Crematorium Committee

Councillor M Ord

Tyne & Wear Fire & Rescue Authority

Councillor D Duggan

Tyne & Wear Trading Standards Joint Committee

Councillor I Patterson

Substitute S Hawkins

YOUTH AND COMMUNITY ORGANISATIONS

Denewell Avenue Community Association

Councillor R Beadle

TITLE OF REPORT: **Housing Delivery Test Action Plan**

REPORT OF: **Colin Huntington, Acting Strategic Director, Communities and Environment**

Purpose of the Report

1. To recommend that Cabinet approves the Housing Delivery Test Action Plan.
2. To recommend that Cabinet delegates authority to the Acting Strategic Director, Communities and Environment following consultation with the Cabinet Member for Housing to:
 - a. Make any minor changes to the action plan;
 - b. Publish the action plan and submit it to the Ministry of Housing Communities and Local Government (MHCLG) if necessary.

Background

3. The results of the Housing Delivery Test (HDT) were published by the Government on 19 February 2019. The results of the HDT set out how each Local Authority in England is performing in delivering new housing. The test will continue to apply each year onwards.
4. The results show that the delivery rate of new housing in Gateshead is only meeting 50% of the number of new homes required. 685 net additional dwellings were delivered against a requirement for 1373 over the period 2015/16 to 2017/18 (giving a deficit of 688 homes).
5. When compared to other local authority areas, Gateshead's performance was 312th place out of 327 authorities in England and the lowest of all local authorities in the North East (including authorities within Tees Valley) who all delivered more than 100% of their housing requirement. In terms of local authorities in the North of England (counted as authorities in the North East, North West and Yorkshire and Humber), Gateshead's performance was 68th place out of 70 authorities.
6. Due to the above, paragraph 75 of the National Planning Policy Framework (NPPF) requires the Council to publish an Action Plan within 6 months of the date of the HDT results – therefore by 19 August 2019.
7. Officers had previously recognised that the Council was likely to require an Action Plan and therefore produced a draft action plan in 2018 as part of a pilot scheme with other local authorities and the Planning Advisory Service.

Structure of the action plan

8. The Action Plan firstly examines the existing situation in terms of delivery of housing in the Borough, what the consequences are in terms of under delivery and current initiatives that are in place to boost delivery. It then examines the root causes of under delivery before setting out key actions and responses and ways of measuring these.
9. It is important to note that the Council has several initiatives in place to boost delivery. Many of these are recent initiatives which are already starting to increase supply and boost delivery. Therefore, the Action Plan simply proposes that these measures are continued.
10. One factor affecting the net provision of housing is the relatively high number of demolitions in the Borough. The Action Plan is clear that it would be wrong to cease demolitions given that they have been approved and undertaken with the aim of renewing the housing supply/market in certain areas of the Borough and replace low demand housing with new homes fit for purpose.
11. The action plan is aligned with the Council's Housing Strategy, the Core Strategy and the Council's pledge to make Gateshead a place where everyone thrives.

Next steps

12. The next set of results from the HDT are expected late 2019 or early 2020. They will provide an opportunity to review the action plan and the success of the measures already in place. Depending on the outcome of the HDT, an updated action plan may need to be produced. If the Council is meeting its Local Housing Need there is no requirement to produce a further action plan although it may be good practice to do so to ensure that increased levels of delivery are sustained.

Recommendations

13. It is recommended that Cabinet:
 - (i) Approves the content of the action plan.
 - (ii) Delegates authority to the Acting Strategic Director, Communities and Environment following consultation with the Cabinet Member for Housing to:
 - a. make any minor changes to the action plan; and
 - b. publish the action plan and submit it to the Ministry of Housing Communities and Local Government (MHCLG) if necessary.

For the following reasons:

- (i) To increase the amount of new housing delivered in the Borough to meet Local Housing Need and in line with the Core Strategy.

- (ii) The need to publish an action plan in accordance with paragraph 75 of the National Planning Policy Framework (NPPF).

Policy Context

1. The action plan is a consequence of the HDT results and in accordance with paragraph 75 of the NPPF.
2. The need to increase the level of housing delivery in Gateshead is required to meet the number of new homes required in the Core Strategy. The Housing Strategy also identifies housing objectives and priorities including ensuring that the supply of new housing best meets current and future needs and aspirations and creates thriving mixed communities. The Council's Making Gateshead Thrive pledge requires new housing to help people and families, tackle inequality, support communities, invest in the economy and create a better future for Gateshead.

Consultation

3. The Cabinet Members for Housing have been consulted.

Alternative Options

4. There are no realistic alternatives other than to proceed with the publication of the action plan given that it is required under national planning policy and to ensure that the levels of new housing identified in the Core Strategy are met.

Implications of Recommendation

5. Resources:

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms there are no direct financial implications arising from this report.
- b) **Human Resources Implications** – There are no human resource implications arising from this report.
- c) **Property Implications** - There are no direct property implications arising from this report.

6. **Risk Management Implication** – Publishing and following the action plan will provide the best opportunity to increase the delivery of new homes. If new homes continue to be delivered in insufficient numbers a further sanction of the HDT is that the Council's planning policies in the Local Plan would be deemed to be out of date making it harder for the Council to resist speculative and poorly planned proposals for housing. In addition, insufficient numbers of homes being delivered would put at risk the delivery of corporate policies, jeopardise economic growth and job creation, jeopardise the regeneration of brownfield land and put pressure on allocating more Green Belt land for housing, jeopardise the delivery of affordable housing and lead to increased commuting into the Borough (with potential for increased traffic and reductions in air quality).

7. **Equality and Diversity Implications** – The action plan aims to deliver more new homes which will also help to increase the number of affordable homes delivered and help Gateshead to become a place where everyone thrives.
8. **Crime and Disorder Implications** – There are no crime and disorder implications arising from this report.
9. **Health Implications** - The provision of a greater number of required homes would help to improve health and wellbeing.
10. **Sustainability Implications** – The provision of a greater number of homes in accessible locations would have positive social, economic and environmental sustainability implications.
11. **Human Rights Implications** - There are no human rights implications arising from this report.
12. **Area and Ward Implications** - All

APPENDIX 2

Copy of action plan



Gateshead Council

HOUSING DELIVERY TEST ACTION PLAN

EXECUTIVE SUMMARY

Insufficient new housing is being delivered in Gateshead. In the period 2015/16 to 2017/18 only 50% of the Borough's Local Housing Need (LHN) was delivered. As a result, the Council has failed the Government's Housing Delivery Test (HDT) and is required to produce an action plan setting out measures to increase delivery. The Council will be measured against the HDT again in November 2019.

There are significant impacts from insufficient housing being delivered. These include:

- Putting at risk economic growth and job creation.
- Putting at risk the ability to deliver the Council's Housing Strategy (by ensuring that the supply of new housing best meets current and future needs and aspirations).
- Putting at risk the regeneration of brownfield land in the urban area.
- Putting at risk the ability to support services in neighbourhoods and villages.
- Putting at risk the delivery of affordable housing.
- Increased commuting into the Borough leading to increased traffic congestion and poorer air quality.
- Increased pressure to allocate more land for housing in the Green Belt.
- Undermining the Council's efforts to ensure that its population thrives.

There are many reasons why insufficient new housing is being delivered. These include:

- High number of demolitions (this is offset against the number of new homes completed to work out net delivery).
- Relatively low numbers of planning permissions being implemented (particularly small sites).
- Ground conditions – due to the Borough's industrial legacy which can mean that the costs remediation of ground contamination and former mine workings can deter housing coming forward.
- Lack of variety of homebuilders operating in Gateshead. Building is dominated by volume homebuilders and in particular there are a lack of small and medium size builders.
- High levels of home building activity in nearby areas which share the same housing market as Gateshead and which can undermine demand for building in the Borough.
- Fragmented land ownership – it is difficult to bring sites forward due to differing aims of landowners.
- Planning conditions – large numbers of conditions can delay (but not prevent) the time taken for building work to commence.
- Time taken for Section 106 Agreements to be signed which can delay building work commencing.

The Council has put in place several measures to increase new housing delivery. These include:

- The Council delivering its own housing, including providing investment for this.
- Setting up of a joint venture – Gateshead Regeneration Partnership (GRP) to deliver housing, including investment for this.
- Investment in site preparatory and infrastructure works to allow sites to come forward.
- Securing funding from Homes England to increase delivery.
- Using Modern Methods of Construction (MMO) and modular housing to increase delivery.
- Improvements to internal processes such as services working together to bring sites forward through the Council's Land Development Group and the setting up of an internal consultee team.
- Measures to help small and medium size (SME) homebuilders deliver more housing such as through the Brownfield Register and Permission in Principle (PIP) and bringing more small sites to the market.
- Allocating sufficient land for new housing in the Local Plan – including land formerly in the Green Belt.
- Granting permission and overseeing development commence on several large housing sites.
- Being selected for the Future Places programme and partnering with Homes England.

As a result of the above, it is anticipated that housing delivery will increase in Gateshead, it is important that this is maintained. In addition, measures to increase output are proposed. These include:

- Maintaining the current output of development frameworks.
- Increasing the output of homes delivered by the Council.
- Increasing the output of homes delivered by GRP.
- Increase the granting of PIP and the inclusion of sites onto Part 2 of the Brownfield Register.
- Rolling out the digital tool to provide more information to developers (particularly SME developers) on site ground conditions.
- Review of planning conditions to ensure they do not unduly delay delivery.
- Review of Section 106 process to enable their signing more quickly.
- Increase the number of sites brought to the market by the Council.
- Ensure that the next part of the Local Plan is adopted.

INTRODUCTION

1. Housing delivery in Gateshead has only achieved 50% of the rate required to address need. As a result, the Council is required – under the Government’s Housing Delivery Test (HDT) – to publish an action plan to set out how it plans to ensure that housing delivery meets housing need in future. The latest HDT is a measurement of housing delivery from 2015/16 until 2017/18 and the results of the test will continue to be published annually.
2. The results of the HDT were published in February 2019. As well as only meeting 50% of housing need through delivery, the delivery of housing in Gateshead is the lowest of all authorities in the north east of England, the third lowest of all authorities in the north of England and 15th lowest in the whole of England. In comparison, housing delivery in other local authorities in Tyne and Wear, Northumberland and Durham is well in excess of 100% of need.
3. If insufficient homes are delivered in Gateshead this would have several consequences:
 - **Jeopardise economic and population growth** – Gateshead’s economy and population have been growing and this requires planning for 11,000 new homes.
 - **Put at risk the ability to regenerate the urban area** – including redevelopment of brownfield land. This includes the Exemplar Neighbourhood and Metrogreen.
 - Put at risk the ability to deliver housing that would **support services in neighbourhoods and villages**.
 - **Jeopardise the ability to deliver affordable housing**.
 - Increase commuting into the urban core from areas outside of Gateshead, **increasing traffic congestion and reducing air quality**.
 - Increase pressure to allocate further land in the **Green Belt** for housing.
 - Put at risk the ability to **deliver the Council’s Housing Strategy** (by ensuring that the supply of new housing best meets current and future needs and aspirations).
 - Put at risk the **delivery of affordable housing**.
 - Undermine the Council’s efforts to make sure that **Gateshead is a place where everyone thrives**.

4. If delivery falls below 75% once transitional arrangements have ended, the presumption in favour of sustainable development (also known as the tilted balance). This means that the Council will find it harder to resist speculative, inappropriate or unwanted development. This could also lead to a greater risk of planning by appeal, where developers seek to override the policies in the Local Plan through a reliance on the presumption in favour of sustainable development.
5. This action plan looks at the root causes of under delivery of housing in Gateshead and sets out the actions to tackle this and also sets out the timescales for these actions. The plan has been approved by the Council's Cabinet.
6. This action plan links into other Council plans and strategies. The Council's Local Plan is made up of four parts. The Core Strategy and Urban Core Plan (CSUCP) make up parts 1 and 2 which were adopted in March 2015 and require planning for 11,000 new homes. Part 3 of the Local Plan is Making Spaces for Growing Places (MSGP) (submitted for examination in April 2019) which is a site allocations document with provision for additional housing sites to accommodate the 11,000 new homes along with the more detailed development management policies. Part 4 will be an Area Action Plan for Metrogreen which is an area of change around the Metrocentre to create a new community with potential for 850 homes by 2030.
7. The Council's Housing Strategy identifies housing objectives and priorities including ensuring that the supply of new housing best meets current and future needs and aspirations and creates thriving mixed communities. The Council's Making Gateshead Thrive pledges require new housing to help people and families, tackle inequality, support communities, invest in the economy and create a better future for Gateshead.

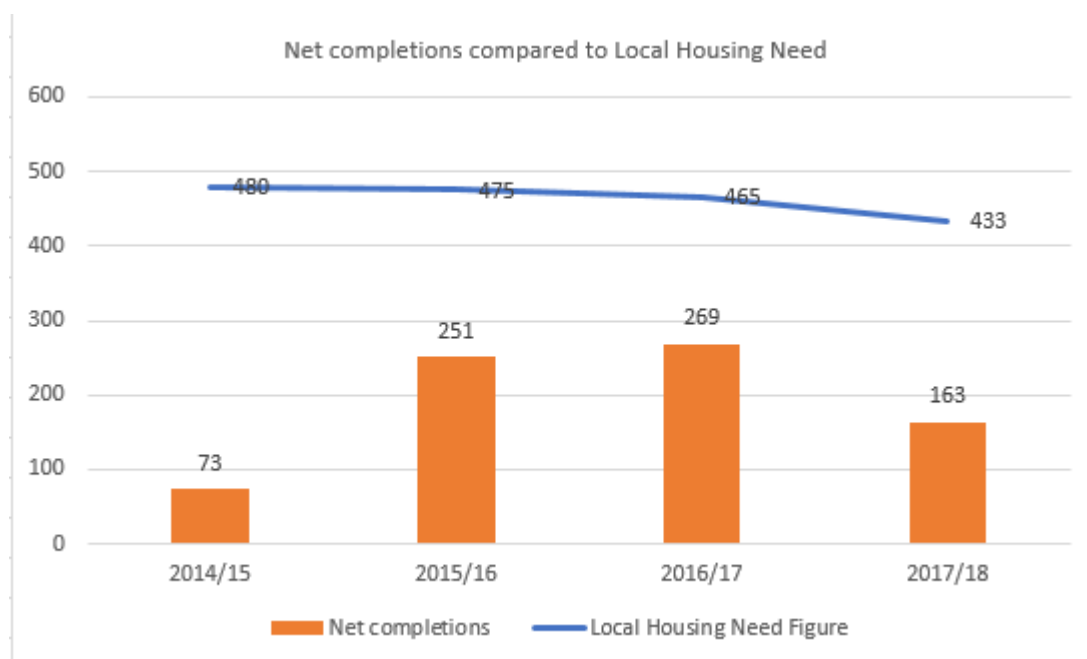
METHODOLOGY

How we have gathered the information

8. Research for the action plan has looked at general themes within the Borough such as the local housing market, the type of developers and homebuilders active in the area, the type of sites available for development, the planning policy and housing supply climate in the Borough and high-level constraints affecting land in the Borough. In conducting this research, use has been made of several data sources including the Local Plan and the evidence base behind it and the number and type of permissions granted and implemented.
9. Discussions have also taken place with homebuilders to ascertain any barriers to delivery. These discussions took place as part the viability assessment of the Local Plan, specific discussions with SME developers about ways to increase their presence and delivery with Gateshead, including through a Digital Project funded by MHCLG (discussed in more detail later in this action plan) and regular meetings the Council conducts with volume homebuilders.
10. Consideration has also been given to delivery of housing and sites allocated in neighbouring local authorities. These are Newcastle City Council, South Tyneside Metropolitan Borough Council, North Tyneside Metropolitan Borough Council, Sunderland City Council, Durham County Council and Northumberland County Council.
11. The research has also looked at issues at a site level. This has considered progress on all individual sites in the Council's five year housing supply, including all allocated sites in the Local Plan and particular issues affecting them. It has also considered the number of planning permissions being granted for new housing development.

EXISTING SITUATION

12. A comparison between recent net completions and local housing need is set out below and highlights that insufficient new housing has been delivered in the Borough. Only 50% of homes required have been delivered in the period 2015/16 to 2017/18.



Housing land supply

13. Despite recent sluggish net completions, the Council has a strong supply of sites and latest assessment indicates a supply of deliverable sites to provide more than nine years housing land supply (set against stepped CSUCP targets).

Housing site allocations

14. The CSUCP allocates 14 strategic sites in Gateshead for housing equating to approximately 4191 homes. The sites are a mixture of brownfield sites in the urban area and mostly greenfield land formerly within the Green Belt. The sites are spread over the urban core, neighbourhoods within the urban area and rural villages. There are also mixed-use sites in the urban core where housing may form a component of any future development as a wide range of uses are permitted.
15. MSGP proposes to allocate a further 112 sites for housing equating to approximately 3005 homes.

16. The number of brownfield sites allocated for housing is over four times the number of greenfield sites (86 sites compared to 21 sites). In terms of the number of homes allocated there is still a sizeable difference between brownfield and greenfield (3755 and 2785 homes respectively). There is also a sizeable difference in terms of the total site areas allocated in hectares (202 ha and 160ha respectively).
17. In terms of the number of sites by capacity, the majority of sites are small (less than 10 dwellings) and medium (10 to 50 dwellings) (41 sites and 45 sites respectively) with fewer large sites (26 sites). In terms of site area, the majority of sites are small (less than 0.5ha) (61 sites) compared to medium (0.5 to 1 ha) (14 sites) and large (greater than 1ha) (37 sites).

Progress on allocated sites

18. The sites that have been examined are just those allocated in the CSUCP rather than sites that are proposed to be allocated in MSGP. Out of the 14 sites allocated progress in the four years since the adoption of the CSUCP is as follows;
- 3 have been granted detailed planning permission and are now being implemented (Crawcrook North, Crawcrook South and Sunnyside South East);
 - 3 have been resolved to be granted detailed planning permission subject to the signing of a Section 106 Agreement (Ryton, Dunston Hill and High Spenningsfield East);
 - 1 has been resolved to be granted outline planning permission subject to the signing of a Section 106 Agreement (Kibblesworth);
 - 1 has been submitted for detailed planning permission and no determination has been made on the application (South Chopwell);
 - 1 requires an Area Action Plan for be drawn up (Metrogreen);
 - 1 requires infrastructure works to be implemented (Exemplar Neighbourhood); and
 - 4 have had no progress made (Sunnyside North East, Highfield, High Spenningsfield West and Middle Chopwell).

Progress on permissions granted for housing

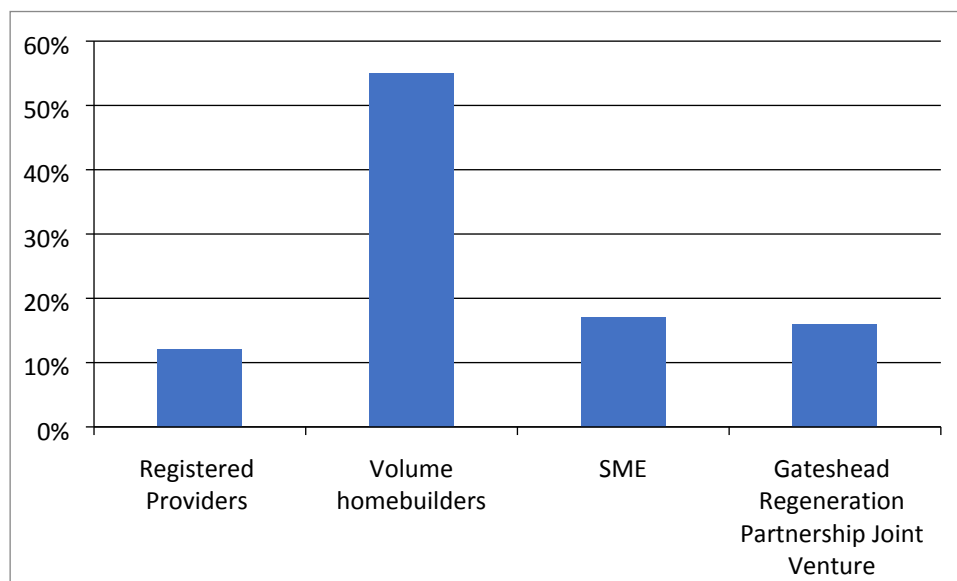
19. In 2015/16, 57 planning applications were approved for a total of 321 dwellings. Of these applications only 27 (47%) have been implemented and therefore 30 (53%) have not been implemented and have expired. The unimplemented permissions were all for small sites and would have totalled 70 dwellings.
20. In 2016/17, 56 planning applications were approved for a total of 773 dwellings. Of these applications, only 28 (50%) have been implemented so far and therefore 28 have not been implemented so far (50%). The majority of unimplemented permissions are for small sites (24) and the unimplemented permissions total 313 dwellings. It is acknowledged that some of these sites may be implemented in future given some of their more recent approval dates.

21. In 2017/18, 59 planning applications were approved for a total of 377 dwellings. Of these applications only 25 (42%) have been implemented so far and therefore 34 (58%) have been unimplemented so far. Of the unimplemented permissions, the vast majority are for small sites (55) and the unimplemented permissions total 187 dwellings. It is acknowledged that some of these developments are likely to be implemented in future given their fairly recent approval dates.
22. Given the above, a large proportion of planning applications are unimplemented and the majority of these are for small sites which SMEs would typically develop.

Who is delivering homes in Gateshead?

23. The graph below shows that the majority of new housing completions in Gateshead between 2015 and 2018 were carried out by volume homebuilders. This was over 3 times the number of completions than the next highest. The other builders who delivered housing included Registered Providers, SMEs and the Gateshead Regeneration Partnership Joint Venture.

Average home completions in Gateshead 2015 to 2018



What measures are already in place to increase delivery?

24. Even before the results of the HDT were issued, the Council recognised that it would need to boost the delivery of housing. There are several measures in place already which are outlined below.

1. Making it easier for more small and medium size (SME) homebuilders to develop in the Borough

Through bringing through more small sites and providing more certainty to SMEs through Permission in Principle (PIP), Development Frameworks and the digital tool.

2. Self and Custom Build and SME Engagement

Through the Council's self and custom build register, facilitating a series of events for potential self and custom builders and matching land owners with those actively seeking a plot. In addition, holding workshops with SMEs and contacting SMEs to find out what is preventing them from delivering.

3. Gateshead Regeneration Partnership

A joint venture between the Council, Home Group and Galliford Try to deliver homes in areas of low market value. Shortlisted for a Royal Town Planning Institute (RTPI) award.

4. The Council as a developer in its own right

The Council has set up a trading company to develop housing on its own land with building taking place on two sites so far.

5. Council investment in new homes

In February 2019, the Council agreed its Capital Programme from 2019/20 to 2023/24. This provides for significant investment in the delivery of new homes and includes £36.3 million in loans to support development on four sites, three of which will be delivered by the Council itself with the remaining one to secure affordable housing. It also includes a further £55.75 million investment in infrastructure works to facilitate the development of sites and £450,000 to support the delivery strategy and Area Action Plan for Metrogreen.

6. Working in partnership with and securing funding from Homes England

The Council, is bidding for various funding from Homes England from programmes for accelerated construction, shared ownership and affordable homes and community-led housing. Working with Homes England is a key factor in unlocking sites and increasing delivery.

7. Allocating a wide range of sites within the Local Plan

Working in cooperation with Newcastle City Council, Gateshead Council became the first local authority in the region to adopt a Local Plan document (the Core Strategy and Urban Core Plan (CSUCP) following publication of the National Planning Policy Framework (NPPF). This allocated a number of large sites (including Green Belt releases), aimed at ensuring the borough has a sufficient supply of housing sites in suitable locations, capable of meeting future needs. This involved a lot of hard decisions having to be made and the Council received the RTPI Excellence in Planning Award in recognition of this.

The site allocations document MSGP proposes to allocate a large number of smaller sites, predominantly on brownfield land that would be suitable for SME homebuilders.

8. Continual liaison with homebuilders

Council officers meet regularly with volume and SME homebuilders to discuss issues over delivery and to promote the Borough as being an excellent place to develop. Involves developer forums with guest speakers including Homes England, Fiscal Incentives Group, Future Cities Catapult and the British Geological Survey.

Liaison with homebuilders at post permission stage to deal with any site specific issues, such as amendments to the development.

9. Change to structures and teams within the Council

Setting up the Land Development Group made up of officers from different services across the Council to bring forward housing sites. The creation of a single team of consultees on development proposals on areas such as transport, contaminated land, ecology, landscape and drainage. This is to reduce the conflict between competing priorities and to provide clear advice on development proposals with a specific aim of increasing housing delivery.

10. Reviewing planning conditions

An initial review has taken place with a homebuilder to look at any unintended consequences of the wording of conditions and the impact that the conditions had on the delivery of the scheme. The conditions were originally imposed in consultation with the developer and the review showed that the wording and trigger points on conditions (even with the agreement of the homebuilder) could have unintended consequences and potentially delay, to a limited extent, the implementation of the development.

11. Working with PSP

The Council has formed a Limited Liability Partnership (LLP) with Public Sector Plc (PSP) which includes the management of most of the Council's property assets (excluding land). PSP would provide an additional delivery vehicle for housing to help provide housing for rent and sale.

12. Modern Methods of Construction (MMC) and modular homes

The Council has been working in partnership with Home Group and Homes England on MMC at the Innovation Village site at Old Fold. This is to deliver 41 homes – 16 of which are modular homes, 19 of which use MMC and 6 are traditional. The development is under construction and is a live research project that aims to showcase well-designed homes that are energy efficient and can be constructed quickly.

13. Recently granted permissions on several large sites

Permission has recently been granted on several large sites totalling 445 homes. In addition, full permission has also been resolved to be granted on several sites (subject to the signing of Section 106 Agreements) totalling 1317 homes.

14. Successful bid for Future Places

In March 2019, the Council was announced as one of the areas chosen to take part in the Future Places programme. The programme is run by the Royal Town Planning Institute (RTPI), Royal Institute of British Architects (RIBA), the Chartered Institute of Housing (CIH) and the Local Government Association (LGA).

The programme will help support the Council to deliver (in partnership with Homes England) high quality placemaking in the urban core – including the Exemplar Neighbourhood, which is allocated for a minimum of 1000 homes.

25. Many of the above measures are starting to bear fruit as the number of homes GRP and the Council itself are delivering is starting to increase, as the number of homes being delivered on sites allocated in the CSUCP is starting to increase, as an increased number of sites are being brought to the market and as greater assistance is being provided to SMEs.

Is net housing delivery likely to increase in the Borough?

26. It is considered that net housing delivery is likely to increase in the Borough, partly as a result of the measures outlined above. Anticipated reductions in demolitions in future years may also increase the borough's net delivery.
27. Precise calculations of future performance against the HDT are difficult to determine, as both the target and delivery rates are subject to change. The tables below set out rough estimates, based on current information. Anticipated delivery for 2018/19 is based on the gross completions figures that have been collated for the first three quarters of 2018/19 (270), extended for the final quarter (assuming delivery for the final quarter is at the same rate as the first three).
28. Completions for 2019/20 onwards are based on figures from the Council's 2018 Strategic Housing Land Availability Assessment (SHLAA) Update. Whilst the further away from 2018, the less accurate the estimates become, the calculations suggest that the Council will exceed the minimum test requirement in November 2019. The second table shows Gateshead's performance against the HDT in 2018, then anticipated performance against the HDT for 2019 and beyond.
29. As the HDT measures performance over the preceding three years, the numbers in the requirement and delivery columns in the second table are the sum of the previous three years and these are set out in the first table.
30. The figures used to calculate the housing requirement in future years are based on the currently available data and the Government's current standard calculation method (both the data used, and the calculation method will change in future years). Anticipated housing delivery in 2018/19 has been estimated by extending completions data for the first three quarters of 2018/19 to the end of year, while anticipated delivery

for 2019/20 and beyond has been taken from the anticipated completions data in the Council's latest Strategic Housing Land Availability Assessment (SHLAA).

31. The *performance* column of the second table calculates Gateshead's performance against the test (delivery as a proportion of the requirement), while the *National Planning Policy Framework (NPPF) target* column is the threshold specified in the NPPF which is required to be exceeded for Gateshead's Local Plan policies to remain up-to-date when determining planning applications. Whilst there is optimism that the 50% target for 2019 will be exceeded, the difficulties in anticipating both the housing requirement used in the test, and the level of housing delivery in future years mean there is much less certainty regarding performance as you move further away from the current position.

Annual performance	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
HDT denominator (target)	475	465	433	455	448	444	438
Delivery	231	293	161	360	632	981	987

Test performance	Requirement	delivery	performance	NPPF target
2018 test	1373	685	50%	25%
2019 test	1353	814	60%	45%
2020 test	1337	1153	86%	75%
2021 test	1348	1973	146%	75%

ROOT CAUSE ANALYSIS

32. This section looks at what the root causes are to under delivery of housing in Gateshead. This considers the existing situation in the Borough (as discussed above) and the extent that the factors are contributing to under delivery.

High number of demolitions

33. Gateshead has had a significant proportion of low-demand, poor quality housing (Gateshead was part of a Housing Market Renewal Area as part of the former Pathfinder programme) which is required to be demolished and replaced with new homes to better address housing needs and aspirations as supported in the CSUCP as part of the wider regeneration programmes in the Borough and identified in the Strategic Housing Market Assessment (SHMA).
34. Between 2015/16 and 2017/18 demolitions had an average reduction of 37% on total net additions and therefore this has had a large impact on net delivery. It is not considered appropriate to stop demolitions as this is crucial to changing the housing market in Gateshead. If demolitions cease, the properties in question would remain empty and in poor condition due to a lack of demand for them and refurbishment would be uneconomic.

Lack of diversity in the housing market

35. As set out earlier in this report, the majority of new housing in Gateshead is delivered by volume homebuilders. This means that there is a large reliance on volume homebuilders to deliver. This reliance can lead to under delivery as volume homebuilders will tend only to deliver on larger sites, deliver across certain housing markets which cross different local authority boundaries and work to an absorption rate, that is build at the rate to which new housing can be absorbed into the local housing market. Where there is little room for absorption this results in sites being built out more slowly.

Activity in neighbouring local authorities

36. Neighbouring local authorities – Newcastle upon Tyne, South Tyneside, Sunderland, Northumberland, County Durham and North Tyneside are delivering higher levels of new housing than Gateshead. As discussed above, where these local authorities share housing markets with Gateshead, a volume homebuilder may choose to develop in these areas first rather than develop at the same time as sites in Gateshead. An analysis of allocated housing sites in neighbouring local authorities indicates that they have a greater number of sites that are attractive to volume homebuilders – i.e. larger, mostly greenfield sites.

High development costs

37. The Borough has a large industrial legacy which has resulted in the vast majority of land being affected by contamination and/or coal mining workings. In relation to coal mining Gateshead is 3rd in the Coal Authority's league table out of 180 LPAs across England, Wales and Scotland based on the Coal Authority Development High Risk Area as proportion of total land area.
38. The above issues can add significant development costs to sites and bring into doubt their viability. This can disproportionately affect SMEs who have a restricted cash flow, more restrictions on borrowing and less planning expertise than volume homebuilders. In addition, it can mean that some sites are not developed as there is perception that they are too difficult and sites that are perceived to be easier are developed first.
39. The above viability issues can be exacerbated by low land values in certain areas of the Borough. Examples of this are areas proposed for regeneration such as Exemplar Neighbourhood and Metrogreen. In addition, the vast majority of sites allocated for housing are brownfield which is much more likely to suffer from contamination or previous coal mining workings.
40. Examples are the Bensham/Saltwell brownfield site that was developed by GRP and sites proposed to be developed by the Council itself where abnormal costs from ground conditions accounted for 20 to 30% of total build costs.

Time taken to sign Section 106 Agreements

41. There are currently four large housing sites that have been minded to approve by the Council's Planning and Development Committee, but which permission has not been formally issued due to waiting for Section 106 Agreements to be signed. These sites are:
 - Dunston Hill (hybrid application) – up to 582 dwellings – minded to grant on 21/11/18.
 - Kibblesworth (outline application) – up to 225 dwellings – minded to grant on 12/12/18.
 - High Spenn East (full application) – 185 dwellings – minded to grant on 12/12/18.
 - Ryton (two full applications) – 550 dwellings in total – minded to grant on 13/03/18.
42. For the Crawcrook North (187 homes) and Crawcrook South (169 homes) sites it took almost 8 months and almost 9 months respectively for the signing of the Section 106 Agreement and issuing planning permission from the date on which the committee resolved to grant planning permission.

43. Given the above, it can be seen that in most cases (except Ryton so far) it can take several months to sign Section 106 Agreements and issue a formal planning permission. This delay may be down to several issues but if it could be reduced significantly it would potentially allow development to commence a lot sooner.

Land ownership and assembly

44. There are several allocated sites with mixed ownership. On some of the sites this has brought challenges in terms of bringing land owners together to deliver comprehensive masterplans on sites allocated in CSUCP which is required in accordance with policies CS3 and CS4 and on all policies allocating specific sites. These issues were ultimately resolved on the Ryton site but added delay.

Low levels of implementation of planning permissions

45. As set out previously, a large proportion of planning permissions are left unimplemented and the majority of these are small sites which would be developed by SMEs. This adds to the lack of diversity in the housing market.

Planning conditions

46. It has not been possible to look at all conditions associated with planning permissions. However, the review of conditions imposed on a planning permission undertaken with a homebuilder (as discussed earlier) identified that the imposition or wording of certain planning conditions could add a small delay to the implementation of a development, particularly if conditions require information to be submitted prior to the commencement of the development. This was even when the homebuilder had agreed to the conditions.
47. However, on the other hand, conditions are often imposed due to a reluctance from developers to submit information prior to a planning application being determined. This is because the submission of information will be a cost to the developer and there is still a risk that permission will not be granted.
48. Despite this, more thought could be given to the number and type of planning conditions and this is considered later in the action plan.

Issues that are not affecting delivery

49. From research the following factors do not appear to be affecting delivery.
- Speed in determining planning applications – in the period 2015/16 to 2017/18, the Council determined an average of 96% major planning applications within 13 weeks, or in accordance with the terms of an extension of time agreement (against a national target of 60%), and an average of 85% of minor planning applications

within 8 weeks, or in accordance with the terms of an extension of time agreement (against a national target of 65%). Therefore, the Council performs consistently well in its speed in determining planning application and this is likely to be a factor in increasing delivery rather than holding it back.

- Decisions on planning applications – in the period 2015/16 to 2017/18, the Council approved in average of 74% of planning applications for new housing. Therefore, the vast majority of applications are approved, and this is likely to be a factor in increasing delivery rather than holding it back.
- Land allocated for housing – the CSUCP allocates 14 strategic sites for housing equating to approximately 4191 homes. MSGP proposes to allocate a further 98 sites for housing equating to approximately 3005 homes.
- Community Infrastructure Levy (CIL) – CIL came into force in Gateshead on 1 January 2017. Prior to this there was a rigorous examination of the impact on CIL and whether sites would still be viable. The charging schedule therefore included varying rates in different parts of the Borough and this was ultimately endorsed by the examining Planning Inspector. Since CIL has been in force there has been no evidence that it has prevented the delivery of development or the number of planning applications submitted.
- Planning obligations – only 20% of recent planning permissions for new housing have been subject to a Section 106 Agreement. These agreements include provision for increase in infrastructure capacity to cope with increased population, as set out in the CSUCP which was subject to examination in public. Therefore, it is not considered that Section 106 Agreements are having a detrimental impact on delivery.

50. In summary, it can be seen that there are multiple issues that potentially affect the delivery of housing. However, there is no silver bullet that would immediately result in increased delivery.

KEY ACTIONS, RESPONSES AND MONITORING

51. The root cause analysis highlights that there are many different factors affecting the delivery of housing, to a greater or lesser extent in Gateshead. There is not one single factor to resolve that would immediately result in increased delivery.
52. In determining the key actions and responses to these root causes the following will need to be considered:
- The extent to which the issues are affecting delivery and therefore the extent to which factors are most likely to be improved.
 - The extent to which the issues are within the Council's control and depending on this, the other stakeholders that will need to be involved.
 - The timescales required for key actions and responses. For example, some could be achieved in the short term, but others may be medium or long term.
 - Measures which the Council currently has in place.

Extent to which the issues are affecting delivery

53. From the root cause analysis, the following issues are having the greatest potential impact on delivery.
- The number of demolitions within the Borough which affect the net provision of housing.
 - The reliance on volume homebuilders for delivery which also makes the Council vulnerable to development in other local authority areas.
 - Large number of unimplemented permissions (mainly small sites).
 - Difficult financial conditions for SME homebuilders in Gateshead resulting in a lack of them operating.
 - Ground conditions in the Borough, in particularly relating to former mine workings and contaminated land in conjunction with a large proportion of allocated sites being brownfield.
54. It is therefore considered that tackling the above issues will provide the best opportunity of boosting delivery. The exception to this is the number of demolitions, where for the reasons outlined earlier, it is not considered appropriate to reduce this.
55. There are other factors which are potentially affecting delivery to a lesser extent where action on these is still likely to be worthwhile. These are:
- Improving the use of planning conditions.
 - Speeding up the signing of Section 106 Agreements.

Extent to which the issues are within the Council's control

56. There are several factors which are largely within the control of the Council. These include the delivery of homes directly by the Council, the sale of Council land for housing, the delivery of homes by GRP, the granting of PIP for sites on the Brownfield Register, providing development frameworks for potential housing sites, allocating land for housing in the Local Plan and the imposition of planning conditions.
57. In terms of issues that the Council has less control over these would include the actions of volume homebuilders and the actions of neighbouring local authorities so rather than focusing on these issues it may be more worthwhile to focus on other measures which will still have the effect of boosting delivery. In regard to the signing of Section 106 Agreements, this is a shared responsibility between the Council and the developer/landowner but there may still be scope for action by the Council.

Timescales required for key actions and responses

58. In terms of short term timescales, some measures such as improving the use of planning conditions, granting of PIP and issuing of development frameworks (to encourage SMEs) are easily implementable.
59. In regard to the medium and longer-term timescales, this would include measures to diversify the housing market by accelerating the amount of housing delivered by the Council directly, GRP, SME developers and Registered Providers.

Measures that the Council currently has in place

60. As set out previously, there are currently several measures that the Council has in place to boost housing delivery. In examining the root cause analysis, it is considered that these measures are well founded. As many of the measures have recently been put in place and may take a longer period to bear fruit, it is considered that they should continue to remain in place.

Actions and monitoring

61. The table below set out the proposed actions, how they will be implemented, by whom and when. The focus can be on a manageable number of tasks. In addition, the actions proposed are considered to have the potential to have the biggest impact on delivery and are generally within the Council's control.

Actions	How implemented	Who responsible	Timescales	Already in place?	How monitored
Maintain the production of development frameworks to at least two per month.	Produce development framework which is used to then support SMEs to take on new sites and implement existing permissions.	Spatial Planning and Housing Strategy Team and Property Services.	Two frameworks per month (on-going).	Yes – but needs to be maintained.	Spatial Planning and Housing Strategy team monitor progress and are also directly involved in producing the frameworks.
Increase the production of Council-owned land entered onto Part 2 of the Brownfield Register and granted PIP (partially in parallel with development frameworks above).	Enter sites onto Part 2 of the Brownfield Register and grant PIP.	Spatial Planning and Housing Strategy Team, Development Management team and Property Services.	From September 2019 (short term).	Partially – some sites are coming forward for PIPs but not regularly.	Spatial Planning and Housing Strategy team will monitor the number of sites being entered onto Part 2 of the register and initiating initial progress.
Roll-out the digital tool providing site information.	Tool is available to use on the Council's website which will help to support SMEs to take on more sites and implement more existing permissions.	Spatial Planning and Housing Strategy team, IT services.	Autumn 2019 (medium term).	No.	Spatial Planning and Housing Strategy team are directly involved in rolling out the tool and will therefore be able to directly monitor.
Review of planning conditions to ensure that they do not unduly delay delivery.	Provision of new wording of conditions and trigger points for officers to use.	Spatial Planning and Housing Strategy team, Development Management team.	September 2019 (short term).	A review has been done previously with a homebuilder but needs to be done more widely.	Development Management will monitor the use of conditions and their trigger points on planning permissions.
Review of Section 106 process to enable their signing more quickly.	Section 106 Agreements are ready for signature earlier.	Spatial Planning and Housing Strategy team, Development Management, Legal and Democratic Services.	Autumn 2019 (medium term).	No.	Development Management will monitor the speed of signing Section 106 Agreements along with Legal and

					Democratic Services.
Increase the amount of housing delivered directly by the Council to 100 dwellings per year.	Ensure sites come forward, permissions granted and commencement on site.	Design, Council Housing and Technical Services, Spatial Planning and Housing Strategy team, Development Management, Property Services.	End of March 2020 (medium term).	To an extent, development has commenced on three sites which are being delivered directly by the Council.	Design, Council Housing and Technical Services along with Planning and Housing Strategy will monitor the number of homes being delivered.
Increase the amount of housing activity by GRP to four active sites.	Ensure sites come forward, permissions granted and commencement on site. Increasing the number of "live" sites.	GRP board, Spatial Planning and Housing Strategy team, Development Management, Property Services.	End of March 2020 (medium term).	To an extent, development has taken place on two sites.	GRP along with Planning and Housing Strategy will monitor the number of homes being delivered.
Increase the number of sites brought to the market by the Council for housing.	Ensure suitable sites are marketed. Can be accompanied with a PIP and/ or development framework to help de-risk sites, such as where site investigations have been carried out.	Property Services, PSP, Spatial Planning and Housing Strategy team, Development Management.	Autumn 2019 (medium term).	To an extent, several sites have been brought to the market.	Property Services will monitor the number of sites marketed. There will be a further role for Planning and Housing Strategy to monitor the number of homes delivered on sites the Council has sold.
Ensure that MSGP is adopted.	MSGP is examined and found to be sound by the Planning Inspectorate.	Spatial Planning and Housing Strategy.	Autumn 2019 (medium term).	No.	Planning and Housing Strategy involved in adoption and future monitoring of plan.

62. The actions set out in the table are short, medium and long-term and are capable of being measured. In terms of reporting, this would be done annually to the Council's Cabinet, the Council's relevant Portfolio holders and to the Council's Planning and Development Committee and set out the success of measures. Following the annual

publication of the Housing Delivery Test results, any future requirement for an Action Plan and the contents of the plan would be signed off by Cabinet.

APPENDIX 1

Demolition figures

2017/18

New build completions:	232
Net conversion:	-11
Net change of use:	47
Demolitions:	107
Total net additions:	161

Impact of demolitions on total net additions as a percentage: 39%

2016/17

New build completions:	348
Net conversion:	-3
Net change of use:	54
Demolitions:	130
Total net additions:	269

Impact of demolitions on total net additions as a percentage: 32%

2015/16

New build completions:	401
Net conversion:	5
Net change of use:	9
Demolitions:	164
Total net additions:	251

Impact of demolitions on total net additions as a percentage: 39%

APPENDIX 2

Detailed breakdown of site typology in Gateshead

Fig. 1a – Brownfield/greenfield split on based on number of sites including percentages. Based on sites allocated or proposed to be allocated in the Local Plan.

Brownfield	Greenfield	Mixed
86 (77%)	21 (19%)	5 (4%)

Fig. 1b – Brownfield/greenfield split based on number of sites (chart form)

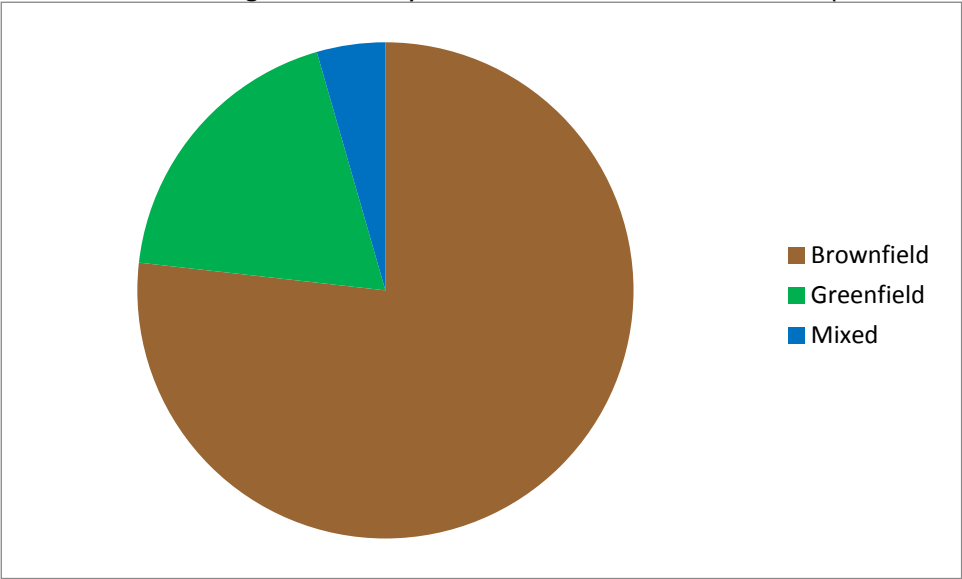


Fig. 2a – Brownfield/greenfield split based on number of homes allocated including percentages. Based on sites allocated or proposed to be allocated in the Local Plan.

Brownfield	Greenfield	Mixed
3755 (52%)	2785 (39%)	656 (9%)

Fig. 2b – Brownfield/greenfield split based on the number of homes allocated or proposed to be allocated in the Local Plan (chart form).

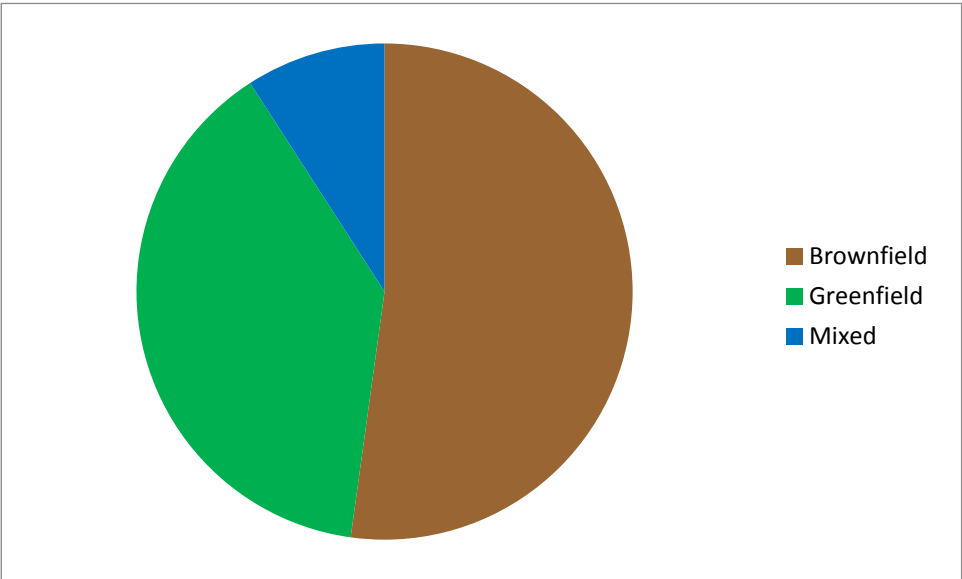


Fig. 3a - Brownfield/greenfield split based on total site areas in hectares including percentages. Based on sites allocated or proposed to be allocated in the Local Plan.

Brownfield	Greenfield	Mixed
202 (52%)	160 (42%)	24 (6%)

Fig. 3b – Brownfield/greenfield split based on total site areas in hectares (chart form)

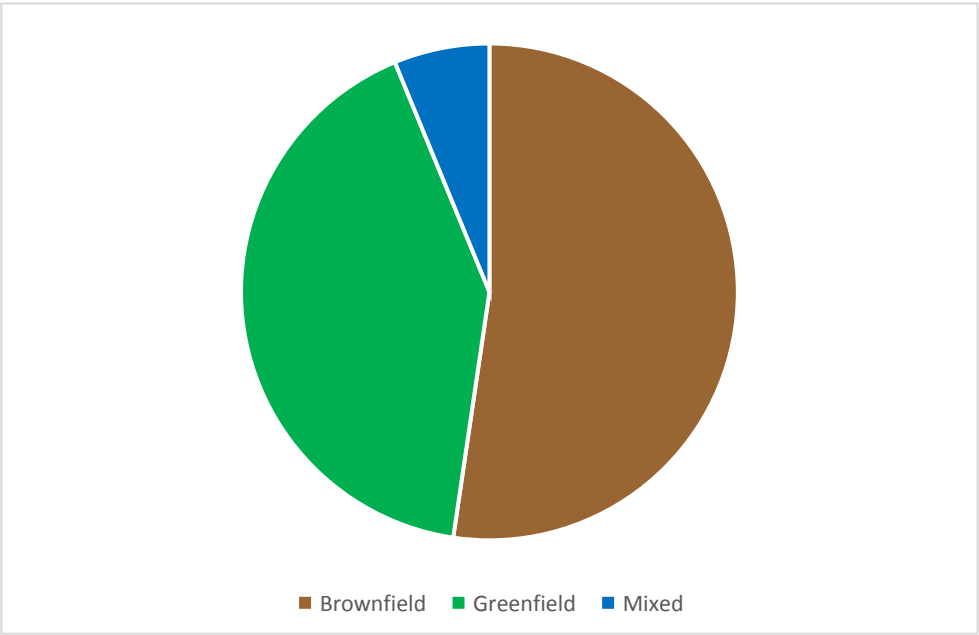


Fig. 4a – size of site based on capacity including percentages. Based on sites allocated or proposed to be allocated in the Local Plan.

Small (less than 10 homes)	Medium (10-50 homes)	Large (over 50 homes)
41 (37%)	45 (40%)	26 (23%)

Fig. 4b – size of site based on capacity (chart form). Based on sites allocated or proposed to be allocated in the Local Plan.

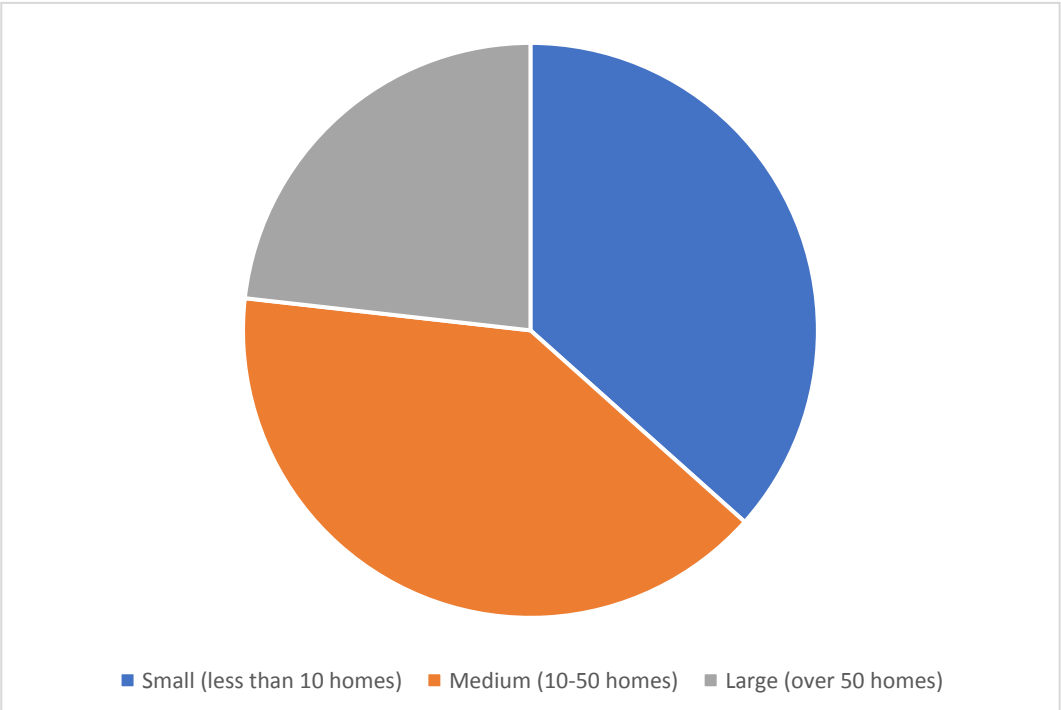
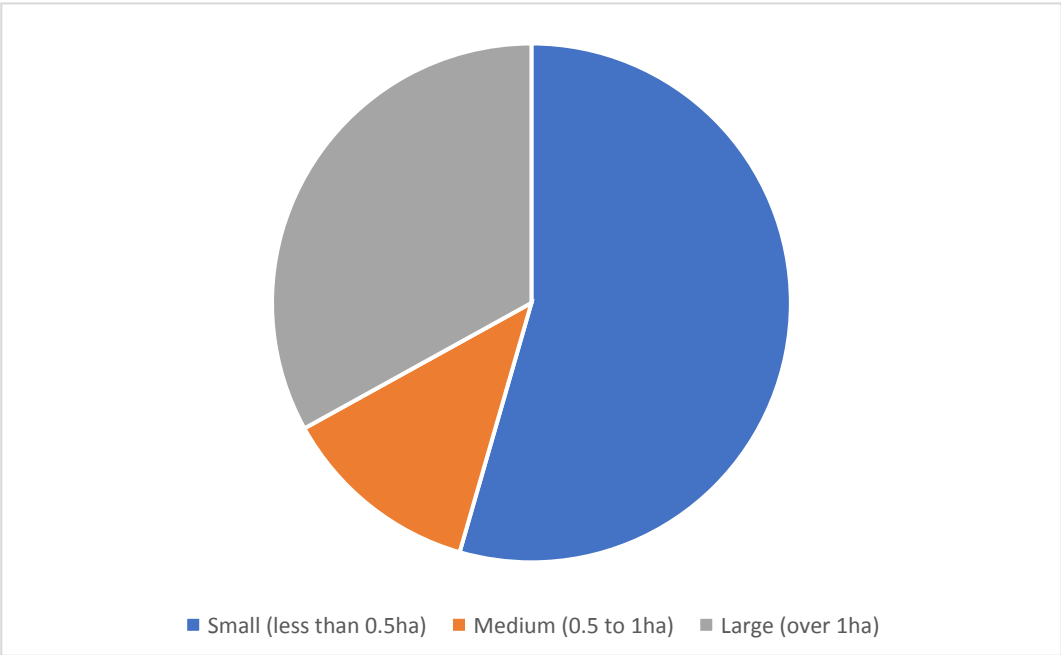


Fig. 5a – size of site based on area including percentages. Based on sites allocated or proposed to be allocated in the Local Plan.

Small (less than 0.5ha)	Medium (0.5 to 1ha)	Large (over 1ha)
61 (54%)	14 (13%)	37 (33%)

Fig. 5b – size of site based on area (chart form). Based on sites allocated or proposed to be allocated in the Local Plan.



APPENDIX 3

Detailed breakdown of comparison of sites in Gateshead and those in neighbouring Local Authorities. Based on sites allocated, or proposed to be allocated, in Local Plans.

Fig. 6a – proportion of sites on brownfield land

Gateshead	79%
Newcastle	55%
North Tyneside	76%
Sunderland	8%
South Tyneside	84%
Northumberland	59%
County Durham	47%
Average	58%

NB – some of the proportion of brownfield/greenfield sites for each authority may not add up to 100% due to some of the sites being mixed or not possible to identify.

Fig. 6b – proportion of sites on brownfield land (graph form).

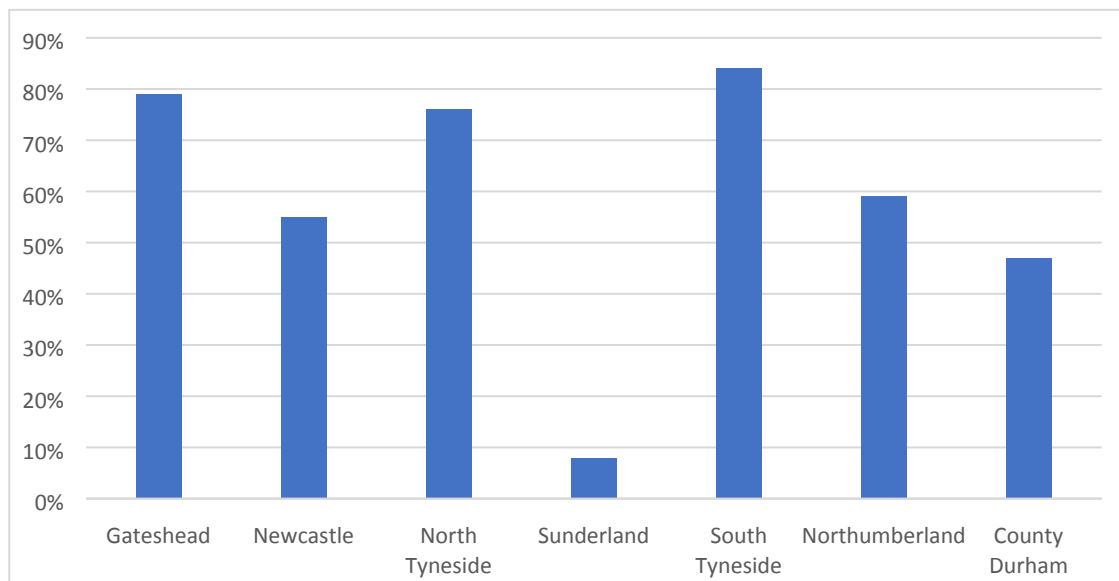


Fig. 7a – proportion of sites on greenfield land

Gateshead	17%
Newcastle	33%
North Tyneside	22%
Sunderland	92%
South Tyneside	11%
Northumberland	41%
County Durham	49%
Average	38%

NB – some of the proportion of brownfield/greenfield sites for each authority may not add up to 100% due to some of the sites being mixed or not possible to identify.

Fig. 7b – proportion of sites on greenfield land (graph form)

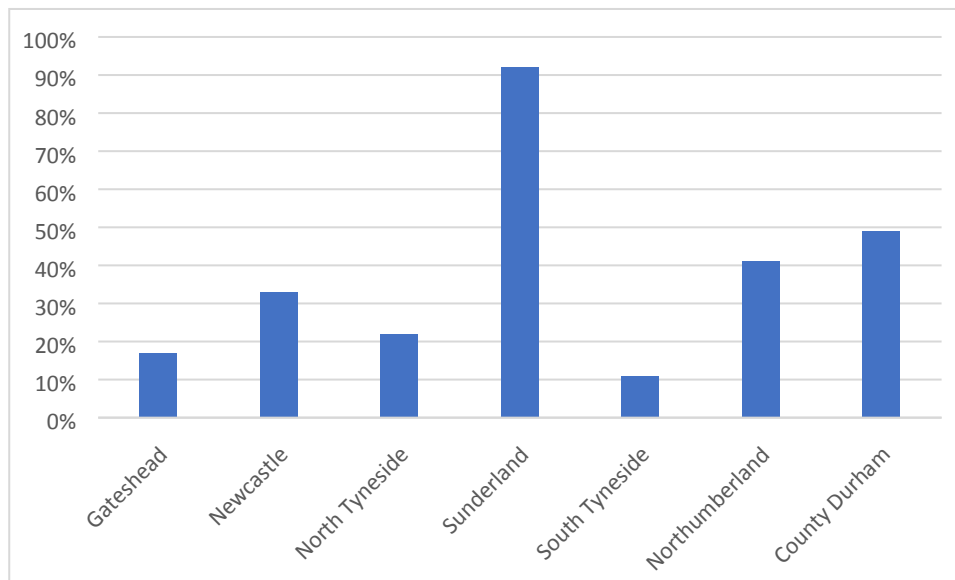


Fig. 8a – proportion of small sites by capacities

Gateshead	39%
Newcastle	13%
North Tyneside	19%
Sunderland	0%
South Tyneside	29%
Northumberland	32%
County Durham	0%
Average	19%

Fig. 8b – proportion of small sites by capacities (graph form)

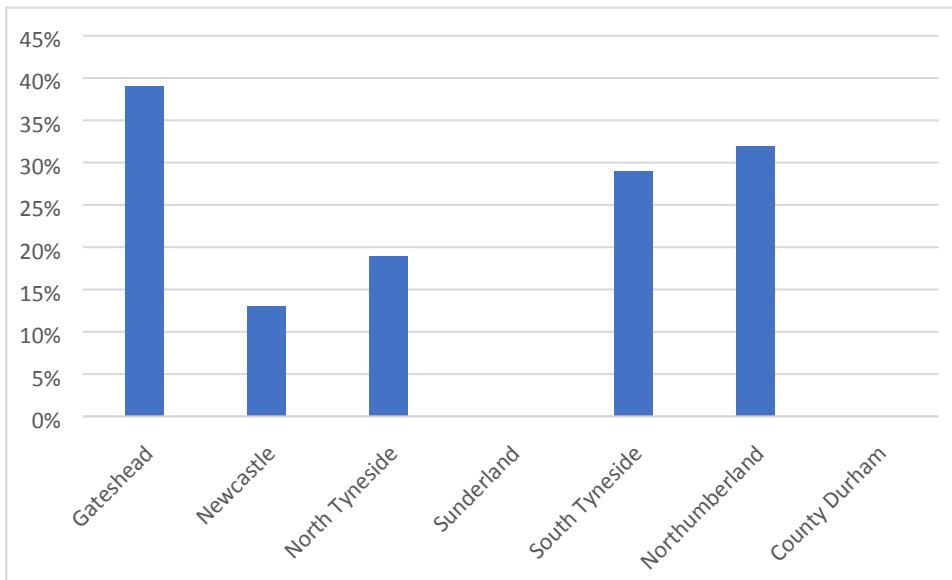


Fig. 9a – proportion of medium sites by capacity

Gateshead	41%
Newcastle	9%
North Tyneside	58%
Sunderland	23%
South Tyneside	41%
Northumberland	47%
County Durham	52%
Average	39%

Fig. 9b – proportion of medium sites by capacity (graph form)

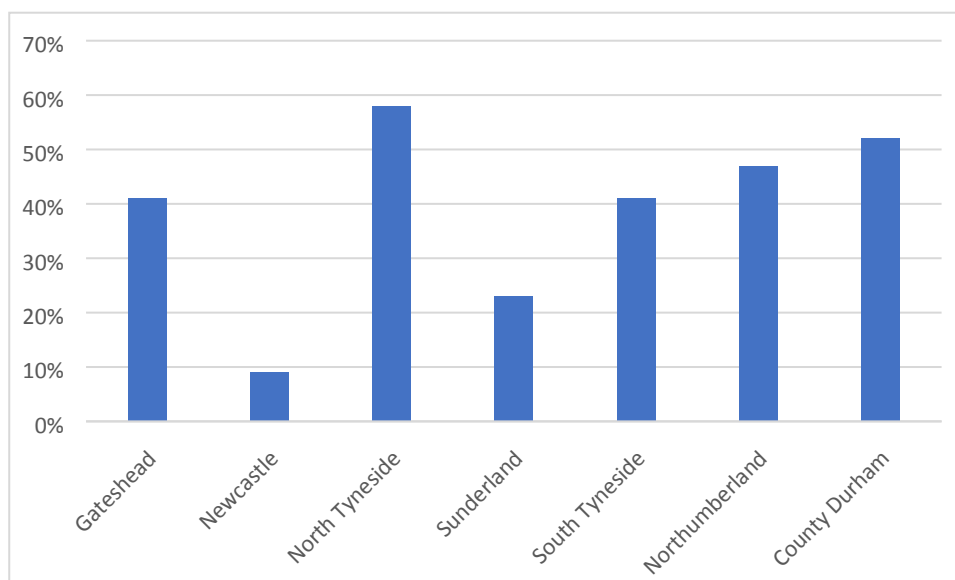


Fig. 10a – proportion of large sites by capacity

Gateshead	20%
Newcastle	78%
North Tyneside	23%
Sunderland	77%
South Tyneside	30%
Northumberland	21%
County Durham	48%
Average	42%

Fig. 10b – proportion of large sites by capacity (graph form)

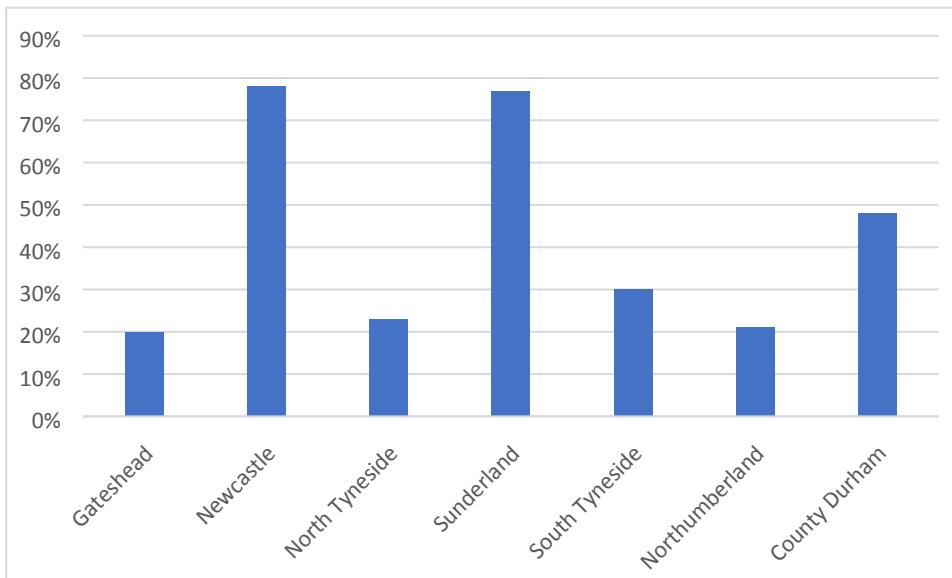


Fig. 11a – proportion of large greenfield sites

Gateshead	11%
Newcastle	30%
North Tyneside	8%
Sunderland	69%
South Tyneside	6%
Northumberland	8%
County Durham	24%
Average	22%

Fig. 11b – proportion of large greenfield sites (graph form)

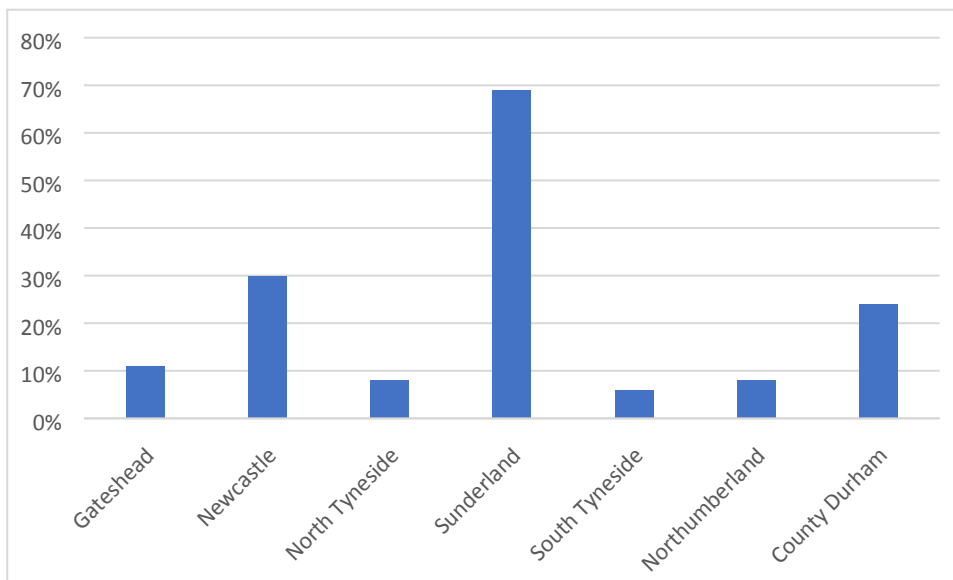
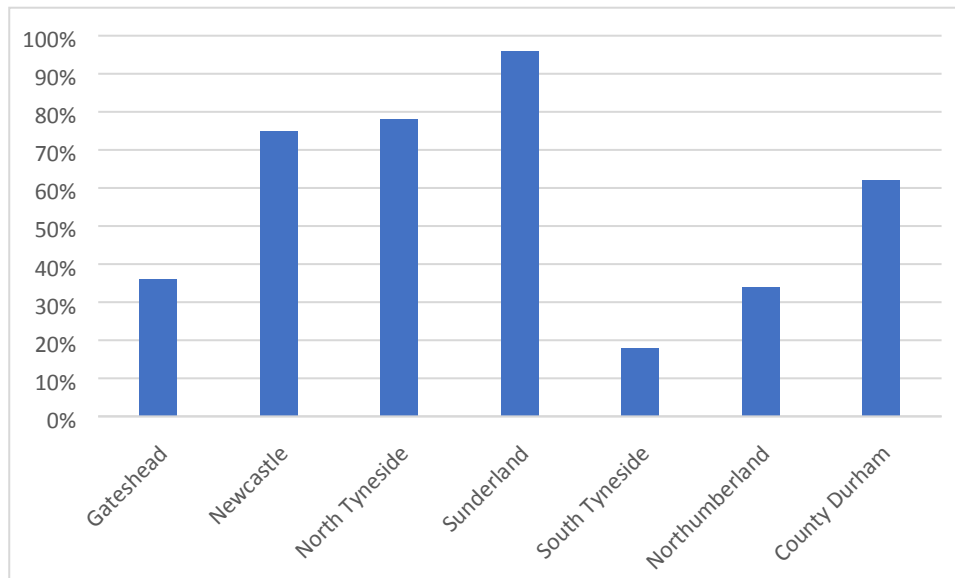


Fig. 12a – proportion of estimated homes on large greenfield sites

Gateshead	36%
Newcastle	75%
North Tyneside	78%
Sunderland	96%
South Tyneside	18%
Northumberland	34%
County Durham	62%
Average	57%

Fig. 12b – proportion of estimated homes on large greenfield sites (graph form)



APPENDIX 4

Detailed breakdown of proportion of completions delivered by different groups in Gateshead

Fig. 1a – completions in 17/18

Group	Proportion
Registered Providers	11%
Volume homebuilders	52%
SME	18%
Gateshead Regeneration Partnership Joint Venture	19%

Fig. 1b – homes delivered in 17/18 (graph form)

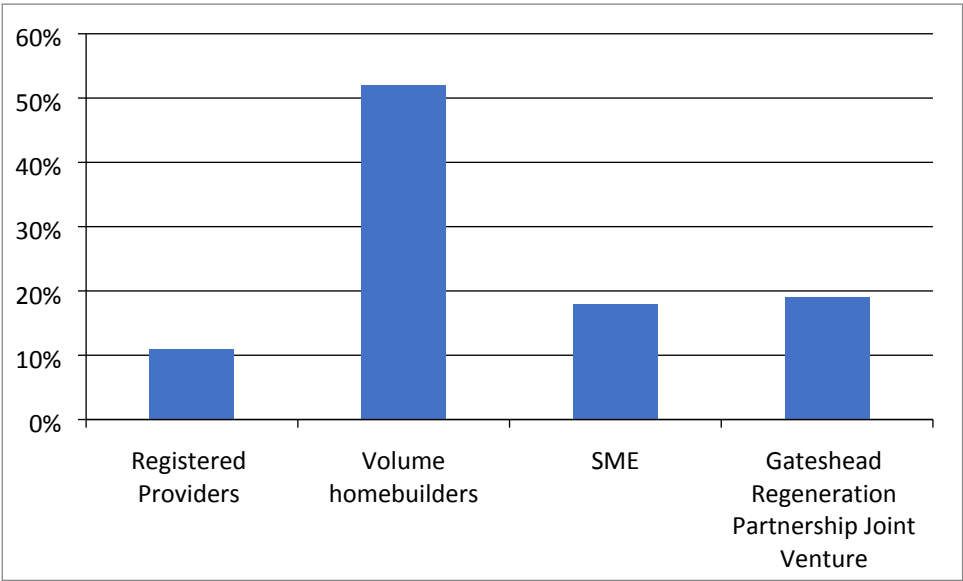


Fig. 2a – completions in 16/17

Group	Proportion
Registered Providers	8%
Volume homebuilders	54%
SME	22%
Gateshead Regeneration Partnership Joint Venture	16%

Fig. 2b – completions in 16/17 – graph form

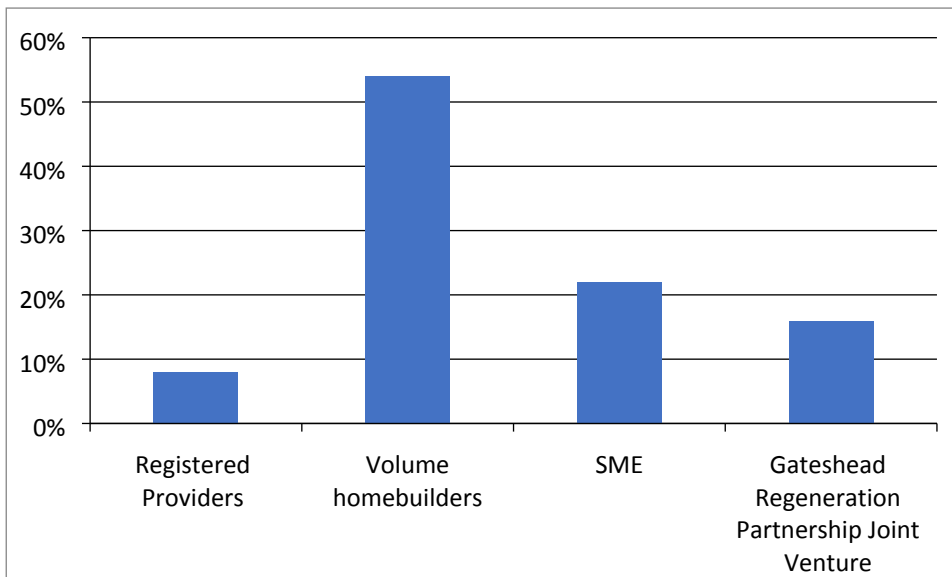


Fig. 3a – completions in 15/16

Group	Proportion
Registered Providers	18%
Volume homebuilders	59%
SME	11%
Gateshead Regeneration Partnership Joint Venture	12%

Fig. 3b – completions in 15/16 – graph form

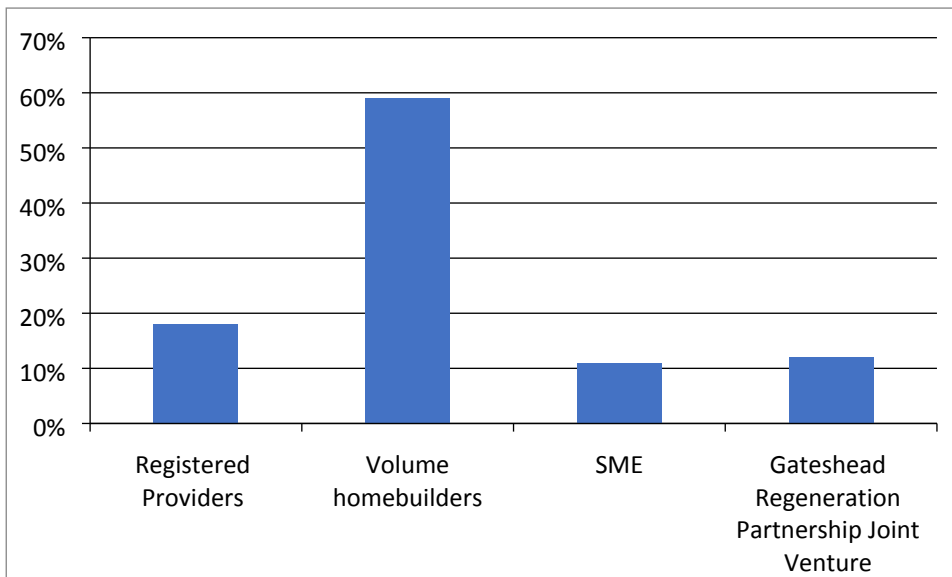
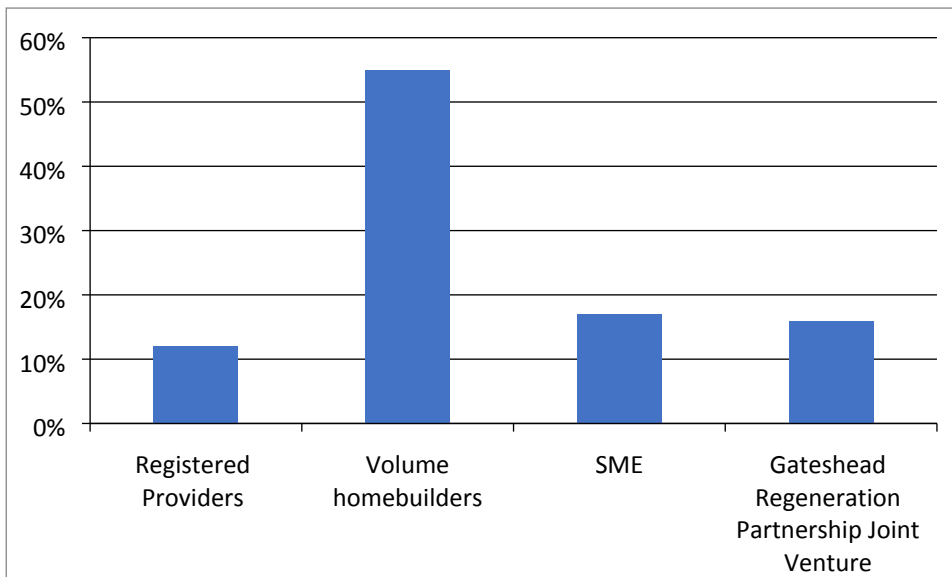


Fig. 4a – average completions 2015 to 2018

Group	Proportion
Registered Providers	12%
Volume homebuilders	55%
SME	17%
Gateshead Regeneration Partnership Joint Venture	16%

Fig. 4b – average completions 2015 to 2018 – graph form



TITLE OF REPORT: Home Energy Conservation Act Report 2019.

REPORT OF: Colin Huntington, Acting Strategic Director, Communities & Environment

Purpose of the Report

1. This report seeks Cabinet's approval of the biennial progress update in relation to the Home Energy Conservation Act (1995) Further Report approved by Cabinet on 14 March 2017 (Appendix 2)

Background

2. Improving domestic energy conservation to reduce household fuel bills, lower carbon emissions and addressing cold-related health problems continue to be a Government priority.
3. In July 2012 the then Department of Energy & Climate Change (DECC) issued guidance to English energy conservation authorities pursuant to the Home Energy Conservation Act (HECA) 1995. Gateshead duly submitted HECA reports in 2012, 2015 and 2017 respectively, setting out the energy conservation measures that the authority considered practicable, cost-effective and likely to result in significant improvement in the energy efficiency of housing.
4. Since the last submission, the government has revised the HECA reporting guidance, changing its format and widened the scope. To combat a reducing response rate by some local authorities, a new proforma return reporting method is being piloted inputted into a digital platform. In addition, the request to report on non-domestic properties has been added. Local authorities continue to be required to publish their responses, albeit not the full document should they not wish, and Chief Executive approval of submissions is still required.
5. The 2019 HECA return captures information on the following key themes where response to questions is optional but highly encouraged:
 - I. Communications,
 - II. Green Local Supply Chain,
 - III. Private Rented Sector Minimum Energy Efficiency Standards
 - IV. Financial Support for Energy Efficiency,
 - V. Fuel Poverty,
 - VI. The Energy Company Obligation and
 - VII. Smart Metering.
6. Gateshead has been delivering energy efficiency measures for over nine years through the historical partnerships of Warm Up North, Warmzone, Warmfront and Decent Homes through The Gateshead Housing Company (TGHC). Private

sector investment has also seen significant, with works secured in the borough and in Housing Association stock. More recently, focus has prioritised delivering area-based schemes to high rise dwellings managed by TGHC while tackling other low rise, “hard to treat” non-traditional properties.

7. This progress report covers energy initiatives delivered and planned to domestic & non-domestic buildings.

Progress Update

8. The Council and its partners report the following headline progress:
 - Since April 2017, the proportion of homes rated in the highest energy efficiency bands (A-C) in Gateshead has risen from 56% to 57% (SAP 2009).
 - In partnership with TGHC delivered district heating and double-glazed windows to 621 properties across 7 high rise blocks in addition to insulating the rooves. This removed legacy, inefficient electric storage heaters or older gas boilers.
 - Connected over 300 domestic properties to the Council’s Town Centre District Heating network providing lower carbon heating.
 - During 2018/19 the Council completed an additional £420,000 of projects to reduce energy consumption in the Council’s property portfolio through the Salix schemes, including new LED lighting and heating plant.

Proposal

9. The Council and its partners propose the following primary areas of work:
 - Launch LEAP (Local Energy Assistance Programme) and ECHO (Emergency Central Heating Offer) so eligible residents in fuel poverty can receive advice re; income maximisation and boiler repairs / replacements.
 - Enforce minimum energy efficiency letting standards in the private rented sector.
 - Extend the Gateshead District Energy Scheme to a new school and office.
 - Pilot “Gateshead Switching & Fuel Poverty Campaign” to support residents to reduce household energy bills.

Recommendations

10. It is recommended that Cabinet:
 - (i) Approves the Home Energy Conservation Act Report as set out in Appendix 2.
 - (ii) Agrees to it being submitted to the Department of Business, Energy & Industrial Strategy (BEIS) prior to 31 May 2019.
 - (iii) Agrees to it being published on the Council’s website
 - (iv) Agrees to receive an update report in March 2021.

For the following reasons:

- (i) To meet the Council's statutory obligations under HECA (1995)
- (ii) To continue improving the energy efficiency of both housing and non domestic buildings in Gateshead.
- (iii) To reduce CO₂ emissions from the domestic sector.

CONTACT: Peter McDermott, Energy Projects Team Leader extension: 3449

Policy Context

1. The reported measures and future proposals contained within the prevailing Home Energy Conservation Act (HECA) Report (Appendix 2) aim to deliver measures to improve the energy efficiency of the residential stock in the borough, reduce fuel poverty, lower carbon emissions and improve housing conditions. Schemes are also proposed to improve non-domestic properties that the Council owns and buildings owned by small to medium size enterprises (SMEs). Proposals contribute towards achieving many elements of Vision 2030, and other council strategies and commitment as outlined below.

Making Gateshead a Place Where Everyone Thrives

Measures reported and proposed have helped to, and will continue to help to make Gateshead a place where everyone thrives where people and families are at the heart of what the Council does. It will help to address the inequalities in housing standards by raising them and demonstrates investment in sustainable energy solutions in the borough.

EU Covenant of Mayors

As well as Vision 2030 targets and the Thrive Agenda, the Council has made a commitment to the EU Covenant of Mayors programme, to reduce carbon emissions by at least 20% by 2020. Reducing carbon emissions of housing is also one of the key themes in Gateshead Council's Sustainable Energy Action Plan.

Background

2. Improving home energy conservation, tackling fuel poverty and reducing energy use remain core priorities for national government, and there have been many developments in recent years, which have led to a step-change in how energy schemes, grants and reducing energy bills are secured. These changes will also shape future delivery.
 - **Home Energy Conservation Act (HECA)** - Using powers under this act, all Local Authorities are required to prepare reports every two years setting out the energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area.
 - **Green Deal** - The Green Deal was designed to help householders and businesses increase the energy efficiency of properties across the UK, by making energy-saving improvements to your home or business without having to pay all the costs up front. Now repealed, the Green Deal Home Improvement Fund and finance to the Green Deal Finance Company are no longer in operation. Take up was poor and success was limited.
 - **Energy Company Obligation (ECO) funding** - The Energy Company Obligation (ECO) is a government energy efficiency scheme in Great Britain to help reduce carbon emissions and tackle fuel poverty. The scheme began in April 2013 and has been amended over time. ECO3, the latest policy commenced in December 2018 with only one obligation named the Home Heating Cost Reduction Obligation (HHCRO), which must promote measures

which improve the ability of low income, fuel poor households to heat their homes and lead to financial savings on energy bills such as installing insulation or heating measures. Although predominantly aimed at private sector properties some thermally inefficient social housing can benefit from measures in addition to “innovative” measures. Local Authorities are also able to refer residents in their areas to an obliged ECO3 energy supplier. A small allocation of HHCR0 is also open for local authorities to add additional qualifying criteria in their areas via a published “Statement of intent” on their website to widen eligibility locally.

- **Housing Act 2004** – The Council can exercise powers under the Act in specific relation to the mandatory housing standard the Housing Health and Safety Rating System. Excess Cold is one of the twenty nine hazards a property must be free from. Homeowners or landlords can be compelled to improve the property to improve thermal comfort and energy efficiency.
- **Energy Price Caps** – Set by Ofgem twice a year Energy Price caps were introduced to ensure consumers pay a fairer price for gas and electricity. These caps apply to prepayment, default and standard variable tariffs (SVT),
- **Warm Home Discount Scheme** – Eligible parties deemed “core” or “broader” groups due to receipt of pension credit and low income criteria respectively, can benefit from £140 off their electricity bill.
- **Cold Weather Payment / Winter Fuel Payment** – Two schemes, the first to support certain welfare benefit recipients should weather be 0 degrees or below for 7 consecutive days and the second an age-related payment to help older people pay their heating bills.

Historic Delivery 2017 - 2019

3. Gateshead Council and its partners have delivered energy efficiency improvements to both private and social housing. Improvements to non-domestic properties have also been secured, particularly Council premises. These include but are not limited to the following;
 - Since April 2017, the proportion of homes rated in the highest energy efficiency bands (A-C) in Gateshead has risen from 56% to 57% (SAP 2009).
 - In partnership with TGHC delivered district heating and double-glazed windows to 621 properties across 7 high rise blocks in addition to insulating the roofs. This removed legacy, inefficient electric storage heaters or older gas boilers and replaced it with low carbon combined heat and power or renewables from ground source heat pumps.
 - With TGHC insulated non-traditional properties, replaced defective cavity wall insulation and insulated flat roofs to tackle hard to treat properties.
 - Continued to deliver the Empty Home Purchase and Repair Scheme in conjunction with Keelman Homes to ensure modern combi boilers and heating controls are installed into dwellings brought back into use.
 - Connected over 300 domestic properties to Gateshead Councils Town Centre District Heating network providing lower carbon heating.
 - During 2018/19 the Council completed an additional £420,000 of projects to reduce energy consumption in the Councils property portfolio through the Salix schemes including new LED lighting and heating plant.
 - Between 2016 and 2019 Capital energy efficiency improvements and reductions in energy consumption to Council owned schools & buildings have resulted in an

improvement in the average Display Energy Certificate (DEC) of ca 10 units uplifting them from band D to C.

Significant challenges still remain to improve energy efficiency in Gateshead properties. Reductions in scope and funding from the Energy Company Obligation (ECO) and the reduction in other funding streams reduces capital investment potential. Many solid wall properties and those of non-traditional construction also remain uninsulated due to them being “hard to treat” and expensive to remedy.

Future Delivery 2019 - 2021

4. A range of initiatives are proposed in the HECA Report in Appendix 2. These include but are not limited to:

Area based Pre 1919 / Solid wall housing – The aim is to;

- Secure ERDF funding for an area based scheme in Chopwell to provide low carbon renewable energy via a local heat network, solar PV installations to up to 600 homes and also improve energy efficiency to properties through delivery of solid wall insulation measures to up to 800 homes.

All housing – Gateshead has around 95,000 residential properties. The aim is to;

- Launch LEAP (Local Energy Assistance Programme) and ECHO (Emergency Central Heating Offer) so eligible residents in fuel poverty can receive advice re; income maximisation and boiler repairs / replacements.
- Pilot “Gateshead Switching & Fuel Poverty Campaign” to support residents to reduce household energy bills.
- Improve standards in the private rented sector through the utilisation of the enforcement powers under the Housing Act 2004.
- Continue to enforce minimum energy efficiency letting standards in the private rented sector.
- Upgrade old, inefficient boilers and windows in properties managed by The Gateshead Housing Company as part of the maintaining decency housing capital programme.

Energy Generation – To increase the amount of decentralised energy.

- Extend the Gateshead District Energy Scheme to connect a newly developed school and Grade A office building.
- Complete feasibility studies to investigate connect existing Council owned properties in Gateshead Town Centre to the District Energy Scheme to provide low carbon heat.

Non Domestic Properties – The aim is to;

- Deliver Salix projects to non-domestic Council buildings where an investment to save business case exists.
- Continue membership of the ERDF funded BEST (Business Energy Savings Team) to support local SMEs.

Consultation

5. The Cabinet Members for Environment & Transport and Housing have been consulted. The Leader and Deputy Leader have also been consulted on this report.

Alternative Options

6. The following option has been considered, and rejected:

Not to draft a HECA Report, nor publish the report on the Council website. This option was discounted given that preparation of the report is a requirement under the Act and that publishing it provides transparency to the public.

Implications of Recommended Options

7. Resources

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

The Council's 2019/20 and 2020/21 Capital Programme includes proposed energy related schemes and the financial implications for each specific project are considered on an individual basis to ensure that the proposed investment can be accommodated from available resources prior to commencing a project.

- b) **Human Resources Implications** – None – all works to be managed within existing staffing resources within the Council and the Gateshead Housing Company.

- c) **Property Implications** – Capital works arising from the delivery of actions within the revised further report will improve the condition of Council homes managed by TGHC or premises owned / managed by the Council. All other works will take place in private sector domestic properties outside Council control.

8. **Risk Management Implications** – A medium and realistic risk is that the Energy Company Obligation (ECO) funding will not be at the anticipated level or withdrawn entirely. If this occurs, the project outputs will be scaled down accordingly or if a revised business case was unviable the project would be abandoned.
9. **Equality and Diversity Implications** – None.
10. **Crime and Disorder Implications** – None.
11. **Health Implications** – The proposals will have positive health benefits, by installing modern, efficient heating systems and delivering fabric insulation improvements to homes thus reducing cold, damp conditions which can cause respiratory illnesses and excess winter deaths.
12. **Sustainability Implications** – The proposals continue to deliver environmental benefits through reduced carbon emissions, reduced demand for grid electricity,

social benefits through improved home comfort and health, as well as economic benefits by passing on fuel savings.

13. **Human Rights Implications** – The proposals have no impacts on human rights.
14. **Area and Ward Implications** – The proposals will potentially benefit all wards.



HECA REPORTING 2019

Forward Guidance to Local Authorities on Changes to Home Energy
Conservation Act (HECA) Report Submission from 2019

DRAFT



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DRAFT

Introduction

The Home Energy Conservation Act 1995 ('HECA') requires all 326 local authorities ('LA's) in England to submit reports to the Secretary of State demonstrating what energy conservation measures they have adopted to improve the energy efficiency of residential accommodation within that LA's area. This covers measures to improve properties in the owner-occupier, private rented sector, and social rented sector. BEIS uses data submitted through LAs HECA returns to inform policy thinking on energy efficiency, and to build an ongoing picture of local and national energy efficiency policy delivery.

These guidance notes are issued in accordance with the Secretary of State's powers under section 4 of the Act and are to alert LAs of amendments to the HECA reporting framework in advance of May 2019 when the next reports are due. In previous years, reporting rates have been disappointing, with 282 reports submitted in March 2015 out of 326 LAs, and only 151 in March 2017. The refreshed reporting system for 2019 streamlines the process and reduces LA reporting burdens. Newly structured around a series of questions and direct information points, the amended framework aims to support LAs to provide information and updates on the key energy efficiency topics of interest to BEIS Ministers. It will also enable LAs to provide a consistent picture of energy efficiency promotion and delivery across England within a standardized framework. Following the principles of open data, the department may publish the information in an open data format to allow wider access and interpretation of the data, while ensuring that such publication complies with the terms of GDPR.

HECA 2019 Reporting Requirements

The Report is to be divided by sections to capture information on a range of key themes:

Headline & Overview

What main strategy and schemes LAs currently have to promote carbon reduction and/or energy efficiency, stakeholders involved and impact at a societal and economic level.

Communication

How LA engage stakeholders (including consumers and businesses) to promote awareness of energy efficiency.

Green Local Supply Chain

How LAs engage local businesses involved in the promotion of energy savings products and the societal benefits alongside any local economic impact this might have.

Private Rental Sector Minimum Energy Efficiency Standards

How LAs enforce and promote awareness of the PRS Minimum Energy Efficiency Standards that came into force in April 2018.

Financial Support for Energy Efficiency

Financial programmes used by LAs to promote energy efficiency.

Fuel Poverty

How LAs identify those in fuel poverty and any initiatives used to address this.

The Energy Company Obligation (ECO)

How LAs are using the recently introduced ECO 'flexible eligibility' programme to refer certain households in fuel poverty or with occupants on low incomes, who are vulnerable to the effects of cold homes, to ECO obligated suppliers for support.

Smart Metering

How LAs promote awareness and uptake of smart metering.

All questions are optional, but responses highly encouraged. While reporting is focused on energy savings related to homes, you are welcome to provide additional information on energy efficiency improvements in non-domestic properties, but this is fully optional. There will be a final free response section permitting local authorities to discuss any additional activities which they feel are relevant.

Submission of HECA 2019 Reports

For the 2019 reporting year, the Department for Business, Energy and Industrial Strategy (BEIS) is piloting the submission of reports via a digital platform, and for this year LAs will be asked to populate their HECA Report and submit materials via a SurveyMonkey submission. No other reporting material or submissions will be required. LAs continue to be required to publish their responses, and they can do this in whichever form they wish, so long as the published report contains relevant information submitted via the digital platform. It is not necessary for LAs to publish all the information submitted via the digital platform. Before the online survey is completed, the chief executive or director of the LA should approve the submitted content. If this approach proves effective and supports the engagement and compliance of a greater number of authorities than in recent previous years, BEIS will consider how this approach can be further improved for the 2021 reporting year.

The questions which LAs are asked to report on in the digital 'Survey' are listed below:

HECA Reporting 2019 Questions

Name of Local Authority: Gateshead		
Type of Local Authority: Borough Council		
Name and contact details of official submitting the report: Ann-Marie Gibson		
Job title of official submitting the report: Energy Projects Officer		
<p>Names of teams working on policy areas covered by this reporting tool:</p> <ul style="list-style-type: none"> • Energy Services • Home Ownership • Private Sector Housing • Capital Projects Unit • School Development • Trading Standards • Economic Development • Development Management • Neighbourhood Management and Volunteering • Communications • Public Health 		
<p>Total number of staff working in above policy areas (by FTE):</p> <p>90</p>		
Headline and Overview Questions		
1	Does your Local Authority have a current strategy on carbon reduction and/or energy efficiency for domestic or non-domestic properties?	Y
	<p>The strategy for carbon reduction/energy efficiency is incorporated into the Gateshead Housing Strategy 2019-2030, which contains the following objective:</p> <ul style="list-style-type: none"> • Improved energy efficiency of the housing stock, to help reduce fuel poverty and help meet climate change obligations and targets. <u>Target:</u> 60% of existing properties to have a SAP rating of 65 or greater by 2020, and all homes by 2030. <p>On a local level, the strategy is to contribute to the delivery of many targets within the Thrive Agenda (http://www2.gateshead.gov.uk/ipledge/Home.aspx), Vision 2030 (https://www.gateshead.gov.uk/media/2275/Vision-2030/pdf/Vision-2030.pdf?m=636372784082670000), the Council's Climate Change Strategy and other Council strategies and commitments, specifically:</p> <ul style="list-style-type: none"> • Support our communities to support themselves and each other 	

	<ul style="list-style-type: none"> Invest in our economy to provide sustainable opportunities for employment, innovation and growth across the borough Reducing energy consumption and carbon emissions of homes and public buildings in the borough. Reducing carbon emissions of homes and public buildings. <p>Sustainable Gateshead - Improving how we use energy and resources as well as working towards a sound economic future.</p>	
2	If yes, please provide a link to your current strategy here:	
Gateshead Housing Strategy 2019-2030: https://www.gateshead.gov.uk/media/4816/Housing-strategy/pdf/Gateshead_Housing_Strategy_2019_30.pdf?m=636892186922470000		
3	If no, are you planning to develop one? N/A	(Y/N)
4	a. What scheme(s) has your local authority implemented in support of energy saving/carbon reduction in residential accommodation (such as owner-occupied, privately rented and social housing) or non-domestic properties since 2017? (if you have not implemented any scheme, please enter 'N/A')	
<p><i>Free text response to question 4a - please outline in no more than 200 words</i></p> <p>Non-Domestic:</p> <p>1. SALIX Funding</p> <p>During 2017/18 the Council completed an additional £420,000 of projects in the Council's property portfolio, including:</p> <ul style="list-style-type: none"> More efficient heating and ventilation. BMS optimisation. New LED lighting, with occupancy controls. <p>Social Housing:</p> <p>1. HEIGHTs Project</p> <p>Provided energy efficient district heating and double-glazed windows to 621 properties across 7 high rise blocks, also installed roof insulation to 6 blocks. Heating measures were supported by a £4.5m grant from European Regional Development Fund (ERDF).</p> <p>2. The Gateshead Housing Company (TGHC)</p> <p>Completed works:</p> <ul style="list-style-type: none"> Insulated in excess of 55 non-traditional "Wimpey No fines" properties. Newly insulated in excess of 100 flat roofs, previously uninsulated. Insulated in excess of 50 staircase 'pop outs' to reduce condensation risk. Insulated T-Fall ceilings in 1930/40's properties, where traditional loft insulation is impossible. Replaced failed/defective cavity wall insulation. Installed smaller boilers more appropriate for dwelling size. <p>3. Keelman Homes</p>		

The Empty Homes Purchase and Repair Scheme ensures all homes have a modern combi boiler with smart user control of time and temperature and thermostatic radiator valves to enable local temperature control in each room. **Numbers requested from Yasmin Ellis**

4. Gateshead Regeneration Partnership

Contractual commitment to comply with the Code for Sustainable Homes, despite this now being redundant. All new homes are designed to achieve thermal efficiencies that exceed the minimum Building Regulations requirements and ensures buildings are airtight with appropriate ventilation. Insulation materials of a high specification are used, and combination boilers specified based upon their overall efficiency and low NOx rating.

5. Gateshead Innovation Village

This is a live research project led by Home Group and supported by Gateshead Council. The project creates 41 new modular homes using a variety of modern methods of construction (MMC). The scheme provides us with the opportunity to review the benefits MMC can offer towards energy efficiency and performance whilst enabling us to review a mix of heating and energy systems which could help us transition to more demanding future sustainability and energy standards. Once the housing is occupied during the course of this year, the energy use will be monitored by the Building Research Establishment.

b. What scheme(s) is your local authority planning to implement in support of energy saving/carbon reduction in residential accommodation (such as owner-occupied, privately rented and social housing) or non-domestic properties in the next two years? (if you are not planning to implement any scheme, please enter 'N/A')

Free text response to question 4b - please outline in no more than 200 words

In late May / early June we will be launching two schemes, which provide residents in fuel poverty with support free of charge:

1. LEAP (Local Energy Assistance Programme)

Eligible residents across all tenures receive a free home visit, in which they are provided with energy saving advice, easy to install energy efficiency measures (e.g. draught exclusion), and help switching energy supplier. Where beneficial, they will also be referred to an income maximisation service delivered by national charity IncomeMAX, and for larger scale energy efficiency measures delivered through the Energy Company Obligation programme. <https://applyforleap.org.uk/>

2. ECHO (Emergency Central Heating Offer)

Eligible residents who own and occupy their home receive free boiler repair or replacement, in the event of their boiler breaking down.

SALIX

During 2018/19 the Council continued an annual energy efficiency investment programme, delivering £715,000 of projects in the Council's non-domestic property portfolio, including the following measures:

- More efficient heating and ventilation.
- High efficiency fans & motors
- BMS optimisation.
- New LED lighting, with occupancy controls.
- Including external streetlighting, bollards, zebra crossings and Belisha beacons.

BEST

BEST is a project, funded by the European Regional Development Fund (ERDF) and delivered by local Councils, which aims to reduce energy use and costs in small and medium-sized enterprises (SMEs) in

Gateshead, Newcastle, North Tyneside, Northumberland and Sunderland.

The Council has engaged with Newcastle Council as lead authority to carry out energy efficiency works in SMEs throughout the borough. Each SME is approached through our Business Team and their subsequent wish to proceed leads to a survey and report as carried out on our behalf by Narec DE (www.narecde.co.uk). There are presently 9 Gateshead SMEs who have asked to be included and are at various stages within the process.

District Energy Scheme extensions. - A speculative Grade A office block being constructed will be connected to the Council's District Energy Scheme providing the building with lower carbon / lower cost heat and power. In addition, two neighbouring properties - also housing Grade A office space - will benefit from lower carbon / lower cost electricity. A future school is projected to be built in 2020 which is also scheduled to connect to the district heating network

Future Clasper Village Housing Development – The inclusion of ground source or air source heat pumps is being explored as part of the specification which would be over and above the buildings regulations business as usual approvals.

Park, Peareth & Priory Court High Rise Improvements – Included in the Councils Capital programme for the next two years is the installation of external wall insulation and roof insulation to 3 high rise blocks in the town centre. This will benefit 168 flats. Consideration is also being given to changing the billing of the district energy scheme connection from usage by way of annual service charge to heat metering individual dwellings.

5	What has been, or will be, the cost(s) of running and administering the scheme(s), including the value of grants and other support, plus any other costs incurred? Please provide figures and a brief narrative account if desired.
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Free text response to question 5 - please outline in no more than 100 words

Energy Team

Gateshead Council resources the Energy Services Team, whose remit include energy efficiency schemes for domestic and non-domestic properties, with an annual staff budget of £0.45m. Whilst this used to be revenue funded, now we are able to cover the majority of these costs from fees and incomes on provision of energy services to customers (energy management, energy sales) and fees for delivery capital schemes.

Salix

Salix schemes incur design, contract and project management fees commensurate with the specific works and in line with Salix guidelines and national industry norms. These fees are included in the payback criteria as part of the loan to be repaid by the energy savings.

LEAP and ECHO

These schemes are funded by energy suppliers through their statutory social obligations. They are delivered by Agility Eco, who were selected by energy regulator Ofgem and who have a strong proven track record in delivering these schemes for 70+ local authority partners across the UK.

Keelman Homes

The cost of a new combi boiler plus fitting thermostatic radiator valves is £2,417.00.

6	What businesses, charities, third sector organisations or other stakeholders do you work with to deliver the scheme(s)?
<p><i>Free text response to question 6 - please outline in no more than 100 words</i></p> <p>Council:</p> <ul style="list-style-type: none"> HEIGHTs Project: TGHC; Willmott Dixon Construction (HEIGHTs Project); ERDF; MHCLG; and Switch 2/Emrgnt Ltd. District Energy Scheme: Balfour Beatty & WSP Ltd Gateshead Private Landlords Association Citizens Advice Bureau LEAP & ECHO: Agility Eco <p>Salix:</p> <ul style="list-style-type: none"> Works are determined, surveyed and calculated by in-house engineers before application to Salix as our funding partner. Salix review and comment before authorising loans. Projects are designed, tendered and managed by in-house engineers. Projects are tendered with external companies (manufacturers and contractors, many local) as appropriate to the actual works and awarded within strict procurement requirements. The outcome is monitored in-house using externally procured and managed software (SystemsLink). We work directly with Salix and liaise through them with other public sector organisations, local authorities, Universities, NHS, and others. Salix arrange regional seminars to gather all the local bodies together to share good practice, with our presentations as case studies, etc. <p>BEST:</p> <ul style="list-style-type: none"> Our delivery partner, Narec DE, identifies energy efficiency improvements and works with businesses on our behalf to develop a plan to achieve these savings. This plan leads to submission of quotations – sought by the SME – for our review and acceptance for funding. Works are then carried out directly by the SME with their appointed contractor/manufacturer. <p>TGHC</p> <ul style="list-style-type: none"> Insulation installers and manufactures. Strong relationship with two boiler manufacturers to support the installation of the most appropriate and efficient appliances based on the sectors need. <p>Keelman Homes</p> <ul style="list-style-type: none"> Homes England Gateshead Council TGHC Kier Keepmoat Homes 	
7	<p>What has been the outcome of the scheme(s) (e.g. energy savings, carbon savings, economic impacts such as job creation and/or increased business competitiveness, societal impacts such as alleviation of fuel poverty and/or improved health outcomes etc.)?</p> <p>This does not have to be measured against national data or benchmarks, but rather focuses on the local authority's own monitoring and evaluation.</p>
<p><i>Free text response to question 7 - please outline in no more than 200 words</i></p> <p>Council – Non-domestic</p>	

In 2009, the Council committed to reducing its carbon emissions by 35%, with a revised deadline of 2016. As at March 2017 that target has been achieved and emissions are continuing to fall. The total actual and weather-corrected carbon emissions for property and street lighting have decreased by a further 2.9% and now stand at a 38.4% reduction since 2007. This is due in part to the completion of the 5-year programme to retrofit all street lighting with efficient lanterns (either LED, or high efficiency dimmable lanterns). Street light energy consumption alone has reduced by over 50% since 2010/11 and further savings are still expected. Furthermore, the addition to the 3MW battery store and Gateshead Energy Company private wire network to the Civic Centre, and the two depots at Shearlegs and Park Road has further reduced carbon emissions.

In addition, analysis of the Councils non-domestic premises electricity and gas bills shows that there has been a 7.1% and 16.1% reduction in usage from April 2017 to April 2019.

SALIX

Each Salix scheme has a set of calculated aspirations for energy saving and is then monitored using SystemsLink to confirm that the predictions are achieved. To date, we have realised savings between 5% and 45% on projects, allied to coincidental revenue savings from maintenance and avoided costs for plant replacement we believe that targets are met and exceeded.

Another benefit of the Salix works, mainly LED lighting, is that the improved and consistent/uniform lighting output gives an apparent feel of refurbishment and improvement of the property. This has assisted the business case for the likes of our leisure centres as they strive to increase and retain footfall and custom. This success has led to our business centres seeking to enter the scheme with a mind to reducing their operating costs and thereby being more attractive for rental.

TGHC

Continued improvements in overall SAP performance for the social housing stock, improvements in tenancy sustainability, and property let-ability.

Keelman Homes

We fitted solar panels in 55 properties in 2014. This creates an income of around £80 per property, per annum for Keelman and saves on electricity bills for our tenants.

Domestic Energy Efficiency – All tenure.

Since April 2017, the proportion of homes rated in the highest energy efficiency bands (A-C) in Gateshead has risen from 56% to 57% (SAP 2009).

8	What lessons have you learned from delivering this scheme(s)?
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Free text response to question 8 - please outline in no more than 100 words

Energy Team

- There is a need for accurate modelling to ensure projects will perform as expected e.g. not over-estimating heat demand.
- Ensure that any planned tariffs take a long-term view of pricing e.g. we had to account for the price cap.
- There is still a reliance on grant funding to meet the shortfall for large-scale schemes, generally they are not financially viable without it although Gateshead Council is working to produce a funding model that would reduce this reliance over time with the ambition of grant funding eventually not being required.

SALIX

Energy efficiency schemes are possible in most properties. The viability and payback from such schemes are variable and depend on a thorough process of consideration and design, not limiting to a single technology or a single manufacturer, completing whole building solutions with multiple technologies produces a better

result and less disruption to the building operator and users. This process requires engineers from multiple disciplines, with no reliance on a single manufacturer or product, who can design faithfully and fully. Energy reduction/efficiency schemes are not necessarily all about the energy alone and describing and demonstrating the peripheral benefits aids in attaining initial capital funding and client buy-in to projects. One example would be the Gateshead International Stadium sports hall with lighting, heating and ventilation improvements allowing mixed-use booking – including a pantomime company – and retention of customers who had been persistently complaining about lighting levels and thermal comfort.

Keelman Homes

We have learnt that by ensuring a home is energy efficient for when our tenants move in, we have far less repair works, and the tenant has low energy bills.

Local Communications Strategy

9	Does your local authority provide any advisory service to consumers (and businesses) on how to save energy?	Y
10	If yes to question 10, please briefly outline how this is undertaken (or enter 'N/A' if appropriate)	

Free text response to question 10 - please outline in no more than 100 words

Council

We generally signpost residents to the Energy Savings Trust or their existing energy supplier. The HEIGHTS project offered specific help to residents on switching tariff and using their new system/prepayment meter. Where customers have connected to the Councils District Energy Scheme they have had their existing heating installations optimised to use district heating as efficiently as possible.

Customers who have an SLA with the Councils Energy Services team can view their usage gas and electricity usage via the online to SystemsLink Energy Manager Portal to analyse historical trends. This is in addition to validations checks undertaken by Energy team technicians in Systemslink.

Energy saving advice is offered to all council buildings and schools, generally in the form of a site visit supported by a report including recommendations. Information is provided on how to run heating and hot water systems e.g. using temperature set points and time schedules to minimise energy waste.

SALIX

Although Salix funding is not available outside the public sector we advise of the model and successes of such works to businesses, especially the likes of the community centres and other asset transfers, when we respond to energy efficiency queries from them. As the scheme is effectively a loan with repayments met by actual energy savings it can stand up to anyone with a view to a calculated business case and low-cost loan. We use our experience and place in the centre of the community to advise thus.

BEST

Together with our delivery partner, Narec DE, we also advise local businesses through the BEST scheme.

11	How do you communicate or encourage energy saving amongst domestic consumers and/or local businesses? (if you do not, please enter 'N/A' and move on to the next section 'Local Green Supply Chains')
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Free text response to question 11 - please outline in no more than 100 words

Council

We now have almost 700 domestic customers on 4 brand new district heating schemes. Most of our contact has been through post, but that provides telephone numbers and emails for direct contact with the project

delivery team for one-to-one advice. In addition, we have held drop-in sessions for residents to discuss their queries and gather advice on the most efficient use of their new heating system to promote cost and energy savings.

We produce annual reports to outline the works done to the property portfolio that advise on the extent of the energy efficiency projects undertaken in that calendar year and whilst some are purely internal documents others are accessible by the public, thus communicating our progress towards annual energy savings.

LEAP

LEAP will introduce this in domestic properties.

TGHC

Since October 2018, energy saving advice is delivered by an 'energy champion', who is an Advice & Support Officer and works with tenants who have asked for support in the that area.

BEST

As detailed above.

Local Green Supply Chains

12	Does your Local Authority promote the use of energy efficient products amongst consumers (and businesses)? (if you answer no please move onto the next section 'Private Rented Sector')	Y
13	If yes to question 12, please briefly detail how this promotion work is undertaken.	
<i>Free text response to question 13 - please outline in no more than 100 words</i>		
Small scale energy efficiency measures such as energy efficient light bulbs and draught exclusion will be issued to residents through LEAP.		
14	What engagement (formal or informal) does your local authority have with local businesses/supply chains involved in promoting energy efficiency products or carbon reduction?	

Free text response to question 14 - please outline in no more than 100 words

Council Buildings

Users are made aware of the opportunity to choose green energy suppliers provided through the utility contract procurement. Unfortunately, this tends to attract a premium which then makes the less expensive brown energy more appealing. Newsletters and information posted on the new schools' portal gets the information to the schools and other sites.

Trading Standards

Deal with complaints from consumers about traders who misdescribe energy efficient products or services they offer e.g. if they offer products for free which then result in being chargeable.

TGHC

Have worked with two boiler manufactures to ensure the appliances specified on contracts are appropriately sized for the needs of the dwellings and the likely household composition, thereby ensuring appliances are not oversized and unnecessarily expensive to run.

<p>Salix</p> <p>We assist local companies – such as Thorn Lighting – in the mutually beneficial promotion of energy efficiency schemes they have supplied their product for, with soundbites provided on the project and savings achieved. These publications are posted online and in trade/industry magazines. We also provide case studies for local, regional and national publicity through Salix, which are posted on their website and other communication media as well as local presentations.</p>		
<p>Domestic Private Rented Sector (PRS) Minimum Energy Efficiency Standards</p>		
<p>The Minimum Energy Efficiency Regulations (the Regulations) apply to all privately rented properties in England and Wales. As of April 2018, all such properties are legally required to have an Energy Performance Certificate (EPC) of at least an E before they can be let on a new tenancy. This requirement will then extend to all such properties by 1 April 2020, even if there has been no change in tenant or tenancy (please see BEIS's published guidance documents for the full details on the standard).</p> <p>The PRS Regulations give enforcement powers to local authorities, and authorities are responsible for ensuring landlord compliance within their area.</p>		
15	<p>Is your authority aware of the PRS Minimum Efficiency Standards which came into force in April 2018?</p> <p>(if you answered no, please move on to the next section 'Financial Support for Energy Efficiency')</p>	Y
16	<p>Which team within your authority is responsible for, or will be responsible for, leading on enforcement of the PRS minimum standard?</p>	
<p><i>Free text response to question 16</i></p> <p>An officer from the Trading Standards team will take the lead on enforcing the PRS minimum standard. The Private Sector Housing Team will also have an operational involvement in identifying those properties that are non-compliant through their inspection regime. These properties will then be referred to Trading Standards for further investigation.</p>		
17	<p>Please provide the contact details of the person leading this team.</p>	
<p><i>Free text response to question 17</i></p> <p>David Halliwell, Senior Trading Standards Officer, Development, Transport & Public Protection, 0191 433 3898</p>		
18	<p>What method or methods does your authority use to communicate with landlords and tenants about the standards and other related issues?</p>	
<p><i>Free text response to question 18 - please outline in no more than 100 words</i></p> <p>Gateshead Private Landlords Association</p> <p>Gateshead Council has a long-standing relationship with Gateshead Private Landlords Association. Set up in 1997 for landlords to meet and encourage good management, the GPLA amongst other things, assists landlords to comply with relevant legislation. They advise they have 350 members, managing over 1,500 properties, in relation to energy efficiency and minimum EPC standards which are mandatory before the association will advertise their properties online and in print.</p>		

Private Sector Housing Team

Gateshead Council has implemented selective landlord licensing in several areas of Gateshead over recent years. As part of this process we regularly engage with landlords to discuss changes in legislation and landlord responsibilities. Licensing conditions also stipulate the legal requirements for energy performance and properties won't be licensed if they do not meet the legal requirement. In addition, the number of properties meeting the Council's voluntary Private Rented Sector Accreditation scheme has increased with over 780 registered up to 31st March 2019.

Council Website

Private rented tenants are encouraged to get in touch if they feel that their rented home is substandard, and an inspection is generally carried out. Where the Private Sector Housing team identifies deficiencies in respect of the PRS Minimum Efficiency Standards, Trading Standards will be notified.

19	Do you directly target landlords of EPC F and G rated properties? If yes, how? If no, please explain.	Y
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Free text response to question 19 - please outline in no more than 100 words

Trading Standards

This is achieved through local intelligence provided by the private sector housing team and examination of the EPC register.

Financial Support for Energy Efficiency

20	What financial programmes, if any, do you have to promote domestic and non-domestic energy efficiency or energy saving? If applicable, please outline the sums, where such funding is sourced, and where it is targeted. (If you do not have any financial assistance programmes, please enter 'N/A' and move onto the next section 'Fuel Poverty')	
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Free text response to question 20 - please outline in no more than 200 words

Gateshead Council and Salix have been working together since 2009. Using the original £650,000 fund (50% match fund) Gateshead has financed over £2.3m of energy efficiency projects (to 2018/19). The resultant estimated savings of £542,000 and 2,594 tonnes of CO₂ a year are helping Gateshead achieve their carbon and cost reduction targets, building upon the achieved target of 35% reduction in carbon emissions between 2009 and 2016.

Fuel Poverty

21	Does your local authority have a fuel poverty strategy? If yes, please describe the scope of the strategy, and the support that is available for low income and vulnerable households to help tackle fuel poverty in your local area. Please also provide a link to your strategy if published.	N
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Free text response to question 21 - please outline in no more than 300 words

Gateshead Council is currently in the process of developing a Fuel Poverty Strategy.

Gateshead Council's fuel poverty strategy has focussed on the delivery of large-scale, capital improvement schemes which bring significant energy cost reductions and improvements to households connected to the

schemes. For instance, the HEIGHTs programme, which delivers savings of ca.10% on energy bills through the installation of more efficient heating systems and energy efficiency measures. Gateshead Council recognises that while the benefits of these schemes are significant, they are only available to households directly connected to the scheme. As a response to this, Gateshead Council is introducing schemes that are available to all low income and vulnerable households in Gateshead, for instance, LEAP, ECHO and a borough-wide switching pilot.

The Councils existing fuel poverty guidance and signposting is to be reviewed as a result.

<https://www.gateshead.gov.uk/article/3526/Acting-on-fuel-poverty>

22	What steps have you taken to identify residents/properties in fuel poverty? (enter 'N/A' if not appropriate)
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Free text response to question 22 - please outline in no more than 200 words

Council

1. There is a Strategic Poverty Board tasked with tackling poverty in Gateshead and one of their key focus areas is 'fuel poverty. They are bringing together all stakeholders in the borough to discuss and agree how best to target limited resources to achieve maximum impact.
2. Recently published a Local Index of Need (LION), which is a map that shows LSOA level data for:
 - Income & Poverty
 - Education & Skills
 - Children & Families
 - Health, Care & Wellbeing
 - Crime & Disorder
 - Housing, Environment & Transport

This will enable the Council and stakeholders to focus resources in areas of most need.
3. Gateshead's Joint Strategic Needs Assessment (JSNA) recognises the importance of fuel poverty, and it includes the following as their indicators of success:
 - Reduced numbers of households living in fuel poverty.
 - Reduced excess winter mortality.

UNO Database

Used to monitor and analyse the performance of our housing stock in Gateshead and to identify problem areas to address. Plans are being considered to add in mean and or lower quartile income data from Index of Multiple Deprivations (IMD 2015) which in conjunction with projected spend on domestic gas and electricity usage could provide a fuel poverty indicator to highlight likely incidences and geographical spread.

23	How does fuel poverty interlink with your local authority's overall carbon reduction strategy? (enter 'N/A' if not appropriate)
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Free text response to question 23 - please outline in no more than 200 words

Please refer to our response to Question 1.

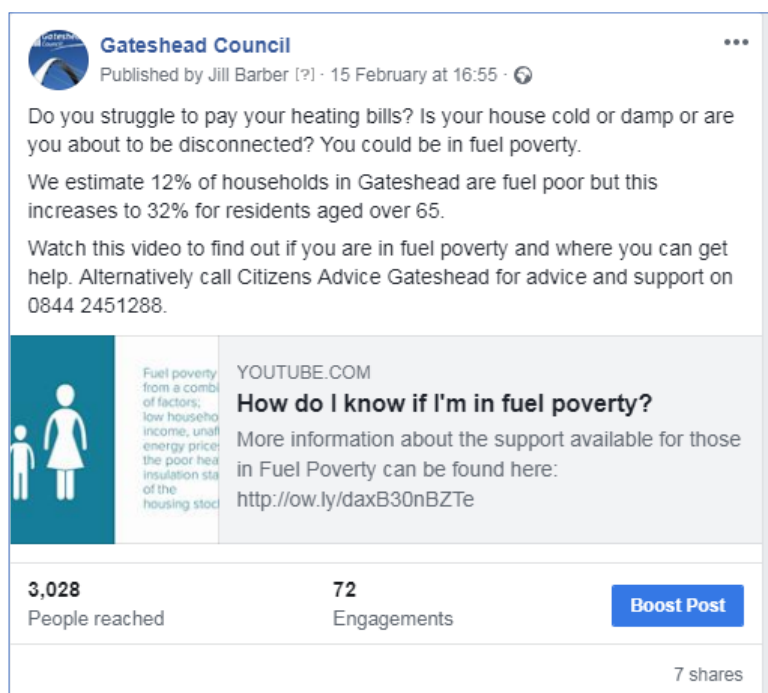
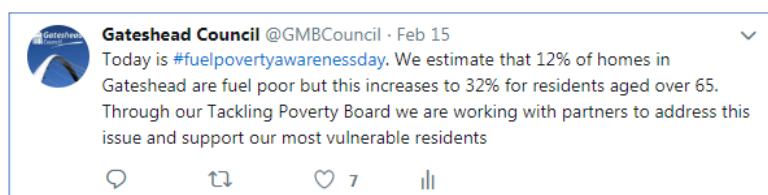
24	a. What measures or initiatives have you taken to promote fuel cost reduction for those in fuel poverty? (enter 'N/A' if not appropriate)
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Free text response to question 24a - please outline in no more than 200 words

Council Communications

Last month the Council issued a release to the media and published a story on our website re Gateshead HEIGHTS which highlights one of the aims of the scheme is to alleviate fuel poverty for residents by providing lower cost heat. <https://www.gateshead.gov.uk/article/10912/Gateshead-Council-reaching-new-heights-to-reduce-heating-costs-for-residents> This will also go in the Spring 2019 issue of Council News.

In February 2019 we supported Fuel Poverty Awareness Day on social media – see images below. The Twitter post was intended for partners and the Facebook post for residents with a call to action to see if they are in fuel poverty and signposting them to advice and support.



Council Energy Team

1. We have held drop-in sessions at Harlow Green in relation to electricity tariffs, to ensure all residents will achieve maximum savings on their tariffs following the energy efficiency improvement works.
2. Following the HEIGHTs project, Gateshead Council is now heat supplier to over 600 residents. We have benchmarked our heat tariffs against the 'big six' in a bid to ensure we offer residents the most affordable tariff for their heat, which also represents a saving against what they were previously paying.

TGHC

Energy Saving and advice drop-in session held on 26th March, with more planned in community venues.

b. If you have taken measures or initiatives to promote fuel cost reduction for those in fuel poverty, what partnership with business or energy providers have you undertaken? (enter 'N/A' if not appropriate)

<p><i>Free text response to question 24b - please outline in no more than 200 words</i></p> <p>HEIGHTs Project</p> <p>This was delivered with Switch2 as the heat meter supplier, the use of smart prepayment meters, with a range of payment options, ensures residents are in completed control of the heat and hot water use and expenditure. We are about to start the final phase of the HEIGHTs project which is to become electricity supplier to 154 residents of two blocks, this will be delivered in partnership with Emrgnt Ltd. Through this, residents will also receive smart prepayment electricity meters, delivering similar benefits, installed by SMS Ltd and serviced by Meterix Ltd.</p>		
<p>The Energy Company Obligation</p> <p>The Energy Company Obligation (ECO) is an obligation on energy suppliers aimed at helping households cut their energy bills and reduce carbon emissions by installing energy saving measures. Following the Spring 2018 consultation, the Government set out in its response that ECO3 will fully focus on Affordable Warmth – low income, vulnerable and fuel poor households.</p> <p>The recently introduced ECO “flexible eligibility” (ECO Flex) programme allows LAs to make declarations determining that certain households in fuel poverty or with occupants on low incomes and vulnerable to the effects of cold homes, are referred to ECO obligated suppliers for support under the Affordable Warmth element of ECO. LAs involved are required to issue a Statement of Intent that they are going to identify households as eligible, and the criteria they are going to use; and a declaration that the LA has been consulted on the installation of measures in a home.</p>		
25	<p>Has your local authority published a Statement of Intent (Sol) for ECO flexibility eligibility?</p> <p>If yes, please include a link to your Sol below.</p>	(Y/N)
<p>Our original SOI, which was sub regional approach led by Durham outlining flexible eligibility, has been superseded, so it has been removed from Gateshead Council’s website. The revised SOI will be published soon in line with ECO3 guidance.</p>		
26	<p>Please use the following space to provide any further information you feel might be of benefit to BEIS, in helping us to understand ECO Flex delivery in more detail. For example, the number of declarations signed versus the number of households helped.</p>	
<p><i>Free text response to question 26 - please outline in no more than 200 words</i></p>		
<p>Smart Metering</p>		

27	<p>Please provide a brief statement outlining your current or planned approach to:</p> <p>Engage and support your residents (including those in vulnerable circumstances or with pre-payment metering) to promote take up of smart meters and achieve associated benefits (e.g. ability to control energy use, identify best value tariffs)? Please detail any work undertaken or planned with local/community groups, housing associations, micro businesses, Smart Energy GB under their Partnership Programme and energy suppliers.</p>
<p><i>Free text response to question 27 – please outline in no more than 150 words.</i></p> <p>We have no plans to promote smart meters to residents, but we have installed them on our most recent energy improvements project; please refer to our response to question 24b.</p>	
28	<p>Please provide a brief statement outlining your current or planned approach to:</p> <p>Integrate your approaches to delivering energy efficiency improvements in residential accommodation with the opportunities presented by the installation of smart meters, drawing upon materials from the Smart Meter Energy Efficiency Materials Project or other sources of independent information.</p>
<p><i>Free text response to question 28 – please outline in no more than 150 words.</i></p> <p>N/A</p>	
29	<p>Please detail any:</p> <p>Resources/ support (e.g. services, funding) available to residents who have had an appliance(s) condemned for safety reasons and cannot afford to replace it (e.g. during visual safety checks conducted during their smart meter installation or otherwise).</p>
<p><i>Free text response to question 29 – please outline in no more than 150 words.</i></p> <p>N/A</p>	
30	<p>Please detail any:</p> <p>Existing relationships with energy suppliers to help ensure that the opportunities presented by vacant properties under your control are effectively utilised (i.e. gaining access to install a smart meter).</p>
<p><i>Free text response to question 30 – please outline in no more than 150 words.</i></p> <p>When a TGHC tenancy ends, the supply/supplies are switched to Robin Hood Energy. If there is a prepayment meter in the property this will be exchanged for a smart prepayment meter. TGHC will then notify Robin Hood Energy when a new tenancy starts and the tenant will be moved onto a 12-month fixed tariff with Robin Hood Energy.</p>	
<p>Future Schemes or Wider Initiatives</p>	
31	<p>Please outline any future schemes or wider initiatives not covered above that your local authority has carried out or is planning to undertake to improve the energy efficiency of residential accommodation or businesses in your area, for example, within your Local</p>

	Enterprise Partnership (LEP) Energy Strategy (if you do not plan any future schemes currently, please enter 'N/A').
<p><i>Free text response to question 31 - please outline in no more than 500 words</i></p>	
<p><u>ERDF Project</u></p> <p>An outline application in November 2018 for European Regional Development Fund proposing energy efficiency works to houses in Chopwell has been successful. The Council has been invited to submit a full application. The project aims to deliver the following works to homes in;</p> <ul style="list-style-type: none"> • Fit solid wall insulation to up to 800 homes – focused in the River Streets area (blue area in Appendix) and North West streets (Green area) • Deploy up to 570 solar / ground source heat pump systems (in River Streets, and Social Housing / Right to Buy homes in South of Chopwell – orange area). These will replace the need for gas boilers, and provide heat to homes that is extracted from a network of 150m deep boreholes. Solar panels will both generate electricity, and supply excess summer heat into the borehole network, to be stored and used during the winter. <p>Its estimated that fuel costs for residents will be reduced by ca. 15% or £150 per year, and reduce carbon emissions of each property by 60 -70%.</p> <p><u>Heat Network Investment Project</u></p> <p>Gateshead Council has been successful in receiving revenue funding support from the Heat Network Delivery Unit of BEIS. This will be used to undertake heat mapping and feasibility works to explore future connections to Gateshead Town Centre District Energy Scheme. The buildings included in the SCOPE of this feasibility include a high rise tower block currently electrically heated, a aged persons unit, a former care home, business centers and medium rise properties managed by TGHC which benefit from individual combi boilers.</p>	

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TITLE OF REPORT:	Coatsworth Shopfront Design Guide SPD – Proposed appendix to support detailed design guidance for planning applications
REPORT OF:	Colin Huntington, Acting Strategic Director, Communities and Environment

Purpose of the Report

1. To seek Cabinet approval of the detailed design appendix (attached at appendix 2) to the 2013 Coatsworth Shopfront Design Guide Supplementary Planning Document (SPD) as part of the SPD (attached at appendix 3), which sets out detailed design guidelines to support planning applications.

Background

2. Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 places on Local Planning Authorities the duty to draw up and publish proposals for the preservation and enhancement of conservation areas in their district. There is also a requirement under s.71 to consult the local community.
3. In 2012 The Council successfully secured a grant from Heritage Lottery Fund (HLF) to deliver a Townscape Heritage initiative (THI) scheme in Coatsworth Conservation Area which focused on the shopfronts and buildings along Coatsworth Road.
4. As part of the preparation for the scheme, to meet HLF criteria, a conservation area character appraisal and management plan was prepared and subsequently adopted by the Council as a supplementary planning document (SPD) on 16th April 2013.
5. A condition of the THI, is that the Council is required to prepare, and adopt a shopfront design guide. This, with conservation area management strategy, will inform the future development of the conservation area in a constructive manner, assist the delivery of the THI, and provide a mechanism for the maintenance of the public investment during the THI after the project has ended in 2017

Shopfront Design

6. The THI scheme has a strong focus on the renewal of shopfronts, including restoration of historic fronts, and replacement shopfronts. The shopfront design guide, as well as informing scheme development, informs grant contributions.
7. The Shopfront Design Guide was prepared and approved in 2013 specifically to respond to the nature of the THI and the grants identified. The restoration of, or replacement of, shopfronts is a significant component of the THI and one which will have a material effect on the appearance of Coatsworth Road. The guidance was prepared to inform the restoration of existing, traditional shopfronts, and the replacement of shopfronts on Coatsworth Road.

8. The guidance was adopted by the Council as a supplementary planning document on 16th April 2013 to be used as a material planning consideration in the determination of planning applications in Coatsworth Conservation Area.

New Guidance

9. The THI scheme finished in August 2018. As part of the THI conditions, the HLF requires the Council to provide a plan to maintain the investment generated through the THI scheme.
10. Feedback during the lifetime of the scheme noted that the approved shopfront design guide did not provide sufficient detail for shop owners or tenants to use to develop planning applications. The good/bad practice was welcome but more images, large scale drawings and plan based information would benefit the audience.
11. The shopfront design guide is proposed to be amended, to include an appendix of large scale drawings and details, and specific technical advice on creating a shopfront in a user friendly format for owners and tenants. This will meet the HLF criteria to produce a plan to maintain investment.
12. The revised SPD will supplement policy CS15 of the Local Plan and draft policy MSGP26 of Making Spaces for Growing Places.
13. The revised SPD contributes to the requirement in the National Planning Policy Framework (NPPF) (2018) paragraph 185 to publish a positive strategy for the conservation and enjoyment of the historic environment.

Proposal

14. It is proposed that Cabinet adopts the appendix as part of the Coatsworth Shopfront Design Guide SPD.

Recommendations

15. It is recommended that Cabinet approves the adoption of the appendix to the Coatsworth Shopfront Design Guide SPD

For the following reasons:

- (i) To maintain the Council's and HLF investment through the THI scheme.
- (ii) To publish proposals to conserve and enhance the conservation area as required by the 1990 Planning (Listed Buildings and Conservation Areas) Act.

Policy Context

1. The review of, and amendment to, the Shopfront Design Guide SPD forms part of the Council's Local Plan.
2. Coatsworth Conservation Area was designated in 1987. The Coatsworth Conservation Area Management Strategy (CAMS) was prepared to specifically support and amplify saved UDP Policies and emerging Core Strategy Policies as part of the THI scheme development. This was adopted as SPD in 2013. The CAMS and Shopfront Design Guide support the Local Plan policy CS15 'Promoting Place Making'. The documents also relate to Saved UDP Policies ENV 7 – 10 which deal with development in or affecting conservation areas until the UDP Policies are replaced by the draft Making Spaces for Growing Places Plan and specifically draft policy MSGP26.

Background

3. The Townscape Heritage Initiative (THI) grant scheme is designed to protect and repair historic properties and features in Conservation Areas. Following the Council's success with the previous THI in the Bridges Conservation Area, the Council successfully submitted secured a THI scheme for Coatsworth Road.
4. Project development funding awarded at Stage 1 was used to specialist conservation consultants The North of England Civic Trust (NECT) to manage the bid process, undertake necessary heritage led building surveying and valuations, prepare a Conservation Area Character Appraisal (CACA), CAMS and Shopfront Guide.
5. The CAMS aims to provide guidance to the local community, developers, the Council and statutory agencies to promote the protection and enhancement of the Conservation Area through the positive management of change and the identification of opportunities for improvement. The CAMS document provides a framework for managing the implementation of the THI on Coatsworth Road and its subsequent management.
6. The Shopfront Design Guide was prepared to provide guidance for the restoration of existing, traditional shopfronts, and the replacement of shopfronts on Coatsworth Road. This has underpinned the offer of grants through the THI for works affecting shopfronts.

Next Steps

7. The approval of the appendix as a formal amendment to the existing SPD will ensure that the guidance continues to inform planning decisions and maintain the investment through the THI.

Consultation

8. The public consultation was approved by Cabinet on 22 May 2018. It ran from 1 August to 12 September. The consultation was carried out in accordance with the Council's Statement of Community Involvement (SCI).

9. The consultation statement is attached at Appendix 4. The appendix was met positively, and no changes were made to it as a result of the comments received. A further consultation was undertaken from 1 November for 4 weeks, including the consultation statement.
10. The Cabinet Members for Environment and Transport have been consulted.

Alternative Options

11. The Council could choose to not adopt the appendix to the Shopfront Design Guide. However, this would impact negatively on the future maintenance of the investment received through the THI and the successful shopfront restoration schemes achieved to date. The publication of the CAMS and shopfront design guide are a requirement of the THI.

Implications of Recommended Option

12. Resources:

- a. **Financial Implications** – There are no financial implications arising from this report.
 - b. **Human Resources Implications** – There are no human resource implications arising from this report.
 - c. **Property Implications** - There are no direct property implications arising from this report.
13. **Risk Management Implication** – Adopting this appendix will ensure it has full weight when it comes to planning decisions and will help to ensure the delivery of a positive strategy to conserve and enhance the historic environment. A consequence of not adopting the appendix would reduce the ability of the Council to maintain the investment secured through the THI scheme. This would increase the likelihood of new developments being assessed and decided in an unplanned way and reduce the ability of Gateshead to resist inappropriate development.
 14. **Equality and Diversity Implications** – There are no equality and diversity implications arising from this report.
 15. **Crime and Disorder Implications** – There are no crime and disorder implications arising from this report.
 16. **Health Implications** – There are no health implications arising from this report.
 17. **Sustainability Implications** – There are no sustainability implications arising from this report.
 18. **Human Rights Implications** - There are no human rights implications arising from this report..
 19. **Ward Implications – Saltwell, Bridges and Lobley Hill and Bensham**

20. Background Documents

Approved Coatsworth Shopfront Design Guide SPD 2013

(<http://www.gateshead.gov.uk/DocumentLibrary/Building/regeneration/Coatsworth-Road-Design-Guide.pdf>)

Approved Coatsworth Conservation Area Management Strategy SPD and Conservation Area Character Appraisal, 2013

(<http://www.gateshead.gov.uk/Building%20and%20Development/PlanningpolicyandLDF/LocalPlan/SupplementaryPlanningDocuments/Coatsworth-Road-Conservation-Area-Management-Strategy.aspx>)

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Coatsworth Conservation Area

Shopfront Design Guide

Appendix 1 : Detailed Design Guidance



Introduction

- 1.1 This design guide updates the 2013 Coatsworth Conservation Area Shopfront Design Guide SPD and forms an appendix to this document.
- 1.2 This guide is formal planning guidance and must be adhered to by all applicants within the Coatsworth Conservation Area.
- 1.3 This detailed guidance supports the objectives and delivery of the Coatsworth Road Townscape Heritage Initiative (THI), a £2.2 million conservation-led regeneration project which benefits from Heritage Lottery funding which runs until the end of June 2018. The project focused on building repairs, shopfront improvements and the enhancement of the public realm. This guidance seeks to maintain that investment through informed planning decisions.



What is a 'shopfront'?

2.1 Traditionally, retail outlets featured shopfronts with large glazed windows, which provided a dual function: to let light into the shop, and to prominently advertise the goods that were on sale inside. Shop window displays and shopfronts have always had a major influence on the vitality and image of historic streets and centres.

2.2 Externally, shopfronts often included evidence of the goods or services that were being traded, in the form of a sign or in the framework. Greengrocers, for example, often incorporated carded fruit into the timber framework, and barber shops featured the instantly recognisable red and white striped pole.

2.3 Today, 'shopfronts' have a range of purposes, and styles and may now house bars, restaurants and cafes as the retail use has changed.

2.4 Attractive, well-constructed and properly maintained shopfronts can enhance any street making them more attractive to shoppers and visitors alike. On the other hand, if poorly designed and maintained, or constructed from unsatisfactory materials they are capable of severely detracting from the character and appearance not only of an individual building but the street scene as a whole.

2.5 Most successful shopfronts and signs are visually stimulating, instantly recognisable and efficiently advertise the goods or services available for purchase. This is an important part of providing an 'active frontage' to the street. Good quality design will always be the best method of achieving this aim.



What is the purpose of this design guide?

3.1 The Council has identified that a traditional approach to shop front design is appropriate for the conservation-led regeneration of Coatsworth Road. Coatsworth Road is flanked on both sides by late C19 early C20 Victorian terraces, in red brick, with slate roofs and a very steady, rhythmic arrangement of windows. Shop fronts which reflect traditional, Victorian proportions, composition and design will ensure that the new shop front is successfully integrated into the building as a whole. Victorian shop front frameworks provide a simple, unified framework within which shop owners can provide a shop window and entrance to suit their own tastes and purposes.

3.2 This design guide encourages you to look afresh at your own shop front and to consider whether it meets the high standards of design and workmanship which will directly contribute to the regeneration of, and enhancement of, Coatsworth Road.

3.3 It provides you (and your designer) with clear guidelines for improving your shop front in a manner which will positively enhance the street scene and Coatsworth Road in general.

3.4 It describes the procedures for obtaining the necessary approvals and the grant aid (if available) to help you make it happen.

3.5 The advice is designed to be flexible to suit your particular needs, and allows for minor adjustments but never to the extent as to sacrifice the overall design quality and aesthetics of the completed whole shop front.



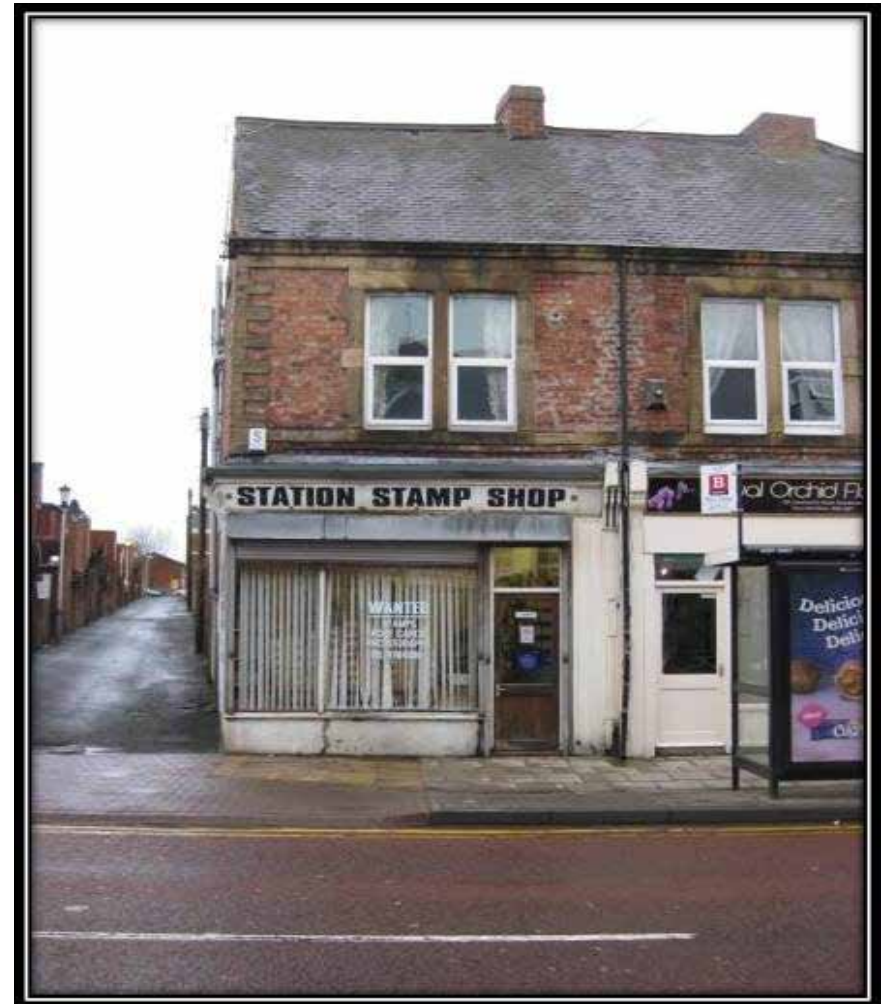
Designing a shopfront: starting points

4.1 The starting point for any shop front design, whether tradition or contemporary, should be the character and appearance of the host building.

4.2 Where the existing shop front retains historic fabric of a Victorian shopfront, such as the framework itself, the retention of this fabric, and its repair, is encouraged. This fabric will then form the basis of the design for any missing elements. Likewise, where there is historic evidence, for example, early photos of the original Victorian shopfront, this is a good starting point/reference.

4.3 It is important that you think about the following when considering your design,

- What is the purpose of the shop front?
- What goods or services are you selling, and what is the most appropriate means of advertising them
- Was the host building built as a shop or has it had other uses, does it still have other uses i.e. domestic upper floors?
- How will signage sit against the building and where is it best placed?
- What materials would sit well with the materials used on the building?
- Are there existing elements of a historic shopfront you can re-use?
- Is there archive documentary evidence (such as old photographs) of the original shop front?
- What is the pattern of windows, upper and ground floor arrangements, shopfronts and fascias along the street?
- Is there a standard design or does it vary?
- What is the overall quality of the existing designs?



Types of Shopfront

5.1 Historic shopfronts make a strong and positive contribution to the character of streets. Most are made up of a series of components, with fairly standard proportions. Where original, or historic, shopfronts remain intact they should always be retained and repaired or restored where possible. Where enough evidence remains to accurately reconstruct an historic shopfront which is mostly or totally lost, this is also firmly encouraged.

5.2 Sometimes only a very small section of the original shopfront will remain, but using the design principles and examples in this guide, and any documentary evidence of the original frontage, it is perfectly possible to design an appropriate, high quality shopfront, making use of the remnant historic features.

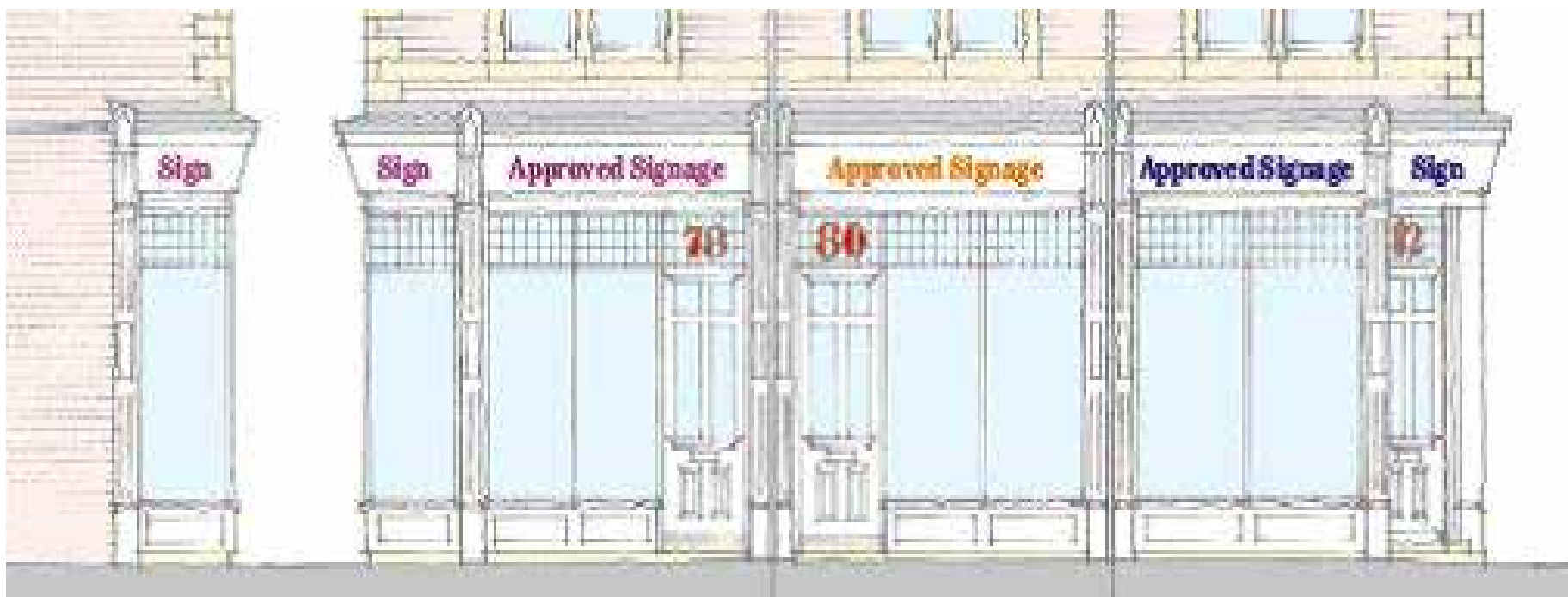
5.3 Where all evidence of the historic shopfront is lost, or where the building did not originally feature a shopfront and a modern one has been inserted subsequently, consideration is likely to be given to a wider range of designs.

5.4 New, high quality shopfronts that are appropriate to the host building and the street should reflect (but not necessarily replicate) the proportions and character of a historic shopfront, but might introduce alternative materials.



General Principles of a Shop Front

- 6.1 The individual components of a traditional shopfront are shown on the next page. Whilst this may not look exactly like your shopfront, and probably won't be an exact template for your new design, the components are typical of most shopfronts, traditional and contemporary.
- 6.2 The proportions of the shopfront should, in the first instance, be dictated by the structure and appearance of the host building. The size, style and layout of the windows on the upper floors should be a strong influence on the layout of the shopfront.
- 6.3 If there are a series of shopfronts on the street it is important that the shopfront reflects the existing, traditional rhythms set by the patterns of pilasters, stallrisers and fascias.





1. The cornice marks the division between the shop and the upper floors of the building, and projects out from the wall.



2. The fascia covers the structural lintel above the shop window frame and is the traditional location for the shop name. Fascias should never run through several distinct elevations, even where premises are occupied by the same business. Fascias generally should not occupy more than 20% of the total height of the shopfront and must never obscure first floor windows or other architectural features. The shop name should be displayed on the fascia or occasionally, a sub-fascia (see section on signage)

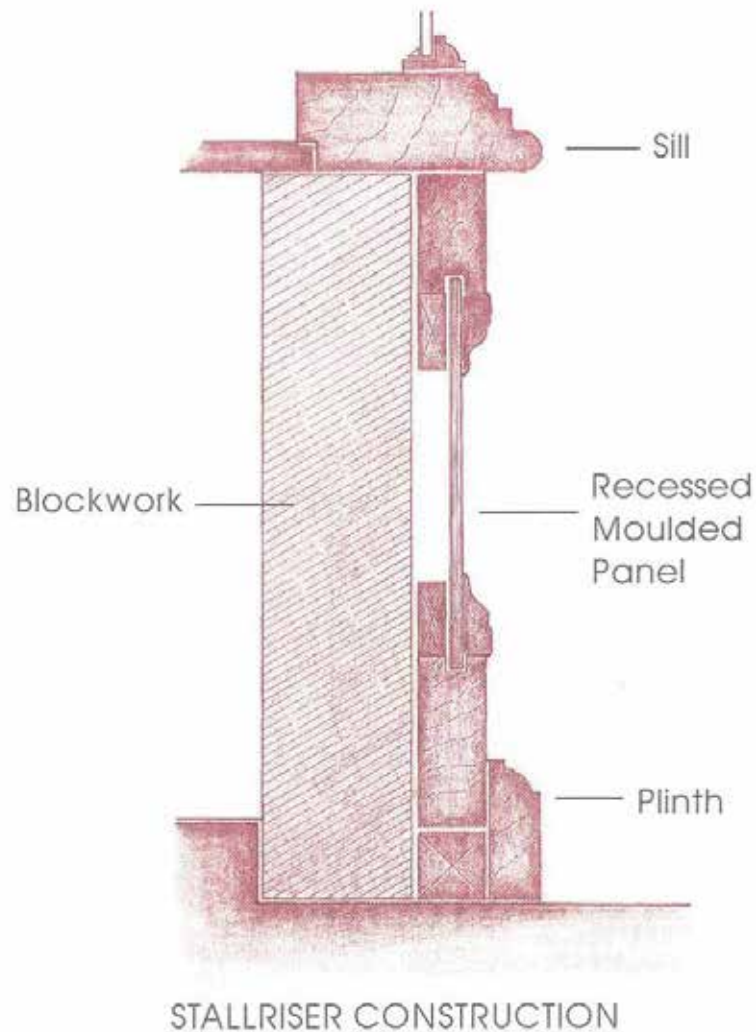


3. A pilaster is a tall straight column flanking each side of the shopfront, providing visual and structural support to the fascia and differentiation between shops. These vary significantly in size and decoration, but usually provide a common rhythm and unity within the street scene and reflect the character of the host building.
4. The corbel (sometimes referred to as the console or bracket) provides a visual stop to the length of the fascia. It typically appears as a bracket, holding up the capital, and therefore has both vertical and horizontal functions.
5. The capital literally caps the pilaster, forming a decorative stop to the vertical elements of the shopfront and sometimes reflects the original purpose of the property in its design and detail. The design of capitals varies greatly and can sometimes be very flamboyant.



Historic detailing found on the Stamp Shop and next door Florist.

6. Each pilaster has a plinth at its base, which is usually the same height as the stall riser below the shop window.
7. The stall riser is a long, horizontal plinth that forms the base of the shop window, supporting the cill. It also raises the glazing above street level, protecting it from damage. Stall risers are typically the same height as the plinth at the base of the pilasters. The stallriser should have a solid appearance. Slightly recessed timber panels may be introduced to add relief. A continuous plinth should be incorporated at pavement level. You could also include



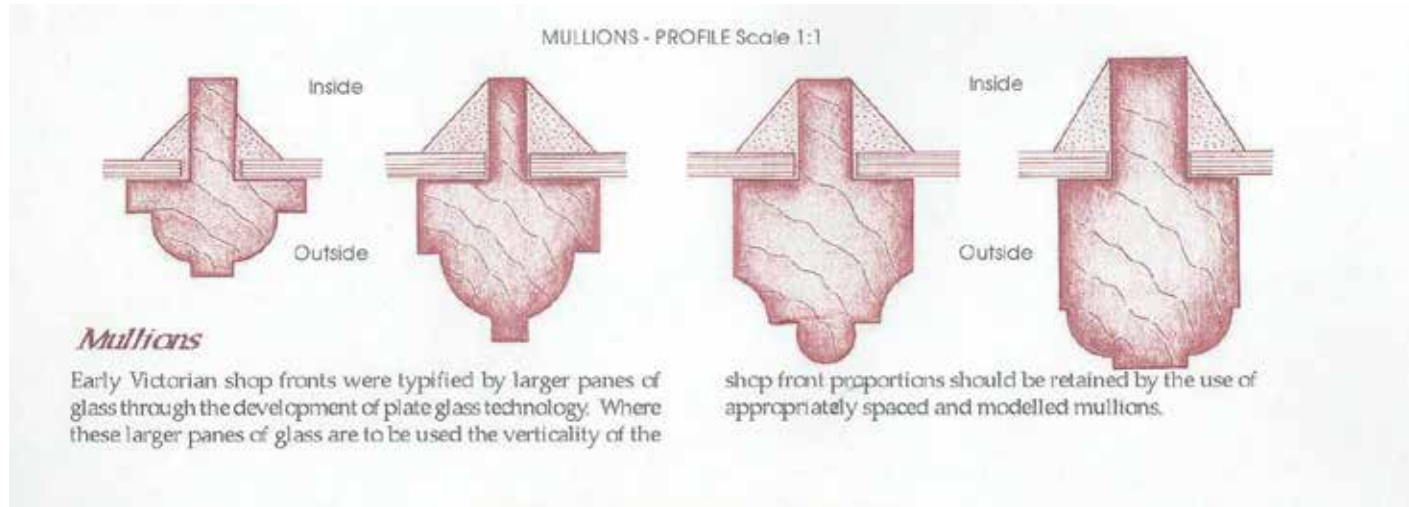
8. Shop windows vary greatly in size and design, but all are likely to feature glazing, cills, mullions and transoms. Glazing is crucial to provide activity and natural surveillance. It is also the traditional means of displaying goods. The infill shopfront – the shop window – should be recessed a minimum of 100mm behind the face of the pilaster.

Victorian shopfronts were typified by larger panes of glass than the earlier Georgian shop fronts. The verticality of the shopfront is retained by use of appropriately spaced and modelled mullions.

The shop window is fundamental to the advertising and display function. New shopfronts can usually accommodate a wider range of glazing types, including double glazing or toughened glass. If proposing to insert new glass into an historic frame care must be taken to choose a type of glass that can be accommodated into the existing glazing bars and mullions without strengthening or thickening them.

9. Some shopfronts feature transom lights above the main shop window, which may be leaded, stained, frosted or clear, and some open to provide ventilation. Many doorways also feature a fanlight over them, sometimes etched with the buildings number or name.

Detail showing how to construct a stallriser with a panelled timber



Details of Victorian mullion profiles

10. Doors were traditionally recessed to provide more window space. A doorway that is flush with the building line can give a flat, weak appearance. Doors should reflect the period and character of the shopfront and building. New shop entrances must address the needs of disabled customers. Steps should be avoided and doors should be of a width to accommodate wheelchairs.



Materials

6.4 The framework should be constructed from painted timber. Timber, which is both versatile and durable, is a traditional shopfront material and is always encouraged. Other traditional materials may include natural sandstone or granite. The choice of material should be appropriate to the host building and its context.

6.5 Modern, hard and glossy materials such as acrylic, perspex and uPVC are not appropriate as they typically have a poor quality appearance against the traditional materials of older buildings.

6.6 There can be slightly more flexibility in the choice of materials for modern/contemporary designed shopfronts; timber is still preferred but other natural materials such as stone can also be appropriate. Stallrisers would typically be constructed from natural stone or painted timber panels. Aluminium frames may occasionally be considered if they are appropriately detailed and powder coated.

Colour schemes

6.7 Colour schemes for shopfronts, and where possible, signage should harmonise with the remainder of the building and street. Strident colours and garish colour combinations should be avoided. Colour can be used to advantage to emphasise important elements of the design, and to highlight or reinforce the structural elements of the design.

6.8 Traditional timber shopfronts should be painted in a good quality paint, using colours that are appropriate to the age of the building or shopfront, leaving the window display to provide the light. Victorian shopfronts, for example, were typically dark reds or blues. A matt, non-reflective finish or semi-gloss finish are the most appropriate.

6.9 Gilding or light colours may be used sparingly to highlight architectural features and mouldings.

6.10 A wider range of paint finishes beyond the normal 'heritage' range may be used on modern shopfronts but garish colours should still be avoided, as should colours that clash with, or detract from the materials of the host building.

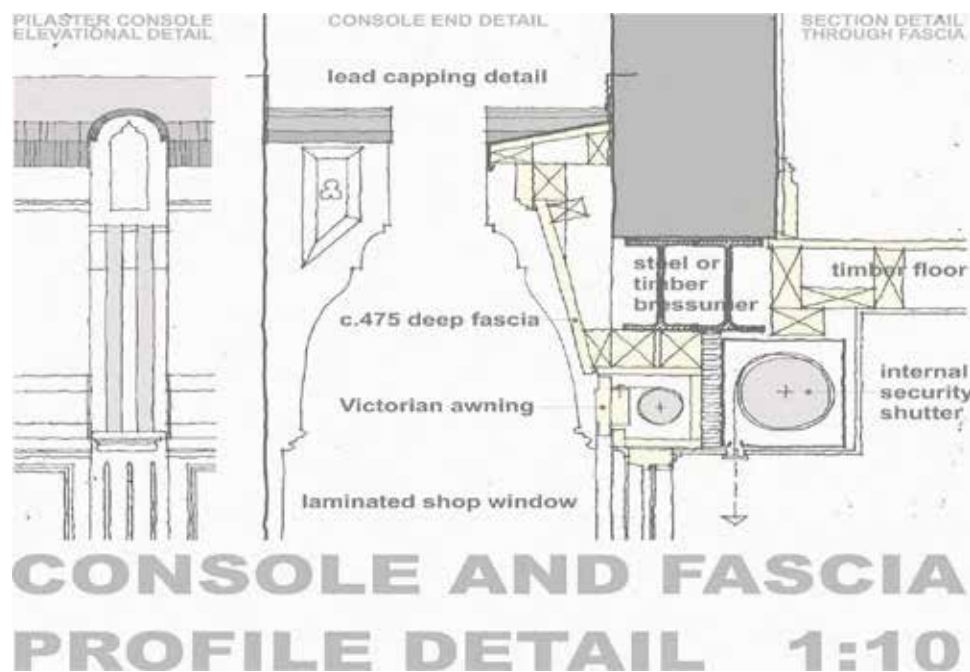
Canopies and Awnings

7.1 Some historic shopfronts would have had retractable canopies and often, evidence of the mechanisms can be found in the remnants of a historic shopfront even if the canopy itself is lost.

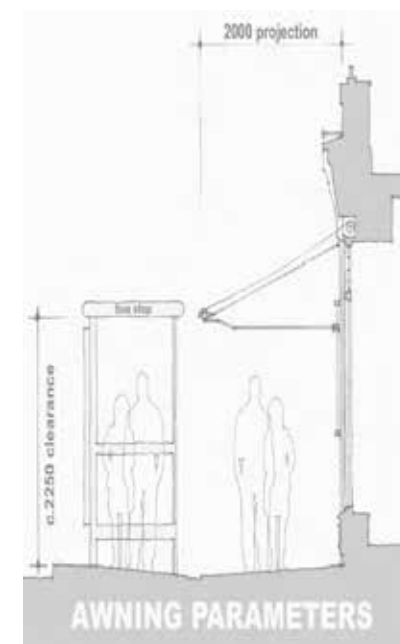
7.2 Where there is such physical evidence, or the scheme proposes to reinstate a shopfront based on photographic evidence, or where it would be appropriate to add or reinstate a canopy over a traditional shopfront, only traditional canvas awnings will be permitted.

7.3 Awnings should be designed as an integral part of the shopfront framework.

7.4 Canopies should not obstruct the highway. Highway guidance requires 2.25m clear headroom on adopted footways and a 500mm set back from pavement edge.



Typical construction detail of the fascia and shopfront detail including the positioning of internal roller shutters and awnings should they be historically appropriate.



Signage

8.1 Signage is an vital and integral element of any shopfront. It is important, when specifying signage to ensure that it meets the needs of the business whilst also respecting the shopfront and host building and townscape.

8.2 Signage is only one part of the story – a good window display will often advertise the goods on display far more effectively than a name can.

8.3 The fascia (or, sub-fascia where there is one) is the traditional and most visible location for the main business name to be located. The fascia or sub-fascia are an integral part of the shopfront and should not be over-clad with a modern sign on a large backing board. Whole fascias of plastic, or internally illuminated boxes, are not appropriate or acceptable.

8.4 The signage should consist of the name only. Phone numbers, web addresses and opening hours should not be included on fascia signs.



Danskys on the left is a great example of signage - contrast this with the photo on the right - the materials, the size of the signage, the extent of signage within the window all lead to a poor quality finish and street scene.



8.5 Two types of name sign are considered appropriate, regardless of whether they are being applied to a traditional or contemporary shopfront. These are:

- a) Painted lettering - hand painted lettering is generally most appropriate for historic shopfronts. It should be a suitable, traditional typeface and suitably coloured to contrast with the colour of the fascia i.e. light against dark.
- b) Cut out free standing letters fixed individually to the fascia - freestanding letters should ideally be made from metal, as this is more durable than timber. They should not project more than 50mm from the fascia.

Options 1 and 2 – the lettering should no more than 2/3 the height of the fascia and should be positioned centrally on the fascia (both horizontally and vertically).

8.6 Projecting and First Floor Signage may also be considered. Hanging signs are traditionally hung from a metal bracket positioned at one end of the fascia. These signs would typically be a trade symbol or image, rather than text.

8.7 The principles for an acceptable hanging sign are:

1. Historic evidence of previous hanging signs
2. Signs should be painted timber or high quality, durable, contemporary materials
3. Only one hanging sign should be located on the principal Elevation of the building. Other elevations should not feature any signage.
4. The sign must be positioned at fascia level or ground floor level where there is no fascia.
5. The sign should not project more than 600mm from the face of the building.
6. The sign should be no more than 750mm in height.
7. The sign should have a vertical emphasis.
8. No part of the sign should be less than 2.25m above pavement level.
9. Brackets should be metal, simple, and solid, flat sectioned ironwork is unlikely to be acceptable.
10. The hanging sign must form part of the shopfront.



8.8 Banners and flags, and similar fixtures, are not appropriate for use on historic buildings or in historic areas and should be firmly discouraged. They are visually intrusive, difficult to maintain and can lead to a negative image. The shop window i.e. the glazing, can sometimes be a useful location for signage. Window signs could be supplementary to, or instead of traditional fascia signage. These type of signs fall within the Advert Regulations and may require planning permission.

8.9 The success of such signage is generally determined by the final design and the use of the shop.

8.10 Potential ways to advertise in windows include painting or etching business names or opening hours into the internal surface of the glass (*unless the glass is original and has historic value, in which case it should not be painted or etched.); hanging non-illuminated signs behind the window or hanging blinds with adverts. The use of vinyls should be avoided.

8.11 Care must be taken to avoid clutter and to ensure that the overall finished appearance of the shopfront does not detract from the appearance of the building. Signage within windows should be no more than 10% of the whole glazed area.

8.12 Free standing signage such as A-board advertisements should not be used in front of businesses unless they are within the private grounds or forecourt of that building. They should not be located on the pavement or within any part of the adopted highway. Such signs are generally discouraged as they have an adverse and negative impact on the appearance of the street and create obstructions for pedestrians and particularly people with limited sight.



The Stamp Shop features a side hung A-board advert which forms part of the restored shop-front.

Illumination

9.1 Illumination should only be used where absolutely necessary. It should be low key and carefully integrated into the design of the shopfront. It should complement any existing architectural lighting scheme featured on the host building. It should avoid conflict with any lighting within the shop window and display.

9.2 Internal illumination of signage will not be permitted. Illumination which may be considered appropriate includes:

1. White halo illumination behind freestanding letters provided that it does not result in an increased projection for the signage from the fascia
2. Miniature spotlights of no more than 75mm diameter set in the underside of the entablature with the fitment concealed.
3. Hanging signs – discreet matt black light fittings attached to the bracket or sign itself with a maximum projection of 100mm.

9.3 Cable runs across the surface of a building should always be avoided as they can have a negative effect upon its appearance.

9.4 Swan neck, projecting lights stalk lights, trough and neon lighting will be discouraged as they are not appropriate for use on historic buildings.

9.5 An attractively lit window display can have an extremely positive impact on the appearance, vitality and security of streets during the evening and should be considered. Shop owners are encouraged to consider appropriately illuminating their shop windows well into the evening, avoiding the use of harsh fluorescent lighting.

Security

10.1 Solid external roller shutters, in particular, detract significantly from the appearance of any host building, and can fully obscure a shop-front. They also have a deadening appearance in the street scene when lowered.

10.2 Security measures should not cause harm to the appearance and character of a building or streetscape.

10.3 Security glass i.e. laminated or toughened, can be appropriate except where the glazing is original, in which case it should be retained. These do not disrupt the exterior appearance of the building.

10.4 Internal lattice grilles positioned behind the shop window are a good alternative to roller shutters. When closed they still enable passers-by to view the shop display and allow light to spill out onto the street, avoiding the deadening effect of roller shutters.

10.5 Externally, removable mesh grilles or railings fitted over the windows and doors are preferred to roller shutters. These should relate to window and door arrangements and should not obscure details such as sub-fascias, pilasters or stallrisers.

10.6 If a completely new shopfront is being designed then security measures should be considered from the outset and fully integrated into the design.

10.7 Alarm boxes can be a successful deterrent, but only one should be fixed to each property and should be of a discreet size and material, located above the ground floor in an unobtrusive position.



Access

- 11.1 Easy access to shops and circulation within them is important to everyone, including people who use wheelchairs, those who cannot walk easily, people who are deaf, blind or visually impaired and to the elderly, children, those people with pushchairs or prams.
- 11.2 New shop entrances should accommodate the needs of all shoppers and business users without detriment to the character and appearance of the host building and street.
- 11.3 Level access should be provided if possible to accommodate the needs of people with limited mobility, or with pushchairs, prams etc. and doors should be wide enough for wheelchair access (typically a cleared opening width of 900mm).
- 11.4 Some historic shopfronts will not be able to accommodate this without detriment to their character or appearance, so innovative solutions need to be sought.

Coatsworth Conservation Area Shopfront Design Guide

Supplementary Planning Document

March 2013



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This Design Guide

This management strategy was prepared during 2012 by North of England Civic Trust for Gateshead Council. The drawings in this guide were produced by Spence & Dower architects.

1. Coatsworth Conservation Area Shopfront Design Guide

1.1 Conservation Areas

Conservation areas are “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”. They are designated by the local planning authority using local criteria.

Conservation areas are about character and appearance. This can derive from many factors including individual buildings, groups of buildings, streets and spaces, architectural detailing, materials, views, colours, landscaping, street furniture and so on. Character can also draw on more abstract notions such as sounds, environmental conditions and historical changes. These things combine to create a locally distinctive sense of place worthy of protection.

Conservation areas do not prevent development from taking place. They are designed to manage change, controlling the way new development and other investment reflects the character of its surroundings. Being in a conservation area does tend to increase the standards required for aspects such as repairs, alterations or new building, but this is often outweighed by the “cachet” of living or running a business in a conservation area, and the tendency of well-maintained neighbourhood character to sustain property values.

The first conservation areas were created in 1967 and now over 10,000 have been designated across England and Wales, varying greatly in character. Gateshead has 22 conservation areas.

1.2 Why have a Design Guide?

- Shops are fundamental to Coatsworth Conservation Area, making up most of the ground floor space in Coatsworth Road. It is important they look attractive so shoppers find them appealing places to be and are enticed to stop and shop.
- The poor appearance of some of shopfronts contributes to low economic activity on Coatsworth Road.
- There are many modern shopfronts which lack design quality, use plain modern materials, and which allow signs and fascias to dominate. There are also many historic shopfronts which have been poorly repaired and altered, harming their character and integrity.
- In their numbers, poorly designed shopfronts can harm the whole shopping street, making it look tired and inferior. The effect can be particularly bad where shops are part of a terrace which is designed to have a sense of regularity to it.
- The overall impression can be a disjointed series of low quality shopfronts, many with little to make them distinctive or attractive.
- This can be turned around over time, starting to bring the district’s shopping street back to the attractive, vibrant place it deserves to be.
- A good shopfront is more than just large windows, a door and a sign. Proportions are important, as are building materials, colours, and the way it fits in with the host building and its neighbours. Getting a shopfront right is key to making the building and the street as appealing as possible to regular shoppers and those just passing-by.
- A good quality shopfront shows business confidence, which leads to shopper confidence. So, improving the attractiveness of shopfronts helps uplift the local economy as well as enhancing the street scene.

2. Context

2.1 Context

This guide is part of Gateshead Council's commitment to achieving high standards of design quality, and strong protection of its conservation areas.

It contains guidance to assist developers, retailers, designers and building owners in Coatsworth Conservation Area, to prepare designs for shopfronts which respond well to local character.

It will help the Council assess the quality of new shopfronts when determining applications for planning permission. It will also help guide new works which do not need permission.

The guide will also be used to help determine applications for grant assistance for shopfronts, where this is available. The Council has successfully bid to the Heritage Lottery Fund for a Townscape Heritage Initiative (THI), which will run for five years - see right for details.

2.2 Status

This guide forms an appendix to the management strategy for the conservation area. The strategy is proposed to be adopted as a Supplementary Planning Document (SPD). All relevant development must have regard to this guide. The guide is a material consideration when determining applications for planning permission.

Where planning permission is not required, the Council will encourage the use of this guide to help protect the conservation area's character and appearance.

2.3 Policy Context

This Shopfront Design Guide supplements the Coatsworth Conservation Area Character Appraisal and Management Strategy.

It also supplements saved UDP policy ENV7, Development within Conservation Areas.

The forthcoming Local Development Framework (LDF) which is to replace the UDP, is being prepared. A draft Core Strategy - the key document in the LDF - is now published. The relevant policy is Policy CS17, Promoting Place Making.

Gateshead Council is committed to securing design quality. The Gateshead Placemaking Guide sets out, with reference to saved UDP policies (and the emerging Core Strategy), more detailed planning policy guidance on the principles of good design for all types of development within Gateshead, and explains how LDF policies will be applied in the context of recent guidance and requirements. The Gateshead Place Making guide was formally adopted by Cabinet as a Supplementary Planning Document on the 27th March 2012.

2.4 Townscape Heritage Initiative

A Townscape Heritage Initiative (THI) will run in the area from autumn 2012 to 2017. A Stage I bid to the Heritage Lottery Fund (HLF) was passed in 2010 and a Stage II bid was successful in June 2012.

A THI supports regeneration in conservation areas by spending Lottery and other public funds on conservation projects, public realm enhancements and community activities. The available funding is £1.9m and this money will be spent according to approved Action Plan which was been submitted with the bid.

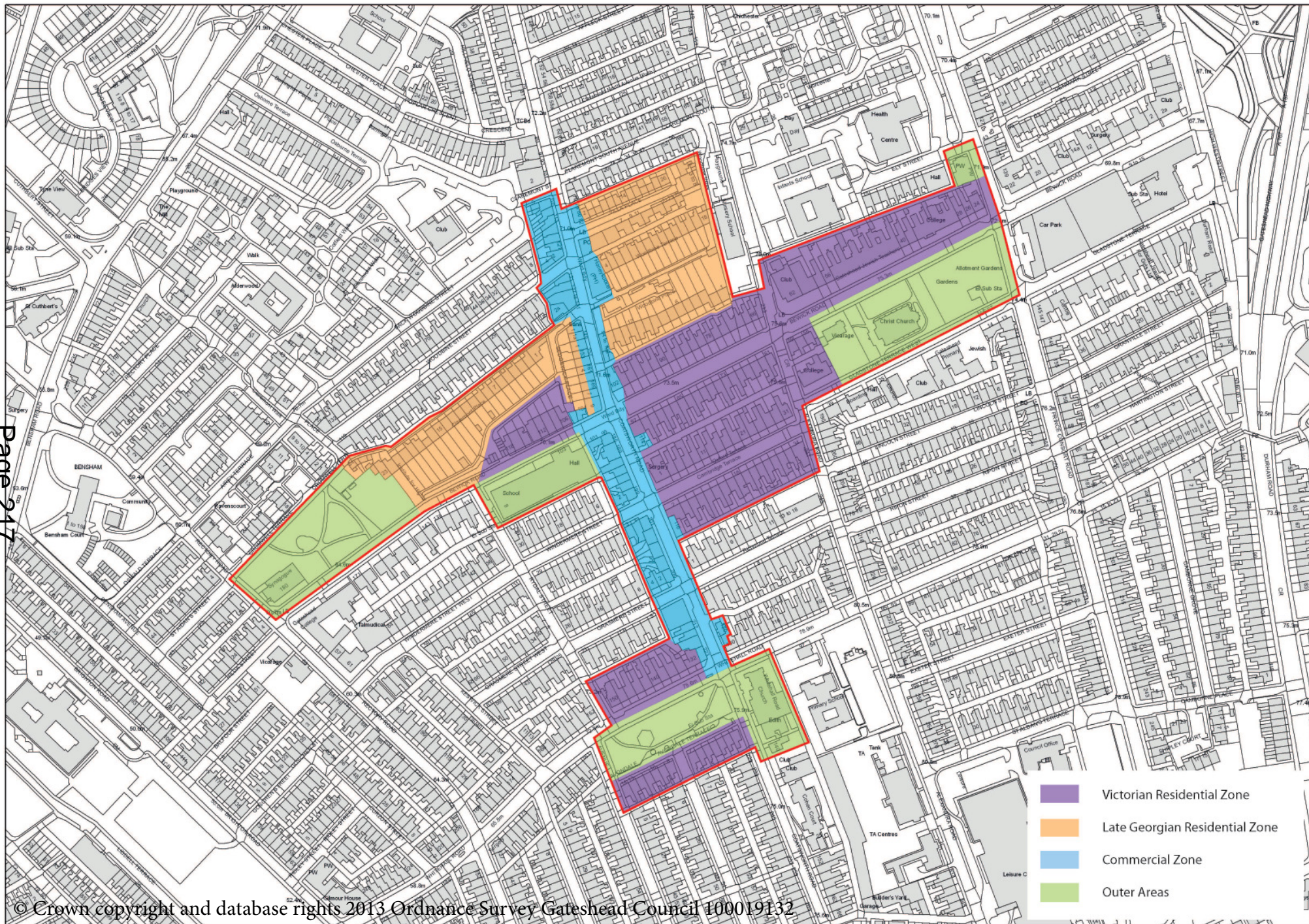
A large part of the money is set aside to help with grants to

historic buildings, to help with:

- repairs, including to shopfronts,
- reinstating lost architectural features, including shopfronts,
- bringing vacant floorspace back into use, including shops.

If the bid is successful, it means grant aid will be available to many schemes which follow this guide.

This design guide will be continue to be a material planning consideration after the end of the THI.



3. Setting The Scene

3.1 Coatsworth Road

Coatsworth has a vibrant conservation area with a busy district high street scene typical of the best historic suburbs in Gateshead. None of the buildings on Coatsworth Road are listed. One, the former Honeysuckle pub, is on the Council's own Local List.

It has a large number of shops and high street services, mostly small independent traders, with some larger local and regional outlets, plus one or two national multiple retailers.

The buildings which the shops are in date from the late Victorian period and the first decade of the twentieth century, the Edwardian period. During this time, Coatsworth Road would have enjoyed a very comfortable lifestyle, and this would have been reflected in the high quality of its shopfronts.

Many alterations to the street's shops have not been beneficial to its character. Works to the shopfronts have not always respected the host building, or the appearance and character of the wider street.

Most of the shops are in terraces and so, in any one row, each shop would have had detailing similar to the next. Random changes over time have broken down this attractive balance.

Nevertheless, looking at the shops and the first floors above, there is still a strong historic character behind, waiting to be revealed, restored and enhanced.

3.2 The Economic Environment

Unfortunately, the later twentieth century's contribution to the retail scene in Coatsworth Road has largely been to detract from the high quality of nineteenth and early twentieth century work.

A general economic decline has been the cause for this, with too little money circulating to allow adequate investment in building work.



As with many places with financial hardship in the last few decades, the emphasis has been on survival which has led to a culture of minor alterations and quick-fix solutions has left a legacy of shopfronts with a low grade feel.

Other factors have driven the ever-changing retail environment. Shopfronts designed for fashionable or modern goods and services would often be expected themselves to be fashionable, with modern designs. As fashions change, such forms can become out of date.

A change of ownership often means a new retailer who is keen to stamp their own mark on a shop. Repeated year in year out, this can result in a clamour of shops, each trying to 'shout louder' than its neighbours with oversized or aggressive advertising, to the detriment of the overall street scene.

Success in business can also lead to some harm, for example by combining neighbouring shop units into one, breaking up the happy rhythm designed into a terrace with signage spreading, unbroken, across two or more units.

The Challenge Ahead

Many modern additions to shopfronts have simply covered up original features beneath.

These can form the basis for a return to more considered designs along the street. Surviving fragments can inspire new, traditionally designed shopfronts for Coatsworth Road, shopfronts which nonetheless incorporate the needs of modern life such as security measures and disabled access.

There is every reason to see modern local businesses trading very successfully from smart, high quality, well proportioned shopfronts inspired by the long-established traditions of the vibrant Victorian high street.



4. Historical Development of Shopfronts

4.1 From Street Vendor to Shop

Even from ancient times traders vied with each other to sell their wares. The noisy shouting of the street vendor, the pungent aromas of the covered market, the cheerful competition of hanging signs and painted notice-boards along congested streets have long been with us.

Surprisingly, much of this all over the world has been controlled by town bye-laws or government proclamation. For example hanging signs, growing ever larger, were banned in London in 1764.

What not to do

In this fictitious example, an over-large fascia cuts across the top window. The original shopfront is gone. Metal door and window frames are crudely emphasised and the tiling is inappropriate in the context of adjacent shops. The lettering is out of scale, a security alarm box is randomly placed, and the extract vent is intrusive. The shop window is full of garish stickers which add to the overall low grade of the scene produced.

4.2 Eighteenth and Nineteenth Centuries

The classical eighteenth century shopfront, which remained the norm throughout the nineteenth century too, developed a 'language' of ornamentation which drew on the architectural culture of the time.

The rapid expansion of towns and cities in Britain during the Industrial Revolution led to a rapid growth of shops.

Manufacturers started offering catalogues of standard shopfront designs incorporating larger glass (machine produced plate glass began to appear in the 1840s though probably not in the outlying towns), slender columns and curved arches. Sun blinds could be housed in the fascia or cornice, and roller security shutters, with their boxes concealed behind the fascia, began to replace demountable panelled shutters.

All of this conformed to an overriding aesthetic of respect for building and neighbour.

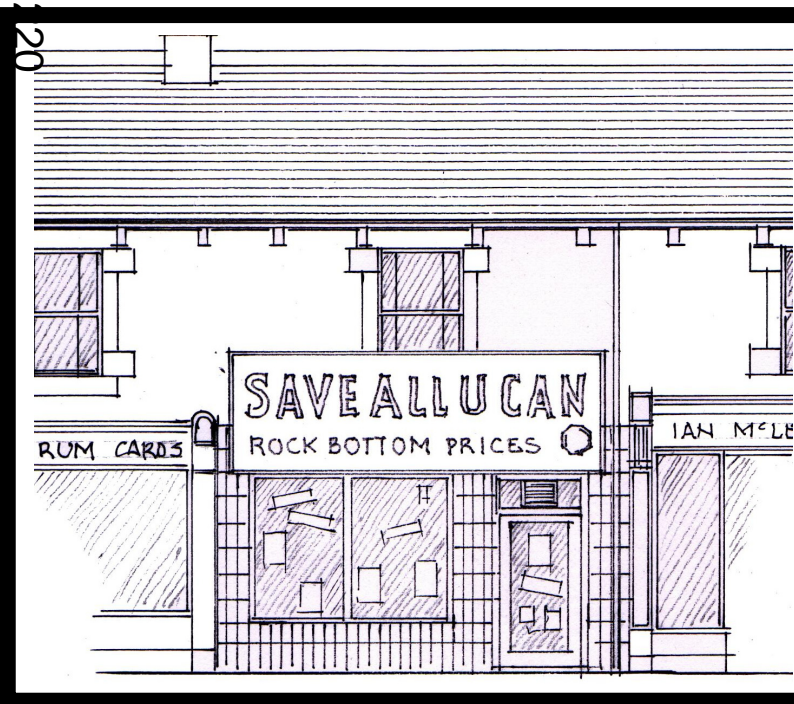
Coatsworth Road is dominated by the remains of good nineteenth century shopfronts in this tradition, which relate well to the dominant architectural character of the buildings around them.

4.3 Modern Alterations

Today in spite of the work of planning authorities, our towns have been the scene of more than half a century of advertising battle.

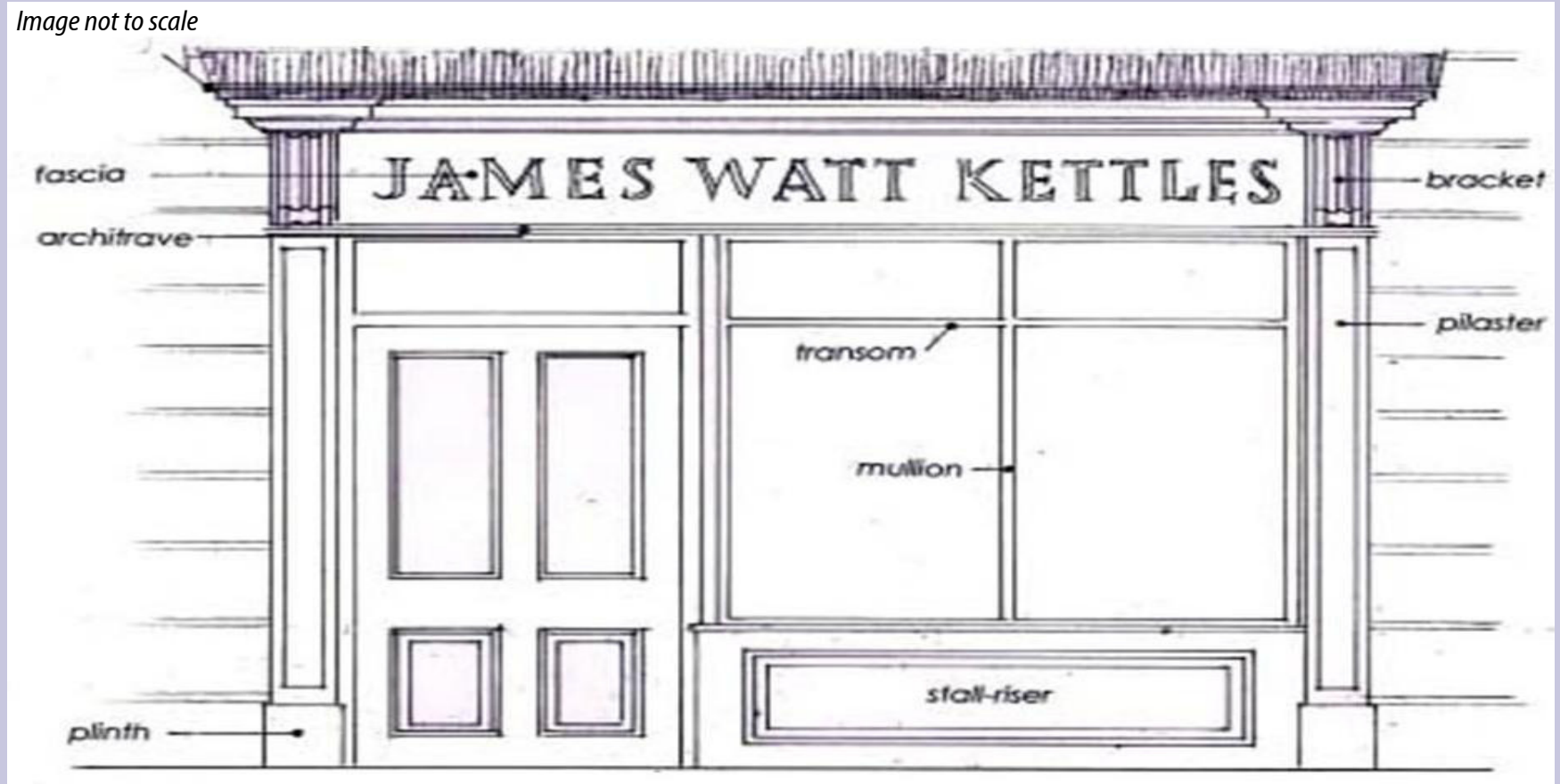
Advertising as a specialist profession thrived on the back of competition, and drew its ethos from outdoing the competitors. The twentieth century has seen an explosion of unbridled and often ill-mannered showiness – but it is not always obvious that traders have benefited as a result of these intrusions.

Local authorities are increasingly concerned at the negative effect of brash modern shopfronts and signs on the character of retail centre conservation areas, and are urging a degree of respect both for the architecture of the buildings the shops are in, and for the interests of the character and appearance of the retail street scene.



Components of a Traditional Timber Shopfront

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ARCHITRAVE	The moulded, slightly projecting timber beneath the FASCIA.	FANLIGHT or OVERLIGHT	A window above a door.	PLINTH	The base of a pilaster.
BRESSUMER	A timber beam across wide openings, with the ENTABLATURE in front of it. These days, a steel girder is used.	FASCIA	The flat timber board in the ENTABLATURE which takes the signage.	SILL	The horizontal element below the shop window, projecting to disperse rainwater from the STALLRISER.
CORBEL or BRACKET	A moulded timber element at the top of the PILASTER, notionally 'holding up' the CORNICE.	GLAZING BAR	A piece of timber sub-dividing the glass in a window or door, narrower than a MULLION or a TRANSOM.	SOFFIT	The underside of any recessed element, such as a recessed doorway.
CORNICE	The moulded projecting timber at the top of the shopfront, above the FASCIA.	JAMB	The side face of any projecting element, such as a pilaster.	STALLRISER	The timber or masonry element beneath a shop window.
ENTABLATURE	The horizontal feature at the top of the shopfront, made up from the CORNICE, the FASCIA and the ARCHITRAVE.	MULLION	A vertical timber dividing glass in a shop window.	TOPLIGHT	High level glass in a shop window, separated by a MULLION.
		PILASTER	A flat or moulded timber panel either side of the shopfront.	TRANSOM	A horizontal timber dividing glass in a shop window.

4.4 Recovery and Restoration

They are also concerned to protect original components of older shopfronts. Often, what seems like a recent shopfront might contain original detail hidden behind later alterations, and in sufficient quantity to enable accurate restoration or incorporation into a sympathetic new design.

In such cases restoration can result in the recovery of a balanced relationship between shopfront and building frontage, complementing the intended character of the upper floors to the general gain of the streetscape.



9-11 Wellington Street (before)



9-11 Wellington Street (after)



High Level Parade (before)



High Level Parade (after)

4.5 Shopfronts in the Conservation Area

Shopfronts in the conservation area are found in the District Centre zone, based on Coatsworth Road (see the map on page 5).

Coatsworth Road's shops are characterised by what began life as traditional nineteenth century shopfronts. The traditional shopfront combines windows and door in one Classically-inspired timber feature, usually the full width of the building. In this conservation area, they are often quite simple and free from lots of ornamentation, although there is some.

The row of shops at Nos. 151-173 Coatsworth Road – between Lloyds Pharmacy and Barclays Bank – are slightly different in that the single-storey flat-roofed shops have been added what was the rear of the original terrace of houses on Sedgwick Place. The shopfronts themselves would still have been a traditional design, but the proportions are slightly different, as is the relationship to the upper floor, which is set back.

There is one pub front (the former Honeysuckle) and two banks with commercial frontages. These are more solid and with different proportions. They have smaller windows than the shops, and more decorative features such as stonework. Much of the guidance and principles in this document will, however, still be relevant to these.



Restored traditional shop front 1-7 Wellington Street



A SIMPLE TRADITIONAL TIMBER SHOPFRONT, ALTERED BUT WITH MOST COMPONENTS IN PLACE



A SIMILAR SHOPFRONT IN AN ADDITION TO WHAT WAS THE REAR OF A HOUSE ON SEDGWICK PLACE. THE DESIGN IS LARGELY IDENTICAL BUT THE PROPORTIONS ARE SLIGHTLY DIFFERENT



A MORE SOLID BANK FRONT IN STONE, WITH MUCH SMALLER WINDOWS AND MORE DECORATION

5. Design Principles

5.1 The Way Forward

The Council is taking a lead in encouraging change because it believes that, in doing so, it will benefit traders, local people, visitors and the character and appearance of the conservation areas.

5.2 Benefits of Good Design

Following guidance on good design will have wide benefits:

- A general upgrading of the street scene which the whole community can enjoy.
- A benefit to each business in improved showcase of goods.
- A general sense of confidence in a vibrant enterprise culture, good for the local community and good for investors.
- Enhanced lifespan by planned maintenance.

The use of an experienced, professional architect or designer is advisable when seeking high quality. This will be taken into consideration when considering any consents needed (see p22), as well as for any potential grant aid for works (see p4).

5.3 Benefits of Traditional Design

This guide stresses the significance of traditional shopfront design. The reasons for this are straightforward:

- The street frontages along Coatsworth Road are largely composed of pre-1918 buildings and the traditional shopfront can be expected to blend safely with the character of the range of attractive buildings from the late nineteenth and early twentieth centuries that line the street.
- A well-tried formula has ironed out problems and solutions which do not need to be re-invented.
- Shop owners and retailers may feel more confident about achieving successful results from a long established tradition.

Principles

Guidance must be based on sound principles for tackling good design in shopfronts in conservation areas, set out below.

1. Be willing to change. Shopfronts are the retailer's showcase and must speak well of the shop owner and trader.
2. The shopfront is part of the whole street and should therefore be considered in that context, sympathetic to the architectural character of the adjacent properties.
3. The shopfront is not the only component of a property or even the most significant. The design of the shopfront should respect the proportions and scale of the whole front elevation.
4. Where one shop occupies two or more buildings of different character, it is likely to diminish the value of each to spread one shopfront across all. It is better to respect the identity of each shopfront in the design.
5. Traces of old shopfronts are rare and valuable. In making alterations to apparently modern fronts, always look out for hidden older components, record them and be prepared to re-use them in the new design, adding appropriate materials and details to allow their conservation.
6. Existing out-of-character shopfronts should be seen as temporary intrusions failing to achieve the high standard of good design needed in the conservation areas. Plan for their replacement with designs and materials that reflect the higher standard aimed for today, and respecting the character of the conservation areas.
7. Where no original design or detail has survived, the best approach in Coatsworth Road will be a high quality traditional design accurately inspired by its neighbours. On rare occasions, a high quality modern design might be acceptable, probably in traditional materials. All cases are considered on their merits.
8. Good design is not necessarily about style – the quality of detail is crucial to any new work, whatever the style. All new work should have visual interest and be high quality, and should achieve the quality expected of a more sensitive place.

6. Guidance on Good Shopfront Design

6.1 Introduction

It is important to start with the ambition of achieving a high quality feature which will show the shop in the best light, and contribute to the character, and therefore the viability, of the whole street.

It is important to get the proportions of each component right. This is more than a matter of guesswork or convenience and it involves understanding the proportions of the host building and the space available for the shopfront. No single element should dominate. In particular the fascia should not dominate.

Where an entirely new shopfront is required, and there is good historical evidence of an appropriate earlier design (such as an old photograph), replicating this is likely to be the best option.

Where there is no historical evidence, design should be inspired by shopfronts in the same terrace or similar properties along the street.

Whilst preparing new works, it is worth investigating the survival of any historic features behind existing modern shopfronts, perhaps by removing small parts to see what is behind. This is called a 'soft strip'.

6.2 Spanning the Opening

Shopfronts on Coatsworth Road have large window openings. Wide openings are traditionally spanned by a timber beam (a bressumer) and, later, by a steel girder. Intermediate masonry piers, or steel, timber, or decorative cast iron columns, might support it along its length. So the essence and variety of traditional shopfronts is the way this 'naked' structure is hidden with timber, with windows and doors inserted into it.

For it to look right, it is important to get the elements in the right order. For example, corbels should be below the cornice so it looks like they are supporting it.

6.3 Entablature and Pilasters – the 'Goal Posts'

Traditional shopfronts are made up from a long horizontal section at the top (entablature) supported at either end on vertical sections (pilasters). As shopfronts are usually wider than they are tall, this gives the impression of 'goal posts'.

6.3.1 Entablature

The horizontal element across the top in front of the structural beam is the entablature. It consists of a cornice, a fascia and an architrave.

- The cornice has a practical as well as an aesthetic purpose. Being deeply projecting, it forms a visual 'cap' to the whole shopfront, and also protects the fascia and the window head from decay by shedding rain away from the timberwork. The cornice is usually covered in a lead flashing tucked into the masonry above. Traditionally, it may have housed a retractable canvas awning.
- The fascia is a wide band with the shop sign. There is some flexibility in how high this band can be, but it should be in proportion with the shopfront and the whole elevation. New applied fascias should not hide existing architectural detail. New works to existing tall fascias should seek to reduce their height.
- The architrave is a minor component of the entablature, sometimes no more than a narrow moulding above the window. The architrave is also another place for an awning.

6.3.2 Pilasters

The entablature is visually supported on pilasters, representing the columns of Classical architecture. They cover the jambs of the structural opening. The base of each pilaster is a plinth which is often the same height as the stallriser.

The corbels at the top of the pilasters, which support the cornice or whole entablature, are often the most varied and distinctive elements, an opportunity for interesting designs. Many on Coatsworth Road are simple and straightforward. A few are more detailed.



“Inappropriate use of tiles at stallriser”



Vertical sub-division of windows using mullion

6.4 Shop Window – the Display

The purpose of the shopfront is to showcase merchandise.

6.4.1 Stallriser

The shop window is normally raised up on a stallriser, bringing the display up to eye level. Often as high as 900mm, sometimes lower. The stallriser gives the shopfront a visual anchor to the ground and protects the glass.

It is usually in panelled timber to match the shopfront. Where historic stallriser masonry matches the rest of the façade, it should be left as such. Where masonry does not match, it might instead be plastered and painted to match the shopfront. Modern tiles should not be used on stallrisers.

Even without a stallriser, a shallow plinth should be used to protect the glass and to give visual ‘strength’ to the composition. This can carry through from the pilasters’ plinth.

6.4.2 Mullions and Transoms

These days, very large panes of glass can be made. But large windows can harm the shopfront’s composition. So windows are often subdivided into bays using moulded mullions. These enhance verticality, add balance, and provide a feeling of greater solidity. Mullions should look slender seen head-on, but might be quite deep front-to-back to hold the glass.

Horizontal subdivision can also help with appearance, using a transom at the same height as the door. This creates a toplight window beneath the architrave. Traditionally, toplights have coloured or leaded glass for both decoration and sun shading. Toplights with opaque glass can also be used to obscure a suspended ceiling inside the shop.

It is also possible to sub-divide shop windows further, using glazing bars, but these should be visually lightweight and thinner than mullions or transoms. Such subdivision is rare in Coatsworth Road and should not be a pursued without historical evidence.

6.5 Doorway – the Access

6.5.1 Position

The position of the door can be influenced by the internal layout of the shop, or by the position of first floors windows on the building, or by the layout of the adjoining shops. In smaller shops, the doorway is usually at one end to avoid breaking up the window display.

Alongside the door to the shop, a separate doorway giving access to the upper floors is common. If so, this second door should form a component in the overall shopfront design. It should be a solid panelled door rather than a glazed shop door. It is best, for its basic design to match and for it to be the same colour.

6.5.2 Recessed Doorways

Shop doors are often on the same line as windows, but in some shops, the door is often set back off the street into a recess. The recess is where a change in level from pavement to shop floor is accommodated, using a shallow ramp and avoiding a step to help with disabled access. The recess offers shelter when moving from shop to street, and the flanking window in the recess increases the shop window display space. The floor of the recess should be a non-slip material, and a mat well just inside the door is effective.

6.5.3 Fanlight / Overlight

Where a door is shorter than the shop window adjoining it, there will need to be a panel above it. Traditionally, this would be designed as a decorative fanlight using patterns of glazing bars. Today, it is more common to have plain glass. Signage might also be incorporated in the glass here.

6.5.4 Door, Glass and Door Furniture

The door itself is best part or fully-glazed to echo the windows. The bottom of the glass should be set at the same height as the stallriser. Doors should be in painted timber, in keeping with the whole composition. Choice of door furniture, handles and closers should bear in mind character and disabled access. The position of door handles is particularly important for wheelchair users and for the frail elderly.



Shopfront including separate access to upper floors



Recessed door 1-3 Wellington Street
Good example of decorative security gates

6.6 Materials and Colour

These are crucial to the overall appearance of the shopfront. Traditional shopfronts should normally be built in timber which allows for easy working of the details. Each element should be correctly moulded to avoid a heavy, clumsy look to the shopfront.

Features should be finished with good quality paint. The colour scheme for a shopfront should be restrained and in harmony with its setting, not brash and competitive. A monochrome scheme, however, is not always essential since some detail can be enhanced by being picked out in complementary colour or a family of established colours. Fascia lettering should stand out and be legible. Clashing colours and reflective surfaces rarely achieve this.

While mullions may in some cases need the strength of metal, it will generally be expected that all features of the shopfront will be painted to reflect the colour scheme of the whole composition.

Aluminium, plastic and mosaics do not form part of traditional shopfront design and detailing in this area.



Bespoke decoration scheme forms part of the overall 'advert or signage'

6.7 Blinds and Awnings

Blinds or awnings could be incorporated to protect goods from sunlight.

The simplest, cheapest and most visually satisfactory solution is a blind inside the shop. External blinds are to be discouraged but a fully retractable canvas awning could be acceptable where there is historic evidence to support their inclusion. In a traditional designed shopfront, it would be housed either just below the cornice or in the architrave.

It should, when open, be high enough to walk beneath without ducking, and far enough back from the highway to not cause a hazard to passing or parking vehicles. This will be important on Coatsworth Road, and may prevent their use.

Fixed awnings, 'pram hood' blinds and plastic or shiny materials will not be acceptable.



'Ravel', Church Street - replacement of historic awning as part of shopfront restoration

6.8 Shopfront Security Measures

Shopfront security is an important element of a shopfront design, and a holistic approach must be considered at an early stage to ensure that the needs of the business are balanced with the need to protect the special character of the area.

The removal of solid shutters will improve community confidence and perceptions of crime.

Solid roller-shutters are generally unacceptable as they provide a hostile, deadening effect to the street scene. This type of shutter, and its external housing, obscures the appearance of the shopfronts and damages traditional details such as shopfront fascias and cornice. In addition, the solid, deadening effect of the shutters harms the pedestrian level scene and a knock-on effect for economic viability of the district centre.

The following measures should be considered,

- Reduce glass size by using mullions, toplights and a stallriser.
- Use laminated glass.
- Use alarms, internal surveillance cameras/cctv and well-sited lights for the front and rear of the property.
- Use internal shutters grilles

Grilles or shutters should be considered in the following order:

- Internal sliding or roller grilles, which are housed behind the fascia and have an open 'brick' weave appearance are the most appropriate. These allow displays to remain insitu and help the street appear to be active, even when closed.
- Demountable grilles or shutters, in a decorative or lattice design, painted matt black are an alternative to internal roller shutters and may be fixed internally or externally to the framework of the shopfront. These must then be removed during opening hours.

There is a presumption against external outer shutters and these will only be considered in extreme cases where there is clear and convincing justification which prevents the measures outlined above being effective. In this event shutters must be an open 'brick' weave rather than a solid shutter. A grille still provides good shopfront visibility when closed and is less 'deadening'. Each grille should match the width of the shop window behind. Boxes should be housed internally, behind the fascia, and guide channels positioned in the pilaster jambs.

All grilles and shutters should be opened during the day to avoid a deadening effect on the street scene during the shop opening hours.

Generally, no part of a security fitting should protrude from the architecture of the shopfront. Fittings should avoid harming the street scene.

Disabled Access

New work to buildings used by the public or as a place of work is required to provide access for disabled people on an equal basis. Disability includes those dependent on wheelchairs, those with impaired vision or hearing, the frail elderly, and others. Consideration must be given not only to manoeuvring a wheelchair but also to lighting, colour contrast, signage design, strength of door closers and obstruction to free movement in front of the shop.

The building regulations set out the requirement for door widths, manoeuvring space, thresholds and ramps, etc.



Security measures - High Level Parade, Wellington Street
Internal roller shutters

Guidance on Good Signage

6.9 The Importance of Signage

Well designed signs can add to the quality of the area. Signs which are poorly designed and sited can significantly detract from it. Signage should be integral to the shopfront, not a separate addition.

The strategy will be to optimise the number and size of signs, and their impact on the conservation areas, whilst recognising the need for signage as part of healthy trading in the district centre.

The starting point for signs should be only the name of the shop or proprietor, and the merchandise, eg:

- J A Martin – Butcher
- Wendy Arundel – Hair stylist
- Tiny Tots – Children's Clothes

National multiple retailers must be able to demonstrate how they have adapted their standard identity to fit with the area.

Signage will generally require advert consent and/or planning permission. Certain types and sizes of signs have deemed consent. The Council will review these types of signs and, where expedient, will seek to remove deemed consent rights.

6.10 Fascia Signs

Signs for ground floor shops should only be on the ground floor, and should be on the fascia; signs in other positions are not appropriate. Fascia signs should be timber or exterior grade plywood. Where there is no fascia above the shop window, the solution is either:

- A simple sign board, in timber. Plastic or metal sign-boards will not be acceptable. Its width should not exceed the width of the window itself. The depth should be in proportion to the window and the building elevation, and should leave visible

masonry between it and first floor window sills. It should not obscure architectural detail.

- Individual applied letters. These should also be in proportion with the windows and elevation. They should be fixed into mortar joints rather than the masonry face.

Generally, these solutions should be fitted above the shop window; there should be no fascia sign above the doorway unless it can be incorporated in the fanlight glass.

6.11 Projecting Signs

Projecting signs can significantly impact on the street scene, and their number and visual impact should be minimised.

Projecting signs for ground floor shops should be sited at the same height as fascia signs, and over the door. Projecting signs for upper floor premises should also be over the door.

Projecting signs should be painted timber or exterior grade plywood. Plastic or metal will not be acceptable. They should be fixed, not swinging, and be mounted on metal brackets fixed into mortar joints.

Painted signage within the fascia



Fascia sign is larger than the shopfront

Projecting box signs are unacceptable as they contradict the traditional character of the conservation area.

6.12 Illuminated Signs

Illuminated signs can significantly impact on the street scene and will only be acceptable in certain limited situations, where:

- it is advertising a pharmacy, or a business open to the public at night (eg. pub or restaurant), and
- it is a projecting sign as set out above, or
- it is a fascia sign comprising individual halo-lit letters.

Internally illuminated box fascia or projecting signs in plastic or metal will not be acceptable.

Lights should be carefully focussed on the sign to avoid nuisance or glare to pedestrians, motorists or adjacent windows.

The visual impact of light fittings can often be more intrusive than the sign itself, particularly projecting fittings. Lighting technology has advanced in recent years and very discrete fittings are now available, the use of which will be sought by the Council. Subtle and clever use of lighting can also high-light building façades attractively.

6.13 Signage for Upper Floors

Business use of upper floors is important in keeping whole buildings in use and enlivening the retail and service offer of the town centres.

To avoid a clutter of signage on buildings containing more than one business, signage for upper floors should be limited to lettering applied to the inside of windows (traditional painted letters look better than applied transfers), and a name plate by the street door.

In some cases, individual applied letters on the elevation might be acceptable where there is sufficient masonry to avoid it looking cluttered. The same conditions as with fascia signs would apply (see above).

Excessive signage can dominate the appearance of the shopfront



Individual letters applied to the fascia & enhanced by the shop window display

6.14 Other Signage Matters

6.14.1 Lettering

Lettering need only be legible to the passing pedestrian. It should reflect the shop's trade, contributing to the business' overall image. Logos can enliven lettering but should not replace it altogether.

Classical letter types are best for traditional shopfronts. A good rule is that lettering should fill the middle two quarters of the fascia length, and not exceed 2/3 of the depth of the fascia in height.

Lettering should generally be hand painted using good quality non reflective paint. Light lettering on a dark background improves legibility. Plastic lettering is unacceptable as it is out-of-character with the area's traditional scene. In addition, the plastic's reflective surface does not aid legibility by those with impaired vision.

Incorporating address numbers in fascia signs is to be encouraged. Traditional hand signwriting is still a thriving trade. The Council can offer advice.

6.14.2 Pavement Signs

Pavement signs (such as 'A'-boards or trestle signs) will not normally be permitted as they obstruct the public space and are a hazard for disabled or partially sighted people.

6.14.3 Window Displays

There is a big difference between the neatly arranged property advertisements in an estate agent's window, and the untidy clutter of random stickers in a general store. The latter tends to create an unattractive presentation, often adding to a down-at-heel feel. In contrast, logos or shop names etched into door or window glass can sometimes be very effective, particularly if cleverly back lit.

The use of applied vinyl to windows or posters to 'add' to the overall signage will be discouraged. The Council will review adverts and, where harmful, seek discontinuance and the removal or deemed advert consent.

It is also worth considering how stock, storage and display are placed inside the shop to avoid obscuring shop windows and presenting uninviting views inside.



7. Above the Shop

7.1 Upper Floor Uses

Almost every street front property on Coatsworth Road is two storeys, with shops on the ground floor.

Space above the shop may bear no functional relationship to the shop downstairs, often used by another business with separate access by a side door, or perhaps a flat reached from the rear. There is evidence of some empty or under-used upper floors, which can lead to neglect and poor repair. The Council will always encourage the re-use of empty upper floors and, even if not, keeping them properly maintained.

7.2 Contribution to Street Scene

The condition and appearance of upper floors also contributes to the street scene. Shopfronts are only a part of the conservation areas' wider architectural legacy, with historic upper floors a key part of the street frontage. However, there has been considerable alteration here too.

There are some original first floor timber sliding sash windows, cast iron gutters and downpipes, and timber eaves and verges. There are some Welsh slate roofs and many historic chimney stacks. Some roofs have been replaced in manmade materials and some chimneys have been truncated.

Extensive replacement of windows has not improved the appearance of quality – aluminium or PVCu disregard the original historic sash pattern and the appearance of timber sliding sash windows. Gutters and downpipes are replaced with plastic with a short life, often becoming brittle and discoloured when exposed to the sun.



8. Maintenance

8.1 Forward Planning

There is a strong responsibility for owners to keep up the good condition of property in the conservation area. Where the shop is tenanted, the landlord and tenant should agree who does what, and ensure that it happens.

Maintenance of the shopfront and the entire property will not only protect the value of the property and prolonging the life of its component parts, but it also keeps the local street scene looking smart and attractive. This helps maintain business and shopper confidence in the District centre.

8.2 Rainwater Protection

In particular, regular inspection and clearance of rainwater gutters and downpipes will be important to protecting the building frontage from being persistently wetted, for example by a blocked hopper or a dripping gutter.

Checking that the flashing above a cornice has not pulled out of the mortar joint in the wall above will save damp reaching the timberwork of the entablature or the bressumer beam behind.

8.3 Re-painting

Exposure to the sun's ultra violet light, plus wet conditions, will hasten the breakdown of paint and the fading of pigments.

Paint will particularly need renewal on sills and horizontal members, and at the base of pilasters, plinths, stallrisers and mullions where wet gathers and penetrates hairline cracks. The situation at low levels is aggravated by the effect of salt splash from roads and pavements, creating a hostile condition for both timber and masonry which needs to be managed.

8.4 Maintenance Pays

As with all maintenance, regular care on a planned cycle of inspection and preventative action will reduce the amount and cost of remedial or replacement work made necessary by lack of attention at the proper time.

This message is vital – overall, the cost of maintenance is far less than the cost of repair and where cash is tight, a mop and bucket or a paintbrush is far cheaper than the services of a builder, joiner or structural engineer.



1. Be clear about what you want to achieve – a new shop window? A new sign? A whole new shopfront?
2. Talk to the Council about your proposals.
3. Find out what consents you need.
4. Find out if you are eligible for grant aid.
5. Find a professional architect or designer who understands your needs and those of the conservation area. Give them a copy of this Design Guide.
When your plans are developing, meet with the Council to discuss the detail of your plans (and possible grant aid).
7. Ask for advice on contractors who could carry out the work to the right standard.
8. Prepare the required drawings and other information for your applications.
9. Be prepared to amend or justify your plans if they depart from this guide.

9. Getting Advice and Consent

9.1 Getting Good Design Advice

Although typical historic shopfronts in Coatsworth Road are quite simple, designing good quality shopfronts is not always a simple process. Balancing all of the above considerations takes skill and judgement.

But making the right choices often costs no more than making the wrong ones.

The services of a qualified architect or designer, experienced in carrying out similar work in historic areas, are indispensable, and need not be expensive. Using the right shopfitter and signwriter is also important to achieving a good job.

General advice is available from the Council and should be sought early in the process.

9.2 Getting Consents

Works to shopfronts, even relatively minor works, may require one or more of the following types of consent:

- planning permission
- advertisement consent
- building regulations consent

It is recommended that shop owners or retailers discuss with the Council any plans they have for works to their shopfronts. The Council is here to help you. Early consultation can lead to a smooth application process later on. Development management should be contacted on (0191) 433 3416 or enquiriesdevcon@gateshead.gov.uk

Even where consent is not required, following the guidance in this document will help protect and enhance the character and

appearance of the conservation area, to the benefit of the general trading environment in the District centre.

This is not a definitive source of legal information. If you are in any doubt, contact the Council before undertaking any work or changes to your premises. Carrying out works without necessary consent may lead to enforcement.

9.2.1 Planning Permission

You will need planning permission for most works involving shopfronts. You may also need it for other works to your premises, including changing its use. Planning permission is not generally required for internal works, or for small alterations to the outside such as installing alarm boxes. It is advised that you submit a pre-application enquiry first.

9.2.2 Advertisement Consent

You will need consent for almost all hoardings, illuminated signs (outside the deemed consent allowances), fascia signs and projecting signs on shopfronts or business premises which are higher than 4.6m above ground level, and most advertisements on gable ends. You also need permission for signs advertising goods not sold at the premises where the sign is placed. A-boards are subject to licensing.

The Council will periodically review the effects of adverts permitted under deemed consent and, where it is considered that this is detrimental to the character and appearance of the conservation area, objectives of the THI, it will seek to remove deemed consent.

9.2.3 Building Regulations

You will need approval under Building Regulations to carry out many types of building work. Such approval is very likely to be relevant for works to shopfronts, and advice should be sought from Building Control.

Information on disabled access issues can be obtained from www.drc-gb.org and the Sign Design Society (www.signdesignsociety.co.uk) which is setting standards in sign design for disabled and non-disabled users.



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CONSULTATION STATEMENT

STATEMENT MADE IN ACCORDANCE WITH REGULATION 12 TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012

Gateshead Council as Local Planning Authority (“The Council”) has prepared the Coatsworth Shopfront Design Guide Supplementary Planning Document: Appendix 1 (SPD) in consultation with the following:

Statutory planning consultees are:

- Environment Agency
- Historic England
- Natural England
- Highways England
- Civil Aviation Authority
- Homes and Communities Agency
- Gateshead Primary Care Trust
- Office of Rail Regulation
- Tyne and Wear Integrated Transport Authority
- North East Local Enterprise Partnership
- Neighbouring Local Authorities, inclusive of;
 - Newcastle City Council
 - Durham County Council
 - South Tyneside Council
 - North Tyneside Council
 - Sunderland Council, and
 - Northumberland Council
- Northern Electric Distribution Ltd

- Northern Gas Networks Ltd
- Northumbria Police
- Northumbrian Water
- Network Rail Infrastructure Ltd
- The Coal Authority
- Marine Management Organisation
- Local Nature Partnership
- General Consultation Bodies:
 - Voluntary bodies some or all of whose activities benefit any part of the Local Planning Authority's area,
 - Bodies which represent the interests of different racial ethnic or national groups in the Local Planning Authority's area,
 - Bodies which represent the interests of different religious groups in the Local Planning Authority's area,
 - Bodies which represent the interests of disabled persons in the Local Planning Authority's area,
 - Bodies which represent the interests of persons carrying on business in the Local Planning Authority's area.

In addition to the statutory planning consultees the Council holds a database containing contact details of groups and individual interested in the development of our plans, this is used to keep those registered informed of progress and future consultations. This database has been consulted.

Consultees that are specific to the SPD have been selected through consideration of those organisations and individuals which may have an interest in its content, these consultees are:

- Coatsworth THI partnership

Consultation was carried out by letter or email. Notice of the consultation was published on the consultation portal and Coatsworth Townscape Heritage Initiative pages of the Council website. Documents were made available to view on the website, and in the Civic Centre and Central Library.

Consultation took place for 6 weeks from the 1st August 2018 (ended 12th Sept 2018).

There were 11 responses to the consultation online, of which 3 were blank, and 2 responses in writing. These were in general support for the content and approach taken in the appendix, and felt the proposed appendix added clear and helpful detail which would add value to the existing SPD.

The comments made did not result in any changes to the SPD, as most were in support of the scope of the SPD.

Copies of the draft SPD and the consultation statement were made available for further inspection at Gateshead Civic Centre Communities and Environment reception (2nd floor) during normal office hours, and on the Council website, for a period of 4 weeks commencing 1st November 2018.

Summary of consultation responses:

Interest in consultation	General comments	Does the appendix add value?	Are the detailed sections clear and helpful?	Do the images help?	Support or object?	Source
Natural England	Proposal does not pose any likely risk or opportunity in relation to our statutory purpose.				No objection	Email
Historic England	Welcome the draft appendix, meets with their published advice for best practice within Historic Environment.			Encourage the use of non-stretched images to prevent altering the proportions within the architecture of the shopfront	Support	Letter
Resident		No, not very much	Quite clear	Quite helpful	Tend to support	Online
Resident		Yes, a great deal	Very clear	Very helpful	Strongly support	Online
Resident		Yes, a fair amount	Quite clear	Quite helpful	Tend to support	Online
Resident		Yes, a fair amount	Quite clear	Very helpful	Strongly support	Online
Resident		No, not very much	Quite clear	Quite helpful	Strongly object	Online
Resident		Yes, a great deal	Very clear	Very helpful	Strongly support	Online
National Amenity Body		Yes, a fair amount	Quite clear	Quite helpful	Tend to support	Online

Other	Keen to see improved design standards to raise the amenity of the local area	Yes, a great deal	Very clear	Very helpful	Strongly support	Online
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TITLE OF REPORT: **Nomination of Local Authority School Governors**

REPORT OF: **Caroline O'Neill, Strategic Director Care, Wellbeing and Learning**

Purpose of the Report

1. Cabinet is asked to nominate Local Authority Governors to schools seeking to retain their Local Authority governor in accordance with The School Governance (Constitution) (England) Regulations.

Background

2. Schools - The School Governance (Constitution) (England) Regulations require all governing bodies to adopt a model for their size and membership. The regulations prescribe which categories of governor must be represented and what the level of representation is for each. The Local Authority's nomination is subject to the approval of the governing body. If approved, the nominee is appointed by the governing body.

Proposal

3. It is proposed that Cabinet approves the nominations to schools as shown in appendix 1.

Recommendations

4. It is recommended that Cabinet:
 - (i) approves the nominations of Local Authority Governors to ensure the School Governing Bodies have full membership; and
 - (ii) notes the term of office as determined by the schools' Instrument of Government.

CONTACT: **John Finch**

extension: **8626**

Policy Context

1. **Schools**

In accordance with The School Governance (Constitution) (England) Regulations, local authorities can nominate any eligible person as a Local Authority governor. Statutory guidance encourages local authorities to appoint high calibre governors with skills appropriate to the school's governance needs, who will uphold the school's ethos, and to nominate candidates irrespective of political affiliation or preferences. A person is disqualified as a Local Authority governor if they are eligible to be a Staff governor at the same school.

Consultation

2. The Cabinet Member for Children and Young People has been consulted.

Alternative Options

3. The alternative option would be to make no nomination/appointment to the vacancies, leaving governing bodies under strength and less likely to demonstrate the correct configuration.

Implications of Recommended Option

4. **Resources:**

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

b) **Human Resources Implications** - None

c) **Property Implications** - None

5. **Risk Management Implication** - None

6. **Equality and Diversity Implications** - None

7. **Crime and Disorder Implications** - None

8. **Health Implications** - None

9. **Sustainability Implications** - None

10. **Human Rights Implications** - None

11. **Area and Ward Implications** - None

12. **Background Information**

The School Governance (Constitution) (England) Regulations.

13. Local Authority Governor Nominations

Schools

In accordance with the School Governance (Constitution) (England) Regulations 2012, the following Local Authority governors are nominated for a period of four years (as stipulated in the individual Instruments of Government) with effect from the dates stated below:

School	Nomination	Date from
Brandling Primary School	Cllr Sonya Dickie	15 th September 2019
Carr Hill Community Primary School	Cllr Martin Gannon	2 nd September 2019
Corpus Christi Catholic Primary School, Gateshead	Cllr Catherine Donovan	2 nd September 2019
Gibside School	Ms Joyce McAndrew	1 st September 2019
Greenside Primary School	Cllr Hugh Kelly	11 th July 2019
Kingsmeadow Community Comprehensive School	Ms Allison Thompson	2 nd September 2019
St Agnes' Catholic Primary School, Crawcrook	Cllr Kathleen McCartney	1 st September 2019
St Joseph's Catholic Infant School, Birtley	Cllr Paul Foy	2 nd September 2019
St Joseph's Catholic Junior School, Birtley	Cllr Mary Foy	1 st September 2019
St Joseph's Catholic Primary School, Blaydon	Cllr Steve Ronchetti	1 st September 2019
St Joseph's Roman Catholic Voluntary Aided Primary School, Highfield	Dr Robert Buckley	2 nd September 2019
St Oswald's Roman Catholic Voluntary Aided Primary School, Wrekenton	Cllr Jean Lee	2 nd September 2019
Washingwell Community Primary School	Mr Chris McHugh	2 nd June 2019
Whickham Parochial Church of England Primary School	Mrs Beth Smith	1 st September 2019

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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. Cabinet is asked to note the petitions received and actions taken on them.

Recommendations

4. It is recommended that Cabinet note the petitions received and action taken on them.

For the following reason:

To inform the Cabinet of the progress of the petitions.

CONTACT: Mike Aynsley extension: 2128

APPENDIX 1

Policy Context

1. The information is provided in accordance Council Procedure Rule 10.2 whereby progress of petitions is to be reported regularly to meetings of the Cabinet.

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
14.02.18 Submitted to Strategic Director, Corporate Services and Governance	01/18	Petition from GMB	Petition against the proposed parking restrictions on Shearlegs Road, Albany Road and Park Road	Strategic Director, Communities and Environment	<p>The petition has been received in response to the Council's transport consultation on proposed waiting restrictions in the Shearlegs Road area.</p> <p>The petition will be considered together with other representations received.</p>
19.12.18 Submitted to Strategic Director, Corporate Services and Governance	10/18	Petition from residents of Wardley and surrounding area	Petition objecting to the proposed traffic regulation order for Sunderland Road.	Strategic Director, Communities and Environment	<p>A letter has now been sent to the petitioner explaining why the scheme is progressing.</p> <p>It is proposed that the petition be removed from the schedule.</p>
05.03.19 Submitted to the Strategic Director, Corporate Services and Governance	03/09	Petition from residents of Sanders Gardens and Highridge, Birtley	Petition requesting the implementation of traffic control and traffic calming measures on Sanders Gardens and Highridge, Birtley	Strategic Director, Communities and Environment	<p>Initial site investigations have been completed and a meeting has taken place with one of the ward members to discuss residents' concerns.</p> <p>Officers have arranged for temporary signs to be erected to advise works traffic not to use this street and officers have also spoken to the housing developer about deliveries not using this street.</p> <p>It is proposed that the petition be</p>

					removed from the schedule.
15.03.19 Submitted to the Strategic Director, Corporate Services and Governance	04/09	Petition from residents of Rowlands Gill	Petition requesting the removal of road humps in Rowlands Gill.	Strategic Director, Communities and Environment	The petition is currently being considered by officers.
21.03.19 Submitted at the Council Meeting by Councillor McHugh	05/09	Petition from residents of Gateshead	Petition requesting that affordable homes are built on the Council Nursery site at Whickham Highway	Strategic Director, Communities and Environment	The petition is currently being considered by officers.
05.04.19 Submitted to Strategic Director, Corporate Services and Governance	06/09	Petition from residents of Church Rise, Whickham	Petition requesting permission to undertake tree management work on a tree in St Mary's Church cemetery, Whickham	Strategic Director, Communities and Environment	<p>Officers have met with the lead petitioner and two signatories on site to establish the petitioners' concerns regarding the tree. The specific concerns have been collated and agreed with the lead petitioner and are currently being considered.</p> <p>Views will be sought from ward councillors, tree officers and planning teams before providing an agreed response to the lead petitioner on how a resolution may be found.</p>
25.04.19 Submitted to the Mayor	07/09	Petition from pupils of Front Street Primary School	Petition requesting improved road safety measures outside of their school	Strategic Director, Communities and	The petition has been investigated and a letter has been forwarded to local members before the response is sent to the school. The response explains that

				Environment	<p>the Council will remark lines in the area, review signage and work with the school to encourage more walking and cycling to school.</p> <p>It is proposed that the petition be removed from the schedule.</p>
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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