

## EXECUTIVE

<b>Date:</b> Wednesday 1st May, 2024
<b>Time:</b> 4.00 pm
<b>Venue:</b> Mandela Room

## AGENDA

1. Apologies for Absence
2. Declarations of Interest
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### EXECUTIVE MEMBER FOR ENVIRONMENT

4. Garden Waste Subscription Service - Additional Bin Purchase 15 - 22

### EXECUTIVE MEMBER FOR FINANCE AND GOVERNANCE

5. Household Support Fund 2024 23 - 42
6. Any other urgent items which in the opinion of the Chair, may be considered

Charlotte Benjamin  
Director of Legal and Governance Services

Town Hall  
Middlesbrough  
Tuesday 30 April 2024

### MEMBERSHIP

Mayor C Cooke (Chair), Councillors P Gavigan, T Furness, P Storey, J Thompson, Z Uddin and N Walker

### Assistance in accessing information

Should you have any queries on accessing the Agenda and associated information please contact Scott Bonner / Chris Lunn, 01642 729708 / 01642 729742, [scott\\_bonner@middlesbrough.gov.uk](mailto:scott_bonner@middlesbrough.gov.uk) / [chris\\_lunn@middlesbrough.gov.uk](mailto:chris_lunn@middlesbrough.gov.uk)

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**EXECUTIVE**

A meeting of the Executive was held on Wednesday 10 April 2024.

**PRESENT:** Mayor C Cooke (Chair), Councillors P Gavigan, T Furness, P Storey, J Thompson and N Walker

**ALSO IN ATTENDANCE:** Councillor M McClintock

**OFFICERS:** S Bonner, M Adams, C Cunningham, G Field, C Heaphy, R Horniman, D Middleton, M Nath, E Scollay and J Tynan

**APOLOGIES FOR ABSENCE:** Councillors Z Uddin

23/91 **DECLARATIONS OF INTEREST**

There were no declarations of interest received at this point in the meeting.

23/92 **MINUTES - EXECUTIVE - 13 MARCH 2024**

The minutes of the Executive meeting held on 13 March 2024 were submitted and approved as a correct record.

23/93 **SELECTIVE LANDLORD LICENSING: RESPONSES TO THE CONSULTATION AND APPROVAL TO DESIGNATE THE NEWPORT 1 AREA**

The Mayor and Executive Member for Adult Social Care and Public Health submitted a report for Executive consideration.

Local authorities had powers to introduce Selective Landlord Licensing (SLL) schemes for a five-year period in areas with a high number of private rented properties, low housing demand, poor housing conditions, high levels of deprivation, crime and migration and/or significant and persistent anti-social behaviour associated with the tenants of private rented properties.

The purpose of such a scheme was to improve standards of property management in the private rented sector, and when combined with other measures, leading to improved physical, social and economic conditions and reduce crime and anti-social behaviour. There were currently three SLL schemes operating in Middlesbrough; one in North Ormesby and two in the Newport ward (commonly known as Newport 1 and Newport 2). Newport 1 scheme was due to end on 12th June 2024. An evaluation of the scheme had been carried out which showed improvement in a number of areas.

The area continued to experience major challenges and therefore it was proposed that it would benefit from a further five-year period of designation as a Selective Landlord Licensing Scheme. The SLL schemes in Middlesbrough did not meet the threshold for Secretary of State approval which was required for those schemes that cover 20% or more of its geographical area or privately rented properties, provided that the authority had consulted for at least 10 weeks on the proposed designation. The schemes in Middlesbrough did not meet the threshold for Secretary of State approval and a ten-week period of consultation had been undertaken. The report provided a summary of the responses to the consultation for consideration by Executive and sought its approval for the Selective Landlord Licensing Scheme to go ahead in the Newport 1 area.

**ORDERED**

**That Executive approve the designation of Selective Landlord Licensing in the Newport 1 area.**

**OPTIONS**

**Do not renew the SLL designation/new designations and carry out alternative interventions to replace of a formal scheme.**

**Alternatives to Selective Licensing were considered in 2014, 2019 and 2023 prior to the designation of the current Selective Licensing areas. These included voluntary registration and the use of traditional enforcement tools. These would have required significant additional investment by the Council to achieve any sustainable change across the area.**

**There was a need to ensure that that proactive assessment of properties and an increased focus on renting and management practices was sustained. While Selective Landlord Licensing was not intended to be indefinite, a shift to an alternative non-regulatory approach or only relying on traditional reactive enforcement tools were not considered appropriate to sustain or progress the improvements achieved.**

**Traditional interventions did not provide the level of engagement with landlords necessary for the desired improvements. Landlord take up of previous accreditation schemes had been very low, they tended to only engage with responsible landlords who saw a value in being part of a scheme. An example of a non-mandatory scheme is the Stockton Pluss model which was run by landlords. Stockton Council figures showed that they had 80 members for this scheme with 539 properties and not all landlords who opposed their SLL scheme joined the accredited scheme.**

**Short term proactive enforcement projects could have an impact but were not sustainable without significant investment from existing revenue budgets or grant funding.**

**A pilot project undertaken in early 2023 to carry out proactive housing inspections in a selected area of Central ward found it very difficult to engage with landlords and tenants. This was detailed in the Evaluation report.**

**Considering the responses received to the consultation (detailed above) it was maintained that the recommended action to designate the Selective Landlord Licensing Scheme in Newport 1 was the most appropriate course. The area met the legal criteria for the designation of a Selective Landlord Licensing Scheme which was the most effective solution to improving management standards in the private rented sector and would sustain the improvements already achieved in Newport 1 and prevent further decline.**

## **REASONS**

**The SLL schemes in both North Ormesby and Newport had resulted in improvements in the living and environmental conditions for those living in those areas and contributed to reductions in antisocial behaviour. A further designation of the Newport 1 scheme would continue to ensure that property standards were maintained, anti-social behaviour issues related to tenants were reduced and managed and that landlords were held accountable for the costs of both licensing and property management improvements. The existing SLL designation was self-financing and, in line with the recommended changes to the scheme, the new designation would operate in the same way.**

**The designation would require all privately rented properties within the identified boundary, subject to statutory exemptions, to apply to be licensed for up to five years and comply with the licence conditions.**

**The proposed fee of £998 enabled the Council to ensure the scheme was self-financing, it was calculated on the resource requirements for the administration and regulation of the selective landlord licensing scheme.**

**The current boundary for the SLL scheme was to be maintained to ensure coverage of the area in relation to improved housing standards, environmental conditions and reduction in crime and anti-social behaviour. Developing the designation for Selective Licensing in the area identified would enable the Council to sustain the improvements**

already achieved in the Newport 1 area and prevent the improvements from declining again.

In 2018 Middlesbrough Council Scrutiny Panel reviewed the North Ormesby 1 scheme. The Panel was fully supportive of the scheme and in summary:

- They recognised the achievements made through SLL in the North Ormesby ward, including improving community confidence which has led to increased reporting of anti-social behaviour and crime to the SLL team.
- They were complimentary of the work achieved and applauded the Selective Licensing Team for their efforts.

The Panel also learned that in November 2017, the team had been awarded Outstanding Contribution to Prevention at the Cleveland Community Safety Awards.

Throughout the investigation, the Panel made reference to the issues within Gresham and University wards and the increasing number of private rented housing properties. The Panel recognised the excellent work achieved since the introduction of Selective Licensing in North Ormesby and hoped that any future schemes would mirror this model.

Consideration was currently being given to the next steps in terms of rolling out SLL to other areas of the town which met the criteria. A further report would be brought to Executive seeking approval for the next steps.

An internal audit was conducted during July-Sept 2023 which focused on the Selective Landlord Licensing Schemes currently operating in the areas of North Ormesby and Newport 1. Auditors concluded that:

- the SLL schemes were well administered, the financial model was fit for purpose, and that performance of each of the schemes was monitored to ensure that the Council's objectives were met.
- a sound system of governance, risk management and control existed, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited.
- controls within the system at the time of the audit provided Substantial Assurance.

The Statement of Policy and Procedure for Selective Landlord Licensing (SPPSLL) was published on the Council's website and set out the requirements of the schemes, and was appropriately reviewed, updated and approved. The aims and objectives of each of the schemes provided links to the Council's Strategic Plan and to the improvement of housing. The Selective Landlord Licensing (SLL) team worked in close partnership with other Council services and external agencies to maximise the benefits of the schemes.

23/94

## **SOCIAL VALUE CHARTER**

The Mayor and Executive Member for Adult Social Care and Public Health submitted a report for Executive's consideration.

As local authorities were required to become increasingly financially self-reliant, many were looking at how to make their limited resources go ever further while still maintaining the quality and breadth of services.

Councils, along with the rest of the public sector were being encouraged to use procurement to achieve wider financial and non-financial outcomes, including improving wellbeing of individuals, communities and the environment by making social value a decision-making criterion when awarding contracts.

- Adoption and effective implementation of a Social Value Charter had the potential to deliver the following benefits:
- Encourage a more diverse range of suppliers to work with the Council and its partners, including the participation of small and medium sized enterprises (SME's), Voluntary and Community Sector organisations, and local suppliers in general.

- Promote fair employment practices: Ensuring workforce equality and diversity within supply chains.
- Increasing the diversity of local apprenticeship, training, and skills development opportunities as well as employment opportunities.
- Maximising opportunities for Middlesbrough organisations to participate in the council's supply chains and encouraging suppliers to make a social contribution to the local area.
- Ensuring ethical sourcing practices, including compliance with UK, and international standards, promoting fair trade and fair pricing policies, tackling corruption, child/slave labour, blacklisting of union members and similar social issues.
- Promoting greater environmental sustainability: Minimising waste and pollution, supporting carbon reduction initiatives, furthering energy efficiency and other sustainability programmes.

## **ORDERED**

### **That the Executive:**

1. **Approve the Social Value Charter, attached to this report at Appendix One and that Council practices are amended to align with its requirements.**
2. **Approve the guidance document that will be put in place to support implementation. The implementation plans set out within this report would ensure consideration of social value be embedded within all of the Council's practices, in particular procurement and decision-making practices.**

## **OPTIONS**

The Council could choose not to adopt a Social Value Charter. It would remain compliant with its duties in relation to Best Value. This was not recommended as an option as the Council would miss the opportunity to deliver the wider benefits to the organisation and the town that could be achieved through social value, while still achieving Best Value from its commissioning and procurement activity.

## **REASONS**

Social Value had the potential to release millions of pounds of public money for community benefit and support regeneration of the town. It encouraged smarter spending to not only deliver a proposed service but also address social, economic, and environmental issues in the local community. Adoption of this Charter would ensure the Council's significant procurement spend had a positive, measurable impact on the communities it served.

23/95

## **THE COUNCIL PLAN, 2024-2027: APPROACH TO DELIVERY**

The Mayor and Executive Member for Adult Social Care and Public Health submitted a report for Executive consideration.

The Council Plan, formerly known as the Strategic Plan, was the Council's overarching business plan for the medium-term, and was refreshed on an annual basis. It set out the priorities of the Elected Mayor of Middlesbrough, the ambitions for Middlesbrough's communities and the ways in which the Council sought to achieve them.

Part of the Council's Policy Framework, the Council Plan required full Council to approval, as set out in the Constitution. As such, at a meeting of full Council on 8 March 2024, the Council Plan 2024-27 expressing Mayor Cooke's priorities and ambitions for the town, was approved, and was attached at Appendix 1.

The Council plan articulated the four priorities of the Mayor and outlined the approach that would be taken to addressing those priorities.

To ensure focus upon, and to strengthen delivery of, the above outcomes a supporting workplan had also been developed, bringing together all current and planned activity in support of the Council's priorities. The proposed workplan and initiatives was set out at Appendix 2.

**ORDERED that Executive:**

1. Approve the Council Plan workplan and associated outcomes, to assure achievement of the Council's priorities for the 2024-27 period; and
2. Agrees the delegation of approval for minor amendments to in-quarter timescales to the Chief Executive, through the corporate performance management framework and policy arrangements, with any significant variation to approach or deliverables, reported to and seeking approval via the quarterly corporate performance reports to Executive.

**OPTIONS**

It was imperative that the Council effectively articulated and communicated an overarching plan to direct activity across Directorates and services, towards the achievement of its priorities and ambitions.

The only other realistic potential decision would have been to leave the Council's strategic objectives unchanged on the assumption they were sufficiently robust to address and achieve previously identified outcome measures. This, however, was not correct and neither would it represent an appropriate response to the needs of the town, it would detrimentally impact local communities and the business of the Council for some years ahead.

The only other feasible decisions, therefore, related to the structure of the document, and its horizon (i.e., reverting to an annual plan). It was strongly in the Council's interest to plan over the medium-term, (between 3 – 5 years) in line with the indicative budgets over this period outlined by the Government. The proposed document achieved this whilst also providing an appropriate level of detail for all audiences on the Council's planned activity over this period.

**REASONS**

To enable the Executive to endorse, following approval by full Council, the supporting workplan to the Council Plan 2024-27, ensuring that it was reflective of major developments of the past year, and those anticipated in the coming three years.

23/96

**SCHOOLS CAPITAL PROGRAMME 2024/2025**

The Deputy Mayor and Executive Member for Education and Culture submitted a report for Executive's consideration.

The report sought approval for capital schemes to be added to the school's capital programme for delivery to start in 2024/25.

Middlesbrough Council shared responsibility with governing bodies for the maintenance of nine community and foundation school buildings across the town:

- Responsibility for general maintenance, repairs and minor capital works was devolved to schools;
- The Council was responsible for major capital schemes such as the replacement of substantial parts of buildings, the provision of new buildings and other high-value, strategic schemes that would be unaffordable by schools on their own.

The Council was also responsible for ensuring there were sufficient school places across the town to be able to meet demand, including for pupils with Special Education Needs and Disabilities (SEND) or those requiring Alternative Provision. Investment could be in both locally maintained schools and Academies.

The schools capital programme, maintained and delivered by the Assets Team within Property and Commercial Services, set out all of the centrally funded school capital works being undertaken to discharge these duties. It was a multi-year, rolling programme of capital improvements to school buildings.

The report set out new schemes proposed to be added to the programme. Schemes were

selected to address condition, sufficiency, and other strategic priorities. Schemes were prioritised to address those elements of schools with the most urgent need or to secure value for money as part of a larger programme of work.

The costs of the schemes identified in the report were estimates, until such a time as full feasibility studies could be undertaken and were subject to change until they had returned from tender. The schemes would be treated as a programme of works, with savings in schemes being used to offset increased costs in others and the programme being managed within the overall funding envelope.

Where there was a significant deviation from the estimated cost to the Council of individual schemes these would be revisited, and appropriate action taken. This could include reducing the scope of works, re-tendering, or postponing the scheme. Where there was a significant effect on the cost of the programme, which would result in a key decision being required, this would be brought back to Executive for decision.

In addition to the schemes set out in the report, a number of previously approved schemes, with residual works outstanding, would be completed. Emergency works would also be undertaken if/when they occurred and other schemes of moderate value where they were time sensitive e.g. preventative schemes to avoid higher costs later on, or schemes that addressed Health and Safety concerns and ensured compliance.

The capital programme covered schools widely distributed across the town. There were no specific ward implications. Ward members would be consulted on individual building schemes where appropriate as part of the normal process of securing planning permission.

The Deputy Mayor clarified that information about the School Capital Allocation had been made available since the report's publication. This had amended paragraph 6.1.4 of the report. The released information meant Middlesbrough had been allocated an additional £493,851. This would be allocated to projects in 25/26.

It was also clarified that the third recommendation of the report regarding £0.106m of external school funding would be from schools themselves.

#### **ORDERD that Executive:**

- 1. Approve the amendment to paragraph 6.1.4 of the report as detailed above;**
- 2. Approve the new schemes included in Appendix 1;**
- 3. The reallocation of £0.599 grant funding sitting within the capital programme, approved by Council on 8 March 2024, from the Block Budget School Condition Allocation to Schemes in Maintained Primary Schools and Schemes in Special Schools as detailed within the report; and**
- 4. An additional £0.106m of external school funding to be added to the capital programme in order to fully fund £0.705m of anticipated costs for condition works to schools.**

#### **OPTIONS**

The Executive could have chosen not to approve the schemes for inclusion in the Schools Capital Programme. In the short term this could have led to elements of the buildings identified failing, resulting in lost teaching and learning time, inappropriate learning environments and Health and Safety risks.

In the longer-term, such an approach would lead to the gradual decline of the condition of the schools, children being out of school unnecessarily and escalating costs for both the schools and the Council.

#### **REASONS**

This was a key decision involving expenditure of over £0.250m, about the allocation of capital funding on school schemes from within existing budgets and was therefore reserved for the Executive.

To ensure that the grant funding available was spent in a timely manner on improving



**teaching and learning environments and outcomes for young people.**

23/97

**2024/2025 TRANSPORT AND INFRASTRUCTURE CAPITAL PROGRAMME**

The Executive Member for Environment submitted a report for Executive consideration.

The purpose of the report was to gain approval to allocate funding to develop and deliver transport and infrastructure improvements as detailed within the report.

Middlesbrough Council received Local Transport Plan funding from the Department for Transport, via Tees Valley Combined Authority, to undertake maintenance and improvement works on the Councils transport network.

The current Council approved LTP allocation for 2024/25 is £1.377m, specified against Incentive Funding (new works) and £2.638m for Highways Maintenance. Appendix 2 detailed the planned works totalling £4.015m.

It was proposed that the Council approve the expenditure of the Local Transport Plan allocation for 2024/25, as outlined in Appendix 2. This would provide the Council time to identify the most prudent method of delivering a longer-term programme; ensuring that best value for money was achieved.

The projects within the proposed programme had been identified from the Council's "Future Year scheme" list. This was a compiled table of all known requirements and suggestions received, which were matrix ranked for their suitability against a set criterion, forming a priority basis. However, this was also conditional upon external funding criteria, eligible uses, statutory obligations, and other implications.

The maintenance schemes were based on asset condition rating systems and allocation of resources work to address a "worst first" is used. This was rationalised based on public safety and asset longevity priorities (such as ensuring that structures were safe). This ensured that the Council was sequentially addressing the areas of the network in most need of resolving.

The Council also received specific allocations through competitive grant programmes and awards that were to deliver prescribed pieces of work, depending upon national / regional criteria. Any awards for such projects by-passed the matrix scoring criteria (although this may be used to identify the most suitable candidates) and could be awarded / was accessible throughout the financial year. The proposals within the report included all known awarded allocations at time of approval but could be subject to change.

If required, approvals would be sought through the formal decision-making process. A map of the scheme locations was contained in Appendix 1. The full funding allocations used to identify the projects / programmes was contained in Appendix 2.

Following a discussion about recommendation three in the report, it was agreed the words "and virements" be removed from that recommendation.

**ORDERED that Executive:**

1. **Approve the removal of the words "and virements" from recommendation three of the report.**
2. **Approve the allocation of £4.015m of approved LTP grant funding to develop and deliver infrastructure improvements as outlined within the report.**
3. **Approve the programme package as set out in Appendix 2.**
4. **Should it be required to change the phasing of these programmes to delegate any programme amendments to new or prioritised projects and where such activity is permissible within the funding criteria, to the Director of Environment and Community Services and the Executive Member for Environment where appropriate.**

**OPTIONS**

**Re-assessing the project proposals – this was not recommended, as they had been identified using a robust scoring matrix and the prescribed funding criteria, to ensure**

best allocation of resources. Any changes would deviate from this process and add delays to the delivery programme.

#### REASONS

The recommendation would allow strategic allocation of funding to ensure that the Council was not only working toward its ambitions and objectives but was allocating resources to ensure statutory requirements placed upon the Council as the Highway Authority, "to ensure the safe and expeditious movement of people and goods on its network".

The allocations that were being proposed were based on ensuring a balance between maintaining the existing assets and making improvements to the accessibility of the current network/alternate modes of transport enhancements. This balance was crucial to ensure the safety of the infrastructure, and to assist in encouraging sustainability and longevity of the network.

23/98

#### PRICE INCREASE FOR TRADED CLEANING AND CARETAKING SERVICES WITH SCHOOLS

The Executive Member for Environment submitted a report for Executive consideration.

The purpose of the report was to seek to increase the charge for Building Cleaning and Caretaking Services in Middlesbrough Schools by 13%.

The Council provided services to a number of Middlesbrough Schools with the provision of Building Cleaning and Caretaking Services Staff who were currently employed by the Council. Details of this were detailed at paragraph two of the report.

Whilst in previous years, those services had provided a surplus for the local authority, this was now not the case and at present the Council was subsidising the schools for these services. The table contained at paragraph three of the report showed the amount the Council has been subsidising over the past two years. These did not include the corporate overheads and support from enabling services, estimated to be around £0.090m per annum.

By increasing the price for cleaning and caretaking by 13% this would eliminate losses on this service. This was detailed in the table at paragraph four of the report.

#### ORDERED that Executive:

1. Approve the proposal to increase the price of Building Cleaning and Caretaking Services by Middlesbrough Council to contracted Middlesbrough Schools by 13%.
2. Approve the transfer of remaining Core Council Cleaning Services for Council Buildings from the Environment and Community Services Directorate to Regeneration Directorate to report under Property Services when appropriate to do so.

#### OPTIONS

The Council could stop trading in these services at this time. However, if the service could be cost neutral there was no need to undertake this approach. However, if a large number of schools withdrew from the service this option might come back to the Executive for consideration.

#### REASONS

This approach was required in order to bring this service in to financial balance.

23/99

#### CORPORATE PROCUREMENT STRATEGY 2023-2025

The Executive Member for Finance and Governance submitted a report for Executive consideration.

The report sought approval of the Council's Corporate Procurement Strategy 2024 – 2026.

The current strategy was in place from 2020 to 2023 and a new strategy was required. A new two-year corporate procurement strategy was contained in Appendix A and was recommended to be put into place until 2026. This timeframe was shorter than previous strategies to ensure any future revisions reflected the transformation anticipated over the next two years within the authority.

As part of this transformation an options appraisal would be developed concerning the most cost-effective delivery model for procurement across the authority. The strategy recognised the opportunity that procurement activity had in maximising added value and efficiencies with a focus on achieving value for money, alongside collaborating with internal and external partners. The Procurement vision was to offer an outstanding procurement experience for stakeholders and suppliers that was transparent, provided opportunities for local businesses, delivered fantastic goods and services, delivered the best value for Middlesbrough's residents, and supported achievement of the Council's strategic priorities.

**ORDERED that Executive approve the Corporate Procurement Strategy 2024-2026.**

#### **OPTIONS**

**Do Nothing – The current strategy would expire, without a replacement. As such there would be no strategic vision aligning to the Council Plan for the purchase of goods and services**

#### **REASONS**

**The Corporate Procurement Strategy set the strategic direction for the implementation of the Contract Procedure Rules, which were the regulatory framework for all staff to follow in respect of purchasing goods, services and works regardless of value. This strategy supported the aims and priorities of the Council.**

23/100

#### **TENDER PIPELINE 2024/2025**

The Executive Member for Finance and Governance submitted a report for Executive Consideration.

The report sought approval for Middlesbrough Council's tender pipeline for 2024/25 and to agree delegation of award to the relevant Director in consultation with their Executive Member.

A tender pipeline for April 2024 to 31st March 2025 had been developed as part of the Council's governance processes. The report sought Executive approval for that planned procurement activity and delegated authority for contract award to the relevant Director in consultation with their Executive Member.

The tender pipeline for 2023/24 had 50 procurements proposed and details of their progress were provided in the report. The tender pipeline would be a live record which would be maintained by the Commissioning and Procurement Team and would be available for the supplier market to view on the Council's website.

If any new procurements with a full contract value of £250,000 or more were identified during the course of the year, an individual Executive report outlining the procurement request would be presented. This eventuality should be minimal, as all known procurements were captured within the pipeline work programme, however this may occur if new funding is made available, i.e through grant income.

**ORDERED that Executive:**

- 1. Approves the tender pipeline for 2024/25.**
- 2. Approve delegation of award to the relevant Director in consultation with their Executive Member.**

#### **OPTIONS**

**Do Nothing – if this pipeline report was not progressed, each procurement activity in excess of the key decision threshold would need presentation to Executive for approval, in accordance with the Contract Procedure Rules. This was not a feasible option as this would increase the Executive agenda significantly and create potential delays within the procurement process. The tender pipeline report detailed all planned procurement activity for the year ahead.**

## **REASONS**

**To continue to have strong governance arrangements in place for procurement activity carried out by the Council. The pipeline report identified the proposed procurements throughout 2024/2025, including those under threshold in order to provide full transparency with regard to proposed purchases. Approval was requested, in accordance with the Contract Procedure Rules for authorisation to progress with procurement activity which was above the key decision threshold. Delegated Authority was required to ensure due governance was completed and Directors were fully aware of new contractual obligations and their associated financial impact.**

23/101

## **MIDDLESBROUGH DEVELOPMENT COMPANY UPDATE**

The Executive Member for Regeneration submitted a report for Executive consideration.

The purpose of the report was to update the Executive on the process being followed by the Directors to close down the Middlesbrough Development Company. The report also fulfilled the commitment to report on the Company's status, in line with the requirements of the Partly and Wholly Owned Council Companies policy and supporting minimum standards.

In September 2023 Executive were advised that following a decision of the Directors of the company to close down the Middlesbrough Development Company was underway, and the process and timetable for this to happen were set out. Although the company had ceased trading at that point, there were still three major items identified at the time as requiring ongoing work or consideration: Construction contract for Boho Village; Construction contract for Newbridge Court and Newbridge Court the details of which were contained within the report.

As the three items were interrelated in terms of the Company's balance sheet, they needed to be addressed in a specific sequence to ensure the company remained solvent at the point of closure. Without adhering to the above sequence (and transferring the asset last) the company would be unable to demonstrate it was able to meet its liabilities throughout the process.

Following the completion of the three stages detailed in the report, the closure of the company was now being progressed by FRP and would take a period of three to four months. This allowed for the appropriate notifications to be advertised and all remaining filings to be completed. The remaining net assets of the company would then be distributed to the Council.

### **ORDERED that Executive:**

- 1. Notes the progress made towards closure of the Middlesbrough Development Company, the commencement of the Members Voluntary Liquidation, and the distribution of key assets and liabilities to the Council.**
- 2. As the shareholder, formally endorses the director's decision to close the company.**

## **OPTIONS**

**Other options considered by the Directors of the Middlesbrough Development Company for supporting the final closure of the company had been examined, including the option to support the simple deregistering of the company. Although this option could have been delivered at lower cost (£15) it did not provide the appropriate assurance that all matters had been concluded satisfactorily and all risks had been managed.**

**REASONS**

The previous decision of the Directors of the Middlesbrough Development Company to close down the company through a Members Voluntary Liquidation required the appointment of an external liquidator, to minimise the risk to the company and the Council. The process followed by the external liquidator would include the distribution of key company assets to the Council. This distribution of assets would allow the Council to commence proactive management of Newbridge Court.

23/102

**ANY OTHER URGENT ITEMS WHICH IN THE OPINION OF THE CHAIR, MAY BE CONSIDERED.**

None.

All decisions will come into force after five working days following the day the decision(s) was published unless the decision becomes subject to the call in procedures.

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**MIDDLESBROUGH COUNCIL**



<b>Report of:</b>	Director of Environment and Community Services
<b>Relevant Executive Member:</b>	Executive Member of Environment Services
<b>Submitted to:</b>	Executive
<b>Date:</b>	1 May 2024
<b>Title:</b>	Garden Waste Subscription Service – Additional Bin Purchase
<b>Report for:</b>	Decision
<b>Status:</b>	Public
<b>Council Plan priority:</b>	A successful and ambitious town
<b>Key decision:</b>	Yes
<b>Why:</b>	Decision(s) will incur expenditure or savings above £250,000 and have a significant impact in two or more wards
<b>Subject to call in?:</b>	No
<b>Why:</b>	<u>Urgent decision</u>

**Proposed decision(s)**

That Executive approves:

- The purchase of an additional 12,000 brown garden waste bins in accordance with the procurement arrangements set out at paragraph 6.6
- The virement of capital resource from the Traffic Signals scheme to fund the purchase and delivery of the additional bins.
- That Delegated Decision is awarded to the Director of Environment and Community Services for any future required purchasing of waste bins, in line with service demand.

**Executive summary**

- This report sets out the recommendation to Executive to approve the purchase of an additional 12,000 brown garden waste bins, the virement of capital resource from the Traffic Signals scheme to fund the purchase and delivery of the additional bins and that Delegated Decision is awarded to the Director of Environment and Community Services for any future required purchasing of waste bins, in line with service demand.

- The recommended decision needs to be taken by Executive as additional capital expenditure of £0.376m will be incurred and is therefore a key decision because the amount involved is over the key decision threshold of £0.250m.
- The decision is required as demand for the service has surpassed expectations and as a result additional brown garden bins are required to meet with the increased demand.
- If the bins were not ordered urgently, then the Council would not be able to fulfil the orders of all residents who have signed up to the subscription service, would not be able to enable any additional residents to sign up for the service from this point forward or enable any future subscriptions at a later date. The order of the additional bins is urgent as the garden waste subscription service commenced from 1<sup>st</sup> April however not all residents who have signed up to the service have received a new garden waste bin due to the increased demand and therefore are at risk of missing numerous garden waste collections when they have paid for the service.
- The decision is unable to comply with the notice periods in part 6.22 or the forward work programme requirements in part 6.32 of the Constitution. The general exception in 6.35 cannot be followed as the decision must be made urgently to fulfil orders, enable additional orders to be made and to ensure waste collection is carried out to subscribers.
- The request is made for an exemption for special urgency for the decision under Part 6.36 of the Constitution.
- The recommendation decision will enable the Council to fulfil its obligation to residents / customers who have already subscribed to the service and will also enable more residents who wish to sign up to be able to do so and participate in the service.
- The recommended decision is the best option as the only other option is do nothing and not order additional brown garden waste bins which would result in the service not being available to all residents who wish to subscribe to it and the Council not meeting its obligation to some residents who have recently subscribed to the service.
- The implications of the recommendation have been considered by the appropriate officers of the Council and are set out in the main body of the report.



## **1. Purpose**

1.1 To seek approval of the purchase of an additional 12,000 bins to respond to the increased demand for the garden waste subscription service, the virement of capital resource from the Traffic Signals scheme to fund the purchase and delivery of the additional bins and that Delegated Decision is awarded to the Director of Environment and Community Services for any future required purchasing of waste bins, in line with service demand.

## **2. Recommendations**

2.1 That Executive approve the purchase and delivery of an additional 12,000 brown garden waste bins at a capital cost of £0.376m.

2.2 That Executive approve the expenditure will be met from Council resources within the Capital programme through £0.065m of remaining budget and a virement of £0.311m capital resource from the Traffic Signals scheme to fund the purchase and delivery of the additional bins.

2.3 That Executive approve delegated authority to the Director of Environment and Community Services in consultation with the s151 Officer for any future required purchasing of waste bins, in line with service demand and subject to an identified approved budget.

## **3. Rationale for the recommended decision(s)**

3.1 Demand for the garden waste subscription service as vastly surpassed expectations and as a result more brown garden waste bins are required to respond to the increased demand. It is recommended that Executive approve the purchase of an additional 12,000 brown garden waste bins as this will enable the Council to fulfil obligations to customers / residents who have subscribed to the service and also will enable the Council to offer the new service to all residents who still wish to subscribe to it. The only other option would be to do nothing and not order additional bins and the reason why this is not the recommended option is detailed in paragraph 5.1.

## **4. Background and relevant information**

4.1 Following the Executive Report of 21 November 2023 the Council required purchase of 30,000 residual waste bins and 14,000 garden waste bins at a cost of £1.2m as part of the overall Waste Strategy Review, a total of £1.135m has been spent on new bins so far. The reason for replacing bins was to move green waste collection off diamond lift bins and on to comb lift bins reducing vehicle costs and increasing resilience within the service. This would also support the movement to a more sustainable waste collection service through the reduction of side waste and other ancillary issues, promoting recycling rates.

4.2 On the 8<sup>th</sup> March the Council decided to introduce a chargeable green waste service and introduce fortnightly collection for residual waste. The Council expected 9,300 subscribers. The 14,000 bins the Council had purchased was expected to cover subscribers to the service and had a contingency level of bins following the Council's decision to implement a chargeable service. The demand for the garden waste subscription service has increased significantly over anticipated demand modelling. The service currently has over 19,000 subscriptions which is 9,000 more than anticipated and this has resulted in more brown garden waste bins required to be ordered urgently to meet demand. In order to meet this additional demand and further potential increased demand throughout the year an additional 12,000 brown garden bins are required to be purchased at an additional cost of £0.376m.

4.3 The decision is required by Executive as the order for the additional brown garden bins is £0.376m and is therefore a key decision because the amount involved is over the key decision threshold of £0.250m. This is a new Executive decision to give approval to place an order for the additional brown garden bins, following the initial Council approval to implement the garden waste subscription service.

4.4 This decision does not require engagement or consultation with local communities, scrutiny or any other stakeholders. The garden waste subscription service affects all wards and Members are aware of the new subscription service.

## **5. Other potential alternative(s) and why these have not been recommended**

5.1 The only other alternative is to do nothing and not order the additional 12,000 garden waste bins however this is not recommended as it would mean the Council is unable to offer the new service to all residents who still wish to subscribe to it and we would also not be able to fulfil obligations to residents who have already subscribed to the service.

## **6. Impact(s) of the recommended decision(s)**

### ***Financial (including procurement and Social Value)***

6.1 As part of the Revenue and Capital Budget Forecast Outturn position at Quarter Two 2023/24 report to Executive on 21 November 2023, Executive approved the allocation of £1.2m in the Capital Programme in order to fund wheeled bin replacements as part of a comprehensive Waste Strategy Review.

6.2 The additional 12,000 green waste bins will cost £0.376m and that is proposed to be funded by the remaining budget of £0.065m and a virement of £0.311m from the traffic signals capital budget that is funded from Council resource which may be decommitted due to the receipt of unplanned grant from TVCA as explained below.

6.3 Subsequent to the approved Capital Programme by Council on 8 March 2024, TVCA have announced a total of £2.5m in grant funding for the upgrade of traffic signals across the Tees Valley, for which Middlesbrough is the lead authority. This includes £0.5m of this which is allocated to Middlesbrough. This grant funding can replace some of the Council capital resource previously set aside to fund this work. It is therefore

recommended that £0.311m be vired from the Traffic Signals scheme to fund the purchase and delivery of the additional bins.

- 6.4 The table below shows the expected total capital cost of implementing the council's waste strategy:

	<b>£m</b>
Purchase of 30,000 240ltr black bins at £22.50 per unit	0.675
Purchase of 14,000 brown bins (garden waste) at £25.50 per unit	0.375
Delivery Costs	0.085
<b>Total programmed capital cost</b>	<b>1.135</b>
Additional Purchase of 12,000 brown bins at £25.50 per unit	0.306
Delivery of Additional bins	0.070
<b>Total Additional Capital Cost</b>	<b>0.376</b>
<b>Total Revised Capital Cost</b>	<b>1.511</b>
<b>To be funded by:</b>	
Current approved Capital Programme	1.200
Virement of council capital resource from Traffic Signals scheme	0.311
<b>Total Capital Funding</b>	<b>1.511</b>

- 6.5 The increase in the demand for the garden waste collection service will result in revenue income being higher than originally anticipated at budget setting. The table below shows the expected revenue income to be received from garden waste collection.

	<b>£m</b>
Target Income based on 9,300 brown bins at £40 per unit	(0.372)
Target Income based on 1,700 brown bins at £20 per unit	(0.034)
<b>Total Target Income (Saving)</b>	<b>(0.406)</b>
Total projected income based on 22,000 brown bins at £40 per unit	(0.880)
Total projected income based on 4,000 brown bins at £20 per unit	(0.080)
Additional revenue saving due to reduction of annual purchase of bins	(0.100)
<b>Total Projected Revenue Income</b>	<b>(1.060)</b>
<b>Total Revenue Income above target</b>	<b>(0.654)</b>

- 6.6 The procurement of the additional bins will be progressed in accordance with the ESPO framework 860\_22 Refuse and Recycling Products. Framework agreements are a compliant route to market without the Council having to undertake a full tender process. The procurement is compliant in accordance with The Public Contract Regulations 2015 as the Purchasing Organisation (in this instance ESPO) has already carried out a prior tender process to put the framework in place. Directions attached to the frameworks will stipulate if direct award or a mini competition against the framework is required. In this instance a direct award is an applicable option, the initial cohort of bins were sourced correctly through this framework and it is therefore appropriate to source this additional bins following the same procurement route.

### ***Legal***

- 6.7 The decision is required by Executive as the order for the additional brown garden bins is £376,000 and is therefore a key decision because the amount involved is over the key decision threshold of £250,000.

### ***Risk***

- 6.8 There is no risk on the corporate risk register for this specific decision, however the risk of not being able to provide the garden waste subscription service to all residents who wish to participate in it is addressed and removed as a result, as is the risk that the Council would not meet its obligations to some residents who have recently subscribed to the service.

### ***Human Rights, Public Sector Equality Duty and Community Cohesion***

- 6.9 Not applicable – no human rights affected, Public Sector Equality Duty is not relevant and Community Cohesion is not impacted.

### ***Climate Change / Environmental***

- 6.10 Not applicable – the decision does not impact on the Council's climate change and environmental aspirations.

### ***Children and Young People Cared for by the Authority and Care Leavers***

- 6.11 Not applicable – decision does not impact upon children and young people cared for by the Authority and Care leavers.

### ***Data Protection***

- 6.12 No personal data is collected as part of the decision.

**Actions to be taken to implement the recommended decision(s)**

Action	Responsible Officer	Deadline
Place order for 12,000 bins	Katie Bargewell, Environment and Central Operations Manager	1 May 2024

**Appendices**

1	None
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**Background papers**

Body	Report title	Date
Executive Report	Revenue and Capital Budget – Forecast Outturn position at Quarter Two 2023/24	21 November 2023
Council Report	2024/25 Revenue Budget, Medium Term Financial Plan, Council Tax Setting, and Treasury Management Strategy 2024/25	8 March 2024

**Contact:** Andrew Mace

**Email:** Andrew\_mace @middlesbrough.gov.uk

<b>MIDDLESBROUGH COUNCIL</b>	
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<b>Report of:</b>	Director of Finance
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<b>Relevant Executive Member:</b>	Executive Member for Finance and Governance
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<b>Submitted to:</b>	Executive
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<b>Date:</b>	1 May 2024
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<b>Title:</b>	Household Support Fund 2024
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<b>Report for:</b>	Decision
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<b>Status:</b>	Public
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<b>Strategic priority:</b>	Vulnerability
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<b>Key decision:</b>	Yes
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<b>Why:</b>	Decision(s) will incur expenditure or savings above £250,000 and have a significant impact in two or more wards
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<b>Subject to call in?:</b>	No
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<b>Why:</b>	Special Urgency
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<b>Proposed decision(s)</b>
<p>That Executive approves the Household Support Fund (HSF) plan which is to be delivered between 1 April 2024 and 30 September 2024.</p> <p>That delegated authority to approve any minor revisions/modifications to the delivery plan is provided to the Director of Finance and the Executive Member for Finance to ensure the scheme is delivered in line with the guidance and within defined timescales.</p>

<b>Executive summary</b>
<p>The special urgent decision is required as Central Government advised of a further round of the Household Support Fund (HSF) in the Spring Budget. This funding was due to end, therefore the decision by Central Government to continue has only just been made, hence</p>

the short timescale for implementation and the special urgency of the decision. The funding is to provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs.

Middlesbrough Council has been allocated £1,653,615, and the funds must be distributed between 1 April 2024 and 30 September 2024.

The Council is required to submit by 10 May 2024 to the Department of Work and Pensions (DWP) a delivery plan approved by the Council's S151 Officer and Executive.

A scheme has been designed to provide support to the town's most vulnerable residents and low-income households in a similar way as for previous rounds, as outlined below:

- Families with children and in receipt of benefits.
- Pensioners in receipt of Council Tax Reduction (CTR) and in receipt of pension credit guarantee credit.
- Singles/Couples in receipt of benefits.
- Application-based awards for residents not in receipt of CTR or other benefits.

A total of £1.521m will be distributed to the above groups, with the remaining 8% (£0.132m) - allocated to the administrative cost involved with delivery of the plan.

Following implementation of the delivery plan, any remaining funds will be allocated to Council Tax accounts with a then current award of Council Tax Reduction (CTR) and where an outstanding balance remains following the issue of a summons in 2024/25 financial year. The Council also reserves the right to widen the group to those accounts not in receipt of CTR.

The full breakdown and associated estimated costs are outlined in Table 1 (para 18)

**Purpose**

1. To seek approval of the Household Support Fund Scheme (HSF) for the first half of 2024/25 and seek delegated authority for the Director of Finance and the Executive Member for Finance to make minor revisions/modifications to the plan.

**Recommendations**

2. That Executive approve the following: -
3. The Household Support Fund delivery plan for 2024, which will be delivered between 1 April 2024 and 30 September 2024 and as set out in Table 1 (para 18) to target four main groups:
  - Families with children and in receipt of benefits.
  - Pensioners in receipt of Council Tax Reduction (CTR) and in receipt of Pension Credit Guarantee Credit (PCGC)
  - Singles/Couples in receipt of benefits.
  - Application-based awards for residents not in receipt of CTR or other benefits.



4. That any remaining funds following implementation of the delivery plan (and administrative costs) are allocated to Council Tax accounts, with a then current award of Council Tax Reduction (CTR) and where an outstanding balance remains following the issue of a summons in 2024/25 financial year. This may also be widened to incorporate accounts not in receipt of CTR.
5. That delegated authority is provided to the Director of Finance and the Executive member for Finance to make any minor revisions/modifications to the scheme and make decisions in respect of any remaining funds (as outlined in para 4) to ensure the scheme is distributed in line with the guidance and within the defined timescales.

### **Rationale for the recommended decision(s)**

6. The special urgent decision is required as Central Government advised of a further round of the Household Support Fund (HSF) in the Spring Budget. This funding was due to end, therefore the decision by Central Government to continue has only just been made, hence the short timescale for implementation.
7. The decision is unable to comply with the notice periods in part 6.22 or the forward work programme requirements in part 6.32 of the Constitution. The general exception in 6.35 cannot be followed as the decision must be made urgently to approve the Household Support Fund and delivery plan, for submission of the delivery plan to DWP, to start to distribute the funds to vulnerable residents and deliver the scheme as a matter of urgency.
8. Central Government has made allocations to Local Authorities through the HSF to provide support to households, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs.
9. The Council needs to confirm an approach and submit an approved delivery plan to the DWP by 10 May 2024 for awards to be made within the timescale April to September. As the decision to continue has only just been made, hence the short timescale for implementation and the urgency of the decision
10. The policy is a key decision that impacts on two or more awards and will incur expenditure above £250,000.
11. The minor amendments that may be required will result in no changes to the threshold to services and support provided.
12. The delegated authority sought for the Director of Finance and the Executive Member for Finance to approve future minor revisions/modifications and make decisions in respect of any remaining funds maintains service operation levels and ensures that the scheme can be delivered within the defined timescales.

### **Background and relevant information**

13. On 6 March 2024, the Chancellor announced in the Spring Budget a number of measures to provide further help through the extension of the Household Support Fund (HSF) to support low-income households to cover the period 1 April 2024 to 30 September 2024.
14. Each Local Authority is required to prepare a local scheme to determine how the funding provided will be distributed. The amount allocated to Middlesbrough is £1,653,615.
15. Government guidance requires Local Authorities to clearly advertise the scheme to residents, including publication on the Council's website.
16. The value of individual awards is to be determined by Local Authorities in accordance with the parameters set out in the guidance.
17. The proposed scheme is based on the Council's previous successful HSF schemes and has been endorsed by the Council's Financial Inclusion Group and the relevant internal departments e.g., Childrens Services and Adult Social Care.
18. The scheme is designed to support vulnerable residents and low-income households that include children, pensioners, people with disabilities and other households who may be experiencing financial difficulties brought about by the economic challenges.
19. The proposed scheme is set out in Table 1 below:

**Table 1 Household Support Fund 2024**

	<b>Detail</b>	<b>Cost (£m)</b>
<b>Children (up to 20 if in receipt of child benefit)</b>	Households eligible for free school meals £70 payable per child in one payment	0.689
	Application based claim for those in receipt of CTR / UC / HB. £70 payable in one payment.	0.169
	New Mothers voucher of £25.00	0.025
	Holiday Activities and Food Programme	0.048
	Application based claim for non-CTR residents. £37.50 for a single applicant, for a couple £50, households with children, £70 per child	0.050
	Section 17 Additional Support	0.050
	Transitional support for special guardianship, residency, and child arrangement orders £33.50 per child - max 2 children	0.045
<b>Pensioners (66 years old)</b>	In receipt of Council Tax Reduction (CTR) or Pension Credit Guarantee Credit Application and automated payment methods. £37.50 single. £50.00 couple	0.144
<b>Other</b>	Application based claim for non CTR residents without children	0.075
	Community Support (All household composites)	0.050
	Singles or couples in receipt of CTR / UC / HB (no children). £37.50 single. £50.00 couple	0.082
	Advice and support - To be determined,	0.023
	Third party support. Differing amounts based on provider	0.072
	<b>Sub Total</b>	<b>1.521</b>
	Administration Costs @ 8%	0.132
	<b>TOTAL</b>	<b>1.653</b>

\*UC Universal Credit \* HB Housing Benefit \* SGO Special Guardianship Order

20. Estimated expenditure equates to £1.521m (excluding administration costs).
21. In line with the guidance, the Council is able to recover administrations costs to deliver the scheme and these have been calculated at £0.132m. This equates to 8% of the scheme funding. The administrative costs are in line with those of surrounding Local Authorities and also align to costs incurred from the administration of earlier HSF delivery plans.
22. Following implementation of the delivery plan, any remaining funds will be allocated to Council Tax accounts with a then current award of Council Tax Reduction (CTR) and where an outstanding balance remains following the issue of a summons in 2024/25 financial year. The Council also reserves the right to widen the group to those accounts not in receipt of CTR.
23. The scheme has been designed to provide support across the defined six-month period for awards.
24. The scheme will be subject to periodic reviews to allow alterations to be made should the scheme requirements need to change to keep pace with events.
25. Appropriate counter fraud measures will be put in place to minimise risk in accordance with the Council's policies and procedures [Counter fraud | Middlesbrough Council](#).

#### **Other potential alternative(s) (and why these have not been recommended)**

26. Do nothing; however, without a suitable scheme with sufficient defined criteria approved by the Council's Executive and presented to the DWP, the funds will not be able to be utilised by the Council to benefit vulnerable residents and low-income households and would need to be repaid to the DWP.

#### **Impact(s) of the recommended decision(s)**

##### ***Financial (including Social Value)***

27. Central Government has allocated the Council £1,653,615 from the Household Support Fund as outlined in the Executive summary. With an approved delivery plan the Council can distribute funds within the defined timescale between April to September 2024 to support the town's most vulnerable and low-income households.
28. An administration cost of £0.132m will apply to delivery of the scheme that is funded from the grant allocation. This equates to 8% of the scheme. This level is based on costs incurred in previous rounds and aligns with other Local Authority with similar HSF delivery plans. The effect of this will be monitored as part of the quarterly budget monitoring reports to Executive in 2024/25.
29. The Council can utilise the grant as per Central Government guidance and will not exceed the grant funding available. All funds will be distributed by 30 September 2024.

### **Legal**

30. Central Government guidance provides Local Authorities with the option to set its own scheme using funding provided, and whilst there are no legal requirements to implement a scheme should the Council decline this would subject the Local Authority to criticism by both Central Government and residents of the town.

### **Risk**

31. The scheme supports the delivery of the Council's strategic priority 'A Healthy Place' to reduce poverty as set out in the Council Plan 2024-2027. [Council Plan | Middlesbrough Council](#)

32. The HSF scheme will assist residents to meet their council tax instalments and debt liabilities, which in turn, will mean that the Council has funding to work with communities and other public services in Middlesbrough to continue to improve the lives of local residents.

33. The implementation of the scheme enables the service to deliver organisational priorities (Risk 08-054) and by reviewing the scheme periodically the Council continues to effectively review and amend the scheme to comply with any legislative changes (Risk 08-055).

### **Human Rights, Public Sector Equality Duty, and Community Cohesion**

34. There are no disproportionate adverse impacts on any group or individuals with characteristics protected in UK equity law. An impact assessment has been carried out and is attached.

### **Climate Change / Environmental**

35. There are no disproportionate adverse impacts on the aspirations of the Council to achieve net zero, net carbon neutral or be the lead authority on environmental issues.

### **Children and Young People Cared for by the Authority and Care Leavers**

36. The HSF 2024 plan does not differentiate based on applicant background and therefore has no adverse impact on children and young people cared for by the Authority and Care Leavers.

### **Data Protection / GDPR**

37. The collation and use of personal data will be managed in accordance with the Council's Data Protection policy and the Benefits, Council Tax and Business Rates Privacy Notice [Privacy notice - Housing Benefit and Council Tax Reduction | Middlesbrough Council](#)

**Actions to be taken to implement the recommended decision(s)**

Action	Responsible Officer	Deadline
Implementation and publication of the plan	Janette Savage	Immediately following approval.
Periodic Review of the Scheme	Janette Savage	Every 2 months.

**Appendices**

- Delivery Plan
- Impact Assessment

**Background papers**

Body	Report title	Date
Department for Work and Pensions	Guidance - 1 April 2024 to 30 September 2024: Household Support Fund guidance for county councils and unitary authorities in England	2024

**Contact:** Janette Savage (Head of Resident and Business Support)  
**Email:** Janette\_Savage@middlesbrough.gov.uk

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## Guidance for completing the Delivery Plan for Household Support Fund 5

Before completing this template, please refer to the 'Delivery Plan reporting requirements' section of the detailed guidance document.

Please ensure you complete the following tabs:

- 1 - Governance
- 2 - Anticipated Spend
- 3 - Anticipated Volumes
- 4 - Anticipated No of Households
- 5 - Planned Activities

The delivery plan should cover the anticipated value of grants for vulnerable households.

### **You need to return the delivery plan by 10 May 2024.**

When submitting your delivery plan to DWP; please attach and name the excel spreadsheet as follows -

Filename: HSF5DP\_RRR\_MMY (where RRR is your LA code and date of return is in MMY format) for example Brighton & Hove Unitary Authority's May 2024 return would be labelled **HSF5DP\_007\_0523.xlsx**.

Send the completed delivery plan, **including the name of your LA in the subject line** to the DWP to:


[lawelfare.pdt@dwp.gov.uk](mailto:lawelfare.pdt@dwp.gov.uk)


Your delivery plan must include your Cabinet Member's name and email address. The aim of this process is to provide assurance the delivery plan is accurate. **We also require you to copy the email of your Cabinet Member into the email sent to DWP when you return the delivery plan.**

Reasonable administration costs are funded as part of the grant.

## Traffic Light Guidance System

The Traffic Light Guidance System is used throughout the delivery plan to help inform the user and the Cabinet Member of any outstanding required inputs.

The green circle with a white tick indicates that the adjacent table is compliant: 

The red circle with a white cross indicates that the adjacent table is non-compliant: 

HSF5 Delivery plan



1) LA details

Local authority	LA code	Has the return been completed in full?
Middlesbrough UA	LA041	

Notes  
To complete the Governance tab, please ensure to:  
a) choose your Local Authority name in Table 1  
b) enter the return date in Table 2 (dd/mm/yyyy)  
c) complete all cells in Table 3

A summary and explanation of the traffic light system is included below and in the guidance tab. It details how the system is applied throughout the template.

When a green circle with a white tick appears next to Tables 1 to 3, the tables are compliant.

When a green circle with a white tick appears in Table 1 'Has the return been completed in full?', the delivery plan is compliant and ready for submission.

2) Reporting period

Reporting period	Report type	Return date (dd/mm/yyyy)
01/04/2024 - 30/09/2024	Delivery Plan	10/05/24

3) Governance

Cabinet Member (name)	Cabinet Member's email	Has the Cabinet Member approved this plan? (dropdown)	Section 151 Officer (name)	Section 151 Officer's email	Is the Section 151 Officer/CFO copied into the return email?
Nicky Walker	<a href="mailto:nicky_walker@middlesbrough.gov.uk">nicky_walker@middlesbrough.gov.uk</a>	Yes	Debbie Middleton	<a href="mailto:debbie_middleton@middlesbrough.gov.uk">debbie_middleton@middlesbrough.gov.uk</a>	Yes

4) Totals

Anticipated spend for vulnerable households (£)	Anticipated admin costs (£)	Anticipated total LA spend (£)	Allocation (£)	Percentage of allocation accounted for in delivery plan (%)
£ 1,521,075.00	£ 132,289.20	£ 1,653,364.20	£ 1,653,614.95	100%

Traffic Light Guidance System

The traffic light guidance system is used throughout this workbook to help inform the user, Cabinet Member and Section 151 officer of any outstanding required inputs. The icons can be found next to each table.

The green circle with a white tick indicates that the adjacent table is compliant.

The red circle with a white cross indicates that the adjacent table is non-compliant.

For LA-PED use only:	
Governance	
Anticipated spend	
Anticipated volumes	
Anticipated No of households	
Planned activities	



## HSF5 Anticipated spend

**Notes**  
 The totals cells which auto populate have been greyed out and locked for editing. Please only input into the green cells.

The totals in the auto populated cells of tables 6 to 9 must be the same for the return to be compliant.

Please input values in full (e.g. 120,000.00) to enable us to process the return accordingly. Only numbers (eg 123.00) can be entered into each cell. If any other format is input an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there is no anticipated spend to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example). This will help us process the return promptly for you.

'Has the spend tab been completed correctly?' - the traffic light will turn green with a white tick once Tabs 5 to 9 are compliant.

The acronym FSM used in the tables below refers to Free School Meals.

### 5) Anticipated admin spend

Admin spend
£ 132,289.20

Traffic light check
Has the anticipated spend tab been completed correctly?
✔

### 6) Anticipated spend (£) split by household composition

Households with children (£)	Households with pensioners (£)	Households with a disabled person (£)	Other households (£)	Anticipated total spend (by household composition) (£)
£ 1,160,800.00	£ 156,100.00	£ 9,500.00	£ 194,675.00	£ 1,521,075.00

### 7) Anticipated spend (£) split by types of support

Vouchers (£)	Cash awards (£)	Third party organisations (£)	Tangible items (£)	Other (£)	Anticipated total spend (by types of support) (£)
£ 1,087,455.0	£ 194,100.0	£ 127,020.0	£ 50,000.0	£ 62,500.0	£ 1,521,075.00

### 8) Anticipated spend (£) split by access routes

Application-based support (£)	Proactive support (£)	Other (£)	Anticipated total spend (by access routes) (£)
£ 538,080.00	£ 855,975.00	£ 127,020.00	£ 1,521,075.00

### 9) Anticipated spend (£) split by category

Food (excluding FSM support in the holidays) (£)	FSM support in the holidays (£)	Energy and water (£)	Essentials linked to energy and water (£)	Wider essentials (£)	Housing costs (£) (if you have any anticipated housing costs please complete section 10)	Advice services (£)	Anticipated total spend (by category) (£)
£ 1,136,195.00	£ -	£ 174,380.00	£ 40,000.00	£ 147,500.00	£ -	£ 23,000.00	£ 1,521,075.00

10) Anticipated Housing Costs

If you have anticipated spend on Housing Costs, please confirm which of the following applies (dropdown):

*If you have anticipated spend on Housing Costs, please confirm the particular groups and types of support that you intend to provide including value of spend:*

✓ 4. Not applicable (no Housing Costs spend)

End

## HSF5 Anticipated volumes

### Notes

The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.

Please only input whole numbers. If any other format is input an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no anticipated volumes to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example).

The acronym FSM used in the tables below refers to Free School Meals.

### 11) Anticipated volume of awards split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Anticipated total volume of awards (by household composition)
27437	3983	298	4258	35976

### 12) Anticipated volume of awards split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Anticipated total volume of awards (by types of support)
18064	4186	12408	182	1136	35976

### 13) Anticipated volume of awards split by access routes

Application-based support	Proactive support	Other support	Anticipated total volume of awards (by access routes)
9054	14514	12408	35976

### 14) Anticipated volume of awards split by category

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services	Anticipated total volume of awards (by category)
28413	0	4006	146	2886	0	526	35976

End

## HSF5 Anticipated number of households helped

### Notes

The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.

Please only input whole numbers. If any other format is input an error message will appear.

The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no anticipated numbers to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example).

The acronym FSM used in the tables below refers to Free School Meals.

### 15) Anticipated number of households helped split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Anticipated total number of vulnerable households helped (by household composition)
16461	3977	292	4252	24982

### 16) Anticipated number of households helped split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Anticipated total number of vulnerable households helped (by types of support)
11946	4186	7532	182	1136	24982

### 17) Anticipated number of households helped split by access routes

Application-based support	Proactive support	Other	Anticipated total number of vulnerable households helped (by access routes)
7981	9469	7532	24982

### 18) Anticipated number of households helped split by category

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services	Anticipated total number of vulnerable households helped (by category)
17572	0	3852	146	2886	0	526	24982

End

HSF5 Planned activities

**Notes**  
**All grey boxes require a written response.**  
 If there is nothing to report in a cell, write "N/A". Only use "N/A" where you have no reported spend for that category. For example, if you have reported a spend of 0 for tangible items, you will record "N/A" in the box below "tangible items".  
 Any sections which have had a reported spend in previous tabs needs a written explanation.  
 The traffic light system will help you ensure the template is completed in full. For the return to be compliant, all traffic lights must be green with a white tick.  
 You must refer to the full guidance document when completing this tab to ensure you have provided all necessary information.

19) Planned activities - Categories

Food (excluding FSM support in the holidays)	FSM support in the holidays	Energy and water	Essentials linked to energy and water	Wider essentials	Housing costs	Advice services
Families in receipt of FSM one off £70 voucher per child Other Middlesbrough families in receipt of FSM, on UC/HB or have CTR by application (£70 voucher per child). Part of the offering for those not in receipt of benefits will allow them to choose between this or wider essentials support. Amount of award is £37.50 for a single applicant, for a couple £50 or for households with children, £70 per child (voucher if choosing food support). Singles / Couples in receipt of benefits, £37.50 voucher for a single person and £50 voucher for a couple Funds will be provided to third party providers	N/A	Energy vouchers can be provided to those who have a pre-payment meter Funds to a third party provider to deliver support Payment to pensioners in receipt of PCGC / CTR to support with energy costs, cash award, £37.50 for a single person or £50 for a couple	£25k of funding has been assigned to provide residents with energy efficient white goods	Vouchers of £25 will be provided to new mothers upon registering the birth to help with increased costs Funding of £25k has been assigned to provide furniture essentials for beds etc where presenting in crisis. The amount provided will be subject to application and criteria to determine the amount of funding to be allocated per application. £50k, has been assigned to children services to provide essentials to families / children who are presenting as vulnerable. Nb... Part of the offering for those not in receipt of benefits allows for people to make a choice between food voucher or support with other essentials	N/A	£23k has been assigned to support 3rd party organisations - the allocation of funds is subject to further consideration.

20) Planned activities - Types of Support

Vouchers	Cash awards	Third party organisations	Tangible items	Other
Energy vouchers will be issued where people have the required meter Food vouchers will be used to support people on most routes and this is done to allow them to free up disposable income to support with energy costs	These will be made where we are not able to provide vouchers digitally, mainly for pensioners, and is designed to support with energy costs	Funds have been assigned to various third parties who have applied for help - food banks, eco shops, energy support and HAF support to extend the scheme	Energy efficient white goods are available to residents in crisis who require support as well as essentials such as beds, coats etc	Advice services have been assigned to this currently As part of the application process for those not in receipt of benefits we are offering different methods of support for their wider essentials, this amount may change depending on what choice the resident makes

21) Planned activities - Access Routes

Application-based support	Proactive support	Other
Application for households in receipt of FSM where children are not of school age or attend an out of area school There will be an application form for people not in receipt of benefits Applications for tangible items	Those in receipt of FSM in Middlesbrough schools, or have entitlement to Council Tax Reduction and disability benefits and/or pension credit guarantee credit, will receive automatic awards	Third party support has currently been loaded in to this section

22) Planned activities - Further information

**Please refer to guidance document for questions to respond to using this field**

A detailed plan and timeline has been put together ensuring support will be available to different categories of households throughout the fund period.

We have a dedicated website page which contains all links to applications and details of eligibility. We utilise digital support such as facebook and depending on who we are trying to reach we will write to households or send text messages to promote applications. We also work closely with other departments to ensure that people such as social workers, welfare rights team etc are aware and can verbally promote the scheme and assist with applications where necessary.

We are targeting households in receipt of benefits across varying household compositions and we are also targeting those in work who are not in receipt of benefits where they are struggling to meet their basic needs due to inflationary pressures.

Residents are verified using the council tax / benefits data held, bank statements and other evidence is collected for some of the applications. Third party organisations have a template to provide regular updates on how the funding is being used and will have a meeting every 2 months to review this.

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**Impact Assessment Level 1: Initial screening assessment**

<b>Subject of assessment:</b>	Household Support Fund (HSF) scheme 2024			
<b>Coverage:</b>	Crosscutting			
<b>This is a decision relating to:</b>	<input type="checkbox"/> Strategy	<input type="checkbox"/> Policy	<input type="checkbox"/> Service	<input type="checkbox"/> Function
	<input type="checkbox"/> Process/procedure	<input checked="" type="checkbox"/> Programme	<input type="checkbox"/> Project	<input type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
<b>It is a:</b>	<b>New approach:</b>	<input type="checkbox"/>	<b>Revision of an existing approach:</b>	<input checked="" type="checkbox"/>
<b>It is driven by:</b>	<b>Legislation:</b>	<input checked="" type="checkbox"/>	<b>Local or corporate requirements:</b>	<input type="checkbox"/>
<b>Description:</b>	<p><b>Key aims, objectives and activities</b> To assess the impact of proceeding with the adoption of the proposed Household Support Fund 2024/25 scheme.</p> <p><b>Statutory drivers</b> The Council is required to adopt a new scheme as part of the Household Support Fund to distribute £1.6m. The funds are provided by Central Government to support those residents in most need and that require help with the global inflationary challenges and the significant rising cost of living. Confirmation required to DWP by 10 May 2024.</p> <p><b>Differences from any previous approach</b> Unlike previous HSF rounds, the new scheme makes financial provision for a full year, which enables more sustained but tapered support over the year, in order to reduce the risk of household dependency.</p> <p><b>Key stakeholders and intended beneficiaries (internal and external as appropriate)</b> Key stakeholders: Council and local residents.</p> <p><b>Intended outcomes.</b> To seek approval for the delivery plan required by the DWP in line with Central Government criteria. Where the criteria does not exist, or minor adjustments are required to ensure efficient operation then decision making is delegated to the Head of Resident and Business Support.</p>			
<b>Live date:</b>	The Executive Member for Finance and Governance will consider the HSF scheme by 10 May 2024			
<b>Lifespan:</b>	To be administered between 1 April 24 to 30 September 2024			
<b>Date of next review:</b>	February 2025			

Screening questions	Response			Evidence
	No	Yes	Uncertain	
<p><b>Human Rights</b> Could the decision impact negatively on individual Human Rights as enshrined in UK legislation?*</p>	☒	☐	☐	<p>The HSF scheme is provided by central government to award support for residents adversely affected by the Cost of Living Crisis/global inflation. The local scheme is based on government guidance and criteria, and is designed to support households with children, pensioners, those with disabilities and other households who may be experiencing financial difficulties. This support does not reduce or replace other existing forms of support and therefore no resident will be adversely affected. Support will be provided through a combination of direct automated awards and application-based claims. In addition, contingency is in place to provide for situations where an award of relief might be justifiable outside of the eligibility criteria. In light of the above, it is not considered that the report will have an adverse impact on individuals in terms of human rights.</p>
<p><b>Equality</b> Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups?*</p>	☒	☐	☐	<p>The HSF scheme is provided by central government to award support for residents adversely affected by the Cost of Living Crisis/global inflation. The local scheme is based on government guidance and criteria, and is designed to support households with children, pensioners, those with disabilities and other households who may be experiencing financial difficulties. This support does not reduce or replace other existing forms of support and therefore no individuals will be adversely affected. Support will be provided through a combination of direct automated awards and application-based claims. In addition, contingency is in place to provide for situations where an award of relief might be justifiable outside of the eligibility criteria. In light of the above, it is not considered that the report will have an adverse impact on different groups or individuals in terms of equality.</p>

\* Consult the Impact Assessment further guidance appendix for details on the issues covered by each of these broad questions prior to completion.



Screening questions	Response			Evidence
<p><b>Community cohesion</b>            Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town?*</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The HSF scheme funding is provided by central government to award support for residents adversely affected by the Cost of Living Crisis/global inflation. The local scheme is based on government guidance and criteria, and is designed to support households with children, pensioners, those with disabilities and other households who may be experiencing financial difficulties. This support does not reduce or replace other existing forms of support and therefore no community groups will be adversely affected as a result. Support will be provided through a combination of direct automated awards and application-based claims. In addition, contingency is in place to provide for situations where an award of relief might be justifiable outside of the eligibility criteria. In light of the above, it is not considered that the report will have an adverse impact on relationships between different groups, communities of interest or neighbourhoods within the town.</p>
<p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>➡ If the answer to all of the above screening questions is No then the process is completed.</li> <li>➡ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed.</li> </ul>				

<b>Assessment completed by:</b>	Debbie Ingoldsby	<b>Head of Service:</b>	Janette Savage
<b>Date:</b>	23.4.24	<b>Date:</b>	23.4.24

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