



THE CABINET

AGENDA

Meeting to be held in the Civic Centre (Committee Room No. 1) on
Wednesday, 9th March, 2011 at 2.00 p.m.

Part I


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Local Government (Access to Information) (Variation) Order 2006

The reports contained in Part II of the Agenda are not for publication as the Cabinet is considered likely to exclude the public during consideration thereof as they contain information relating to any individual, which is likely to reveal the identity of an individual, the financial or business affairs of any particular person (including the Authority holding that information) or to consultations or negotiations in connection with labour relations matters arising between the Authority and employees of the Authority (Local Government Act 1972, Schedule 12A, Part I, Paragraphs 1, 2, 3 and 4).

Part II

11. **Minutes of the Meeting of the Cabinet held on 16th February, 2011, Part II** 195
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12. **Report of the Meeting of the Personnel Committee held on 24th February, 2011, Part II** 199
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Joint report of the Deputy Chief Executive and the Head of ICT

 **Denotes Key Decision.**

* **Denotes Rule 15 Notice issues – item which is a key decision which is not included in the Forward Plan.**

ELAINE WAUGH
Head of Law and Governance

Civic Centre
SUNDERLAND

1 March, 2011.

CABINET MEETING – 9 MARCH 2011
EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

MINUTES, PART I

Author(s):

City Solicitor

Purpose of Report:

Presents the minutes of the last meeting held on 16 February 2011 Part I.

Action Required:

To confirm the minutes as a correct record.

At a meeting of the CABINET held in the CIVIC CENTRE (COMMITTEE ROOM NO. 1) on Wednesday 16 February 2011 at 2.00 p.m.

Present:-

Councillor P. Watson in the Chair

Councillors Allan, Anderson, Blackburn, Charlton, Gofton, P. Smith, Speding, Trueman and D. Wilson.

Part I

Minutes

The minutes of the meeting of the Cabinet held on 17 January 2011, Part I (copy circulated) were submitted.

(For copy report - see original minutes).

1. RESOLVED that the minutes of the last meeting be confirmed and signed as a correct record.

Receipt of Declarations of Interest

The following Councillors declared personal interests in the undermentioned reports as Members of the various bodies indicated:-

Item 6 - Sunderland Retail Park – Compulsory Purchase Order	Councillors P. Watson and Anderson	Sunderland ARC
	Councillor Blackburn	Tyne and Wear Integrated Transport Authority/NEXUS
Item 8 – Collection Fund 2010/2011	Councillors Anderson and Blackburn	Hetton Town Council

Item 9(i) - Capital Programme 2011/2012 including Prudential Indicators and Treasury Management Strategy

Councillor P. Watson	Sunniside Partnership
Councillor Anderson	South Tyne and Wear Waste Management Partnership (substitute)
Councillors Allan, Anderson, Blackburn, Charlton, Gofton, P. Smith, Speding, Trueman, D. Wilson	Governors of Schools
Councillor Blackburn	South Tyne and Wear Waste Management Partnership
Councillor Charlton	Sunniside Partnership
Councillor Gofton	Sunderland Empire Theatre Trust
Councillor Trueman	South Tyne and Wear Waste Management Partnership
Councillor Blackburn	South Tyne and Wear Waste Management Partnership/Tyne and Wear Integrated Transport Authority/NEXUS (
Councillor P. Smith	Early Years and Childcare Strategic Partnership
Councillor Speding	Football Foundation
Councillor D. Wilson	Tyne and Wear Archives and Museums Joint Committee

Item 9(ii) - Revenue Budget and Proposed Council Tax 2011/2012

Councillor Anderson	South Tyne and Wear Waste Management Partnership (substitute), Hetton Town Council
Councillor Allan	Sandhill Centre

	Councillor Blackburn	South Tyne and Wear Waste Management Partnership, Tyne and Wear Integrated Transport Authority/NEXUS. Hetton Town Council, Street lighting PFI
	Councillor Gofton	Sunderland Empire Theatre Trust
	Councillor Trueman	South Tyne and Wear Waste Management Partnership
	Councillor D. Wilson	Sunderland Empire Theatre Trust
	Councillors Anderson, Blackburn, Charlton, P. Smith, Speding, P. Watson	Members of GMB
	Councillor Allan	Member of GMB and Unison
	Councillors Anderson, Allan, Charlton, Gofton, P. Smith and Trueman	Local Government Pension Scheme
Item 11 - Sunderland Partnership Volunteering Strategy and Action Plan	Councillor F. Anderson	Member of Centre for Voluntary Services (CVS) as host for Sunderland Community Network
	Councillor P. Watson and F. Anderson	Member of the Sunderland Partnership

The following Councillors declared personal and prejudicial interests in the undermentioned report as Members of the various bodies indicated and withdrew from the meeting during consideration of the report:-

Item 12 - Association of North East Councils Limited – Guarantee Relating to Pension Fund Admission	Councillors Allan, Anderson, Gofton, Trueman, and P. Watson	Members of ANEC
	Councillor P Watson	Member of ANEC Ltd

Apologies for Absence

There were no apologies for absence.

Review of Emergency Planning and Resilience in Tyne and Wear

The Chief Executive submitted a report (copy circulated) to inform of the outcome of the review of emergency planning and resilience in Tyne and Wear and to recommend to Cabinet that it supports the decision of the Tyne and Wear Leadership Group to implement the local authority based approach for the delivery of emergency planning and resilience within Tyne and Wear.

(For copy report – see original minutes).

The Chairman reported that a review of emergency planning and resilience had commenced in September 2009, and was part of a programme of joint services reviews across Tyne and Wear. He advised that following a detailed analysis of options for future working arrangements a preference for a local authority based approach was expressed and endorsed by the Tyne and Wear Leadership Group has endorsed this

Consideration having been given to the report, it was:-

2. RESOLVED that:-

- (i) the outcome of the review of emergency planning and resilience in Tyne and Wear be noted; and
- (ii) the decision of the Tyne and Wear Leadership Group to implement the local authority based approach for the delivery of emergency planning and resilience within Tyne and Wear be approved.

Partnership for Renewables: Wind Energy

The Deputy Chief Executive submitted a report (copy circulated) to present the findings of the feasibility work carried out by Partnership for Renewables (PfR) on the development of large turbine sites and to detail the business case for Sunderland City Council to grant an Option to PfR to acquire 25 year leasehold interests in 2 council owned sites for the development and operation of wind energy farms. The report also seeks approval to finalise the Option Agreement and Lease Agreements for the 2 sites.

(For copy report – see original minutes).

Councillor Trueman highlighted that the Partnership for Renewables (PfR) was a commercial venture of the Carbon Trust working in partnership with public sector bodies to develop large onshore wind energy projects. He explained that in 2008 PfR had undertaken initial scoping work on 19 council owned sites to assess their

potential to accommodate large scale wind turbines, which found eight to be potentially viable. He added that more recently, PfR had carried out detailed feasibility work on four of these sites of which Hetton Lyons Country Park and the land to the north of the Former Ryhope Golf Course were found to be suitable to accommodate a single turbine.

Cabinet Members were advised that the wind turbine that had been identified for both sites was a 2.5MW Nordex N90 model with a total tip height of 125m. The council was being offered a land rental based on a percentage of the electricity sales revenue of the project, which was 6% in the first 10 years and 8% in the following 10 years. Based on the estimate provided by PfR the lease rental income would be;

- Hetton Lyons Country Park:
 - £47,000k per annum in the first 10 years
 - £63,500 per annum in years 11-20

- Land to the north of former Ryhope Golf Course;
 - £42,500 per annum in the first 10 years
 - £56,700 per annum in years 11-20 years

Councillor Trueman reported that the area of land PfR would lease from the council would be in the region of 3 hectares, but this would be clarified during the development stage under the Option Agreement. The site would also require access tracks and a control building on site. He added that in order to proceed with the development of the project, the council must now enter negotiations with PfR to finalise terms and enter into Option and Lease Agreements. The Option Agreement grants a 3 year option to PfR to undertake site surveys and testing resulting in the submission of a planning application. The Lease Agreement was for a period of 25 years, the form of the Lease Agreement would be agreed at the time of the Option Agreement and attached to it.

Consideration having been given to the report, it was:-

3. RESOLVED that approval be given to enter into an Option Agreement with PfR to grant leases in respect of 2 council owned sites for the development and operation of wind energy at Hetton Lyons Country Park and at land to the north of the former Ryhope Golf Course on the basis of the following terms and otherwise on terms to be agreed by the Deputy Chief Executive in consultation with Director of Commercial and Corporate Services and Portfolio Holder. The Option Agreement will give PfR an Option for a period of 3 years to require the grant of the Lease Agreements at the 2 sites. The 3 year option period will allow PfR time to undertake development and survey work required to submit a planning application. The Lease Agreements will provide for the leasing of the 2 sites to PfR for a period of 25 years, with the council receiving all rental income.

Compulsory Purchase Order- Land at Sunderland Retail Park, Newcastle Road

The Deputy Chief Executive and the Executive Director of Commercial and Corporate Services submitted a joint report (copy circulated) which followed on from the previous report considered by Cabinet on 1st December 2010 when it approved, in principle, the use of compulsory purchase powers under section 226(1)(a) of the Town and County Planning Act 1990 in respect of land at Sunderland Retail Park. Approval was now sought to progress with land assembly and to implement the use of these powers for the purpose of facilitating the carrying out of the comprehensive redevelopment of the Site, as shown on the Plan at Appendix 3. This redevelopment would provide a new retail superstore, associated public realm improvements and infrastructure, with the aim of achieving the promotion and improvement of the economic, social and environmental well-being of the area. An application for outline planning permission for this redevelopment scheme was considered by the Planning and Highways Committee on 5th October 2010 and outline planning permission was subsequently granted for the Scheme on 27th October 2010. It was considered that there was a compelling case in the public interest which justified the use of CPO powers in this case. The compelling case in the public interest and the economic, social and environmental benefits to the well-being of the area were summarised in the report and set out more fully in the draft statement of reasons for the CPO which is attached at Appendix 4.

(For copy report – see original minutes).

Councillor Allan highlighted that authority was sought for the making of the Compulsory Purchase Order for the acquisition of the land and rights in question at the Retail Park, together with if need be, authority to promote the council's case at a public inquiry. He referred to the report in December that stated that all of the council's costs in respect of the CPO process were to be indemnified by the developer, in this case Tesco Stores Limited.

Councillor Allan explained that the report and its appendices was lengthy and very detailed because it was important that members were satisfied that there was a compelling case in the public interest sufficient to justify the use of compulsory purchase powers. He clarified that the scheme would bring significant regenerative benefits, including the creation of new jobs, to this part of the city and the report set out why it was not possible without acquiring third party land interests. He added that negotiations were ongoing with parties whose land and interests were required for the scheme and whilst it was hoped that these negotiations would result in acquisition by agreement, the compulsory purchase process would run in parallel should attempts to acquire by agreement fail.

Councillor Allan advised that Cabinet Members had to be satisfied that there was a compelling case in the public interest for a CPO which outweighed the affected parties' human rights and that the council was complying with the Human Rights Act and the European Convention on Human Rights.

Consideration having been given to the report, it was:-

4. RESOLVED that:-

- (i) the making of a Compulsory Purchase Order (“CPO”) to be known as The Council of the City of Sunderland (Sunderland Retail Park) Compulsory Purchase Order 2011 under section 226(1)(a) of the 1990 Act to acquire land and under Section 13 of the Local Government (Miscellaneous Provisions) Act 1976 (“the 1976 Act”) be authorised in order to acquire new rights at Sunderland Retail Park to facilitate the carrying out of its comprehensive redevelopment;
- (ii) any of the following officers:- the Chief Executive, Executive Director of Commercial and Corporate Services or the Head of Law and Governance be authorised to make minor amendments, modifications or deletions to the CPO schedule of interests and map, should this be necessary; and to finalise and make the CPO comprising the CPO and Schedule of interests and CPO map;
- (iii) the Head of Law and Governance be authorised to serve notice of making of the CPO on all owners and occupiers of the site and all land interests identified;
- (iv) the Deputy Chief Executive and the Head of Law and Governance be authorised to take all necessary actions to secure confirmation of the CPO by the Secretary of State for Communities and Local Government (“the Secretary of State”), including promoting the council’s case at public inquiry if necessary and to continue negotiations with a view, in tandem with the exercise of CPO powers, to attempt to reach agreement with affected landowners;
- (v) subject to confirmation of the CPO by the Secretary of State, the Deputy Chief Executive and the Head of Law and Governance be authorised to acquire title and/or possession of the CPO land, including as appropriate, by:-
 - a. Serving Notice of Confirmation of the CPO on owners and occupiers;
 - b. Serving Notice of Intention to Execute a General Vesting Declaration on owners and occupiers to transfer the title of the land included in the CPO to the council;
 - c. Executing the General Vesting Declaration;
 - d. Serve Notices to Treat and/or Notices of Entry; and,
 - e. Acquiring land and interests through negotiation.

- (vi) the Deputy Chief Executive and the Head of Law and Governance be authorised to acquire and dispose of any land or interests required to enable the proposed redevelopment of the Sunderland Retail Park to proceed, subject to appropriate indemnity provisions being in place with the developer of the Site.

Roker Sea Change Project, Procurement of Contractors

The Deputy Chief Executive and the Executive Director of City Services submitted a joint report (copy circulated) to seek retrospective approval of:-

- (a) the Office of the Chief Executive's decision to procure a contractor to deliver public realm works at Roker seafront; and
- (b) City Service's decision to procure a contractor to deliver visitor infrastructure facilities at Roker seafront.

(For copy report – see original minutes).

Councillor Charlton highlighted that the seafront at Roker and Seaburn was one of Sunderland's best assets. He reminded Cabinet Members of the decision in February 2010 to adopt the Marine Walk Masterplan and Seafront Regeneration Strategy following a series of public consultation events. Then in June 2009 officers were authorised to make a £1m bid, match funded by £0.5m from the council's own resources, for Sea Change funding to deliver a first phase of the Marine Walk Masterplan.

Councillor Charlton reported that since the confirmation in December 2009 that Sea Change funding had been secured the Sea Change project team had been working up detailed designs for the project, which included the following main elements as set out in the Marine Walk Masterplan:

- Marine Walk public realm improvements
- Seafront visitor infrastructure including education space, showering facilities and lifeguard lookout
- Roker pier gates
- Spottee's cave enhancements
- Roker interpretation trail

Cabinet Members having been advised that contractors had to be procured to carry out the works and to ensure best value was achieved a competitive tender process must be undertaken for the public realm improvements and visitor infrastructure, it was:-

5. RESOLVED that retrospective approval be given to:-

- (i) the Office of the Chief Executive's decision to procure a contractor to deliver public realm works at Roker seafront, and

- (ii) City Service's decision to procure a contractor to deliver visitor infrastructure at Roker seafront.

Collection Fund 2010/2011

The Executive Director of Commercial and Corporate Services submitted a report (copy circulated) to advise of the estimated balance on the Collection Fund for 2010/2011 and the amounts available to the council and its major precepting authorities for use in setting Council Tax levels for 2011/2012.

(For copy report – see original minutes).

Councillor Allan reported that exercise to determine the estimated balance on the Collection Fund was a legal requirement and must be carried out on 15th January of each year. He added that where a surplus was projected on the Collection Fund, the council has a legal requirement to return those surpluses to the council and its precepting bodies so that they could be taken into account in calculating the Council Tax for the following year.

Councillor Allan advised that it was estimated that the surplus on the Collection Fund as at 31st March 2011 would be £566,124 and accordingly, there was a sum of £500,000 available to the council to take into account when determining the Council Tax for 2011/2012.

Cabinet Members having been advised that the Precepting Bodies must also be informed of their sums within 7 working days from the calculation date and these amounts were also detailed in the report for information.

Consideration having been given to the report, it was:-

6. RESOLVED that the position in relation to the Collection Fund for 2010/2011 and the surplus of £500,000 which will be taken into account when setting the Council Tax level for the Council for 2011/2012 be noted.

Capital Programme 2011/2012 and Treasury Management Policy and Strategy 2011/2012, including Prudential Indicators for 2011/2012 to 2013/2014

The Executive Director of Commercial and Corporate Services submitted a report (copy circulated) to provide an update on the level of capital resources and commitments for the forthcoming financial year and to seek a recommendation to Council to the overall Capital Programme 2011/2012 and the Treasury Management Policy and Strategy (including both borrowing and investment strategies) for 2011/2012 and to approve the Prudential Indicators for 2011/2012 to 2013/2014.

(For copy report – see original minutes).

Councillor Allan reported that the Capital Programme for 2011/2012 totalled over £76 million. He explained that this was made up of new starts amounting to just over £26 million and the costs of continuing schemes from previous years together of just over £50 million. This was a substantive budget despite reductions caused by reductions in specific grants.

Councillor Allan reported that it was testament to the council's vision for the city and careful consideration of its resources that it could propose this capital programme for next year, especially at a time when capital funding from the government had been cut across all service areas. He added that the council continued to support projects that benefited the most needy and had ensured that grants allocated to Children's services, Transport and Health and Housing services were earmarked for priorities within these services. The approach would enable programmes such as disabled facilities grants and extra care schemes for example to progress. Attention was drawn to the significant resources that had been earmarked to support key projects that would support the Sunderland Economic Masterplan and economic regeneration of the city which would help to stimulate economic growth and improve job prospects for our residents.

Councillor Allan then referred to the Prudential Indicators which were required to be set out in accordance with the Prudential Code of Practice detailed at Appendix 3 of the report. They were set annually and were monitored regularly throughout the year to ensure that the council's capital plans were affordable, sustainable and prudent. He added that if any measures were exceeded during the year then these instances must be reported to Cabinet and Council with appropriate reasons and actions where necessary.

In conclusion, Councillor Allan requested the Cabinet to reaffirm its Treasury Management Policy statement each year and highlighted that there were no major changes to the overall Treasury Management Strategy in 2011/2012 which would maintain the careful and prudent low risk approach adopted by the Council in previous years. He explained that the Strategy complied fully with the revised Treasury Management Code of Practice and observes best practice.

Consideration having been given to the report, it was:-

7. RESOLVED that it be recommended to Council to approve:-
 - (i) the proposed Capital Programme for 2011/2012,
 - (ii) the Annual Treasury Management Policy and Strategy (including specifically the Annual Borrowing and Investment Strategies),
 - (iii) the prudential indicators for 2011/2012 to 2013/2014, and
 - (iv) the Annual Minimum Revenue Provision Statement for 2011/2012.

Revenue Budget and Proposed Council Tax for 2011/2012

The Chief Executive and the Executive Director of Commercial and Corporate Services submitted a joint report together with an addendum thereto (copies circulated) to report:-

- (a) the overall revenue budget position for 2011/2012;
- (b) the projected balances position as at 31st March, 2011 and 31st March, 2012 and advise on their level;
- (c) a risk analysis of the Revenue Budget 2011/2012;
- (d) a summary of the emerging medium term financial position facing the council from 2012/2013 to 2014/2015;
- (e) the views received from the North East Chamber of Commerce and Trade Unions;
- (f) the final General Summary for the Revenue Estimates and the proposed Contingencies and Provisions for Strategic Priorities for 2011/2012 set out at Annex 1; and
- (g) to enable recommendations to be made to council with respect of Council Tax levels for 2011/2012, subject to the approval of the Revenue Budget 2011/2012. The Council Tax was calculated using the tax bases for the areas of the City Council and Hetton Town Council as confirmed by Council on 26th January 2011. There were a number of resolutions required to be made to determine the Council Tax including precepts from the Major Precepting Authorities and the Parish of Hetton Town Council.

(For copy report – see original minutes).

Councillor Allan highlighted that this was a very difficult budget and the council was faced with Formula grant reductions and cost pressures of almost £39 million. He added that there were further reductions in area based and service specific grant funding of £19 million bringing the total reduction faced by this council to almost £58 million in 2011/2012 reflecting the impact of the front loading. He thanked Cabinet colleagues for working in a positive and constructive way to identify proposals to address the significant level of reduction in funding.

Councillor Allan reported that in order to address the significant reduction in formula grant funding and cost pressures, savings had been identified with:

- £26 million of savings coming from the Business Transformation Programme and Service Reviews, a programme the council had been working on for the last 18 months designed to as far as possible protect front line services by concentrating on how services were provided to protect the city's most vulnerable citizens. This involved reducing back office costs as much as possible, making significant savings through procurement, rationalisation of ICT and the closure of office buildings. A wide range of service reviews were being implemented to target services to areas of highest need. Reviews relating to adult social care services accorded with the 15 year strategy aimed to enable people to live in their own homes longer and be as independent as possible for as long as possible. Children's Services reviews were aimed at using the council's limited resources to tackle key services through more integrated models of care. The council had consulted widely as part of the process of formulating the proposals and in taking forward and implementing detailed service plans, the council would continue to have regard to the impact of the implementation of its proposals on those potentially affected.
- £7 million of reductions would come from directorate improvement programmes, additional income sources, and general back office overheads and it was from these proposals that the impact of the cuts as a result of front loading could be seen.
- A further £6 million would be made available from one off use of resources and grant flexibilities which would need to be replaced with permanent savings for 2012/2013.

The attention of Cabinet Members was then drawn to the reductions in area based and service specific grants that had been passported to the relevant services and would inevitably impact on service delivery. They were advised that the capacity to secure growth in employment and jobs in the city would be adversely affected by the loss of almost £10 million of Working Neighbourhoods funding and the reduction of £7m in grants to Children's Services meant services could not be sustained at the current level, affecting areas such as children's centre provision and the provision of some services in schools.

Councillor Allan expressed concern that the Government's funding cuts would affect unemployment, interest rates, inflation and result in damaging the economy and society. He advised that this had been a very difficult budget made worse by the unexpected front loading of the reductions and the proposals represented a balance between addressing the significant funding cuts, with the need to meet significant cost pressures. He believed that these proposals represented the most appropriate balance taking all factors into account.

Councillor Allan drew attention to Appendix C which had been tabled today, and that the council was proposing a council tax freeze. He added that confirmation of the precept proposals from Northumbria Police and Tyne and Wear Fire and Rescue Authority was still outstanding and these might require an amendment to the final proposal to Cabinet in due course.

Councillor Allan reported that as the council was aware the future outlook was one of further government funding reductions, in accordance with best practice, a medium-term approach to financial planning had been adopted in order to ensure that next year's budget was as sustainable as possible.

Cabinet Members referred to the affects the funding cuts had had on their service areas and congratulated Portfolio Holders and Officers for their hard work and efforts in mitigating as far as possible the potentially damaging settlement.

Consideration having been given to the report, it was:-

8. RESOLVED that it be recommended to Council:-

- (i) to approve the proposed Revenue Budget for 2011/2012 set out at Appendix H of the report,
- (ii) that it be noted that at its meeting on 26th January 2011 the council approved the following amounts for the year 2011/2012 in accordance with regulations made under Section 33 (5) of the Local Government Finance Act 1992:
 - (a) £80,167 being the amount calculated by the council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as it's Council Tax Base for the year.
 - (b) £4,017 being the amount calculated by the council, in accordance with Regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in the area of the Parish of Hetton Town Council.
- (iii) that the following amounts be now calculated by the council for the year 2011/2012 in accordance with Sections 32 to 36 of the Local Government and Finance Act 1992:
 - (a) £744,664,552 being the aggregate of the amounts which the council estimates for the items set out in Section 32 (2) (a) to (e) of the Act
 - (b) £649,537,034 being the aggregate of the amounts which the council estimates for the items set out in Section 32 (3) (a) to (c) of the Act.
 - (c) £253,729,352 being the amount by which the aggregate at (iii) (a) above, exceeds the aggregate at (iii) (b) above calculated by the council, in accordance with Section 32 (4) of the Act, as its budget requirement for the year

- (d) £158,601,834 being the aggregate of the sums which the council estimates will be payable for the year into its General Fund in respect of redistributed Non-Domestic Rates, Revenue Support Grant, and the amount of the sum which the council has estimated will be transferred from its Collection Fund to its General Fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (Council Tax Surplus).
- (e) £1,186.6169 being the amount at (iii) (c) above less the amount at (iii) (d) above, all divided by the amount at 2 (a) above, calculated by the council, in accordance with Section 33 (1) of the Act, as the basic amount of its Council Tax for the year
- (f) £52,663 being the precept notified by Hetton Town Council as a special item under Section 34 (1) of the Act
- (g) £1,185.9600 being the amount at (iii) (e) above less the result given by dividing the amount at (iii) (f) above by the amount at (ii) (a) above, calculated by the council, in accordance with Section 34 (2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- (h) £1,199.0700 being the amount given by adding to the amount at (iii) (g) above the amount (iii) (f) divided by the amount at (ii) (b) above, calculated by the council in accordance with Section 34 (3) of the Act as the basic amounts of its Council Tax for the year for dwellings in the area of the Parish of Hetton Town Council.

Parts of the Council's Area

(i)	Valuation Bands	Hetton Town Council	All other parts of the Council's Area
	A	£ 799.38	£ 790.64
	B	£ 932.61	£ 922.41
	C	£ 1,065.84	£ 1,054.19
	D	£ 1,199.07	£ 1,185.96
	E	£ 1,465.53	£ 1,449.51
	F	£ 1,731.99	£ 1,713.05
	G	£ 1,998.45	£ 1,976.60
	H	£ 2,398.14	£ 2,371.92

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

- (iv) that it be noted that for the year 2011/2012, Tyne and Wear Fire and Rescue Authority and Northumbria Police Authority have supplied their best estimate of their proposed precepts, which have still to be approved by their respective Authorities. Consequently, the following amounts for both the Tyne and Wear Fire and Rescue Authority and the Northumbria Police Authority represent the provisional precepts for 2011/2012, which may be issued to the council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings as follows:

Precepting Authority

Valuation Bands	Northumbria Police Authority	Tyne & Wear Fire and Rescue Authority
A	£ 55.79	£ 48.77
B	£ 65.09	£ 56.90
C	£ 74.38	£ 65.03
D	£ 83.68	£ 73.16
E	£102.28	£ 89.42
F	£120.87	£105.68
G	£139.47	£121.93
H	£167.36	£146.32

- (v) that having calculated the aggregate in each case of the amounts at (iii) (i) and (iv) above but not having received confirmation of the precept in paragraph (iv), the council, in accordance with Section 30 (2) of the Local Government Finance Act 1992, estimate the following amounts as the amounts of Council Tax for the year 2010/2011 for each of the categories of dwellings shown below at this point in time. The exact levels will only become known once formal notification of the precepts from the Tyne and Wear Fire and Rescue Authority and Northumbria Police Authority are received.

Parts of the Council's Area

Valuation Bands	Hetton Town Council	All other parts of the Council's Area
A	£ 903.94	£ 895.20
B	£ 1,054.60	£ 1,044.40
C	£ 1,205.25	£ 1,193.60
D	£ 1,355.91	£ 1,342.80
E	£ 1,657.23	£ 1,641.21
F	£ 1,958.54	£ 1,939.60
G	£ 2,259.85	£ 2,238.00
H	£ 2,711.82	£ 2,685.60

- (vi) to note the views expressed by the North East Chamber of Commerce and Trade Unions.

Draft Council Tax Leaflet 2011/2012

The Chief Executive and the Executive Director of Commercial and Corporate Services submitted a joint report (copy circulated) on the draft Council Tax Leaflet for 2010/2011.

(For copy report – see original minutes).

Councillor Allan reported that under the Local Government and Finance Act 1992 Local Authorities were required to produce a Summary of Financial Information to accompany the annual Council Tax Bill. He explained that the Council Tax Leaflet fulfilled this requirement and provided information on the progress the council was making in relation to its priorities and the council's finances, reflecting the priorities of the Sunderland Strategy 2008-2025 and focusing on service improvements and developments that were planned for 2011/2012.

Councillor Allan advised that the financial information and related performance information could not be included at this time however it would be included following council approval at its Budget meeting in March. He added that the format was based on the 2010/2011 leaflet, a copy of the latest working draft accompanied this report and final sign off of the leaflet would be by the Leader, Chief Executive and Executive Director of Commercial and Corporate Services.

Consideration having been given to the report, it was:-

9. RESOLVED that the draft Council Tax Leaflet be noted, and, subject to the inclusion of financial and other information, once the Revenue Budget has been set, it be recommended to Council to approve it.

Annual Children's Services Assessment

The Executive Director of Children's Services submitted a report (copy circulated) to provide a summary of the outcomes from the Annual Children's Services Assessment published by Ofsted in December 2010.

(For copy report – see original minutes).

Councillor Smith highlighted that on 3 December 2010, Children's Services received confirmation from Ofsted of the outcome of the annual assessment of children's services. She reported that Sunderland had been judged as performing well with a score of 3 and described as an organisation that exceeded minimum requirements.

Councillor Smith drew attention to a number of areas where Sunderland had performed well, including:

- Majority of services, settings and institutions inspected by Ofsted were good or better.
- Unannounced inspections found that front-line child protection services were strong with no areas for improvement.
- The majority of nurseries and schools were good at helping children and young people to do well and enjoy their learning.
- The views of children and young people were used well to inform the planning and reviewing of services.
- The local authority and its partners have been successful in improving outcomes for 16-19 year olds, and young people in Sunderland do as well as those in similar areas or nationally on all measures of performance.

Councillor Smith drew attention to the coalition government's cuts which would affect the excellent achievements of the previous ten years and every effort would be made to retain those achievements. She added that some key areas for further development had been identified during the review which would be developed into an action plan with the Children, Young People and Learning Scrutiny Committee.

Consideration having been given to the report, it was:-

10. RESOLVED that the outcomes of the Annual Children's Services Assessment and the actions being taken to ensure that the key areas for further development are addressed be noted.

Sunderland Partnership Volunteering Strategy and Action Plan

The Assistant Chief Executive and the Executive Director of City Services submitted a joint report (copy circulated) to seek approval and adoption of the Sunderland Volunteering Strategy and Action Plan.

(For copy report – see original minutes).

Councillor Gofton reported that the Sunderland Volunteering Strategy and Action Plan would support volunteering activity and development across the city for organisations of the Sunderland Partnership and Voluntary and Community Sector organisations in Sunderland. She added that this would result in raising the profile of volunteering in Sunderland thereby increasing numbers of local people volunteering and the diversity of opportunities offered.

Councillor Gofton highlighted that the Strategy had now undergone a formal consultation period and subsequently a finalised strategy had been produced. The consultation feedback had resulted in a shorter, more concise strategy, improved arrangements to monitor equality and diversity, and information relating to full cost recovery associated with volunteering. She added that it was an ambitious strategy which established a long-term commitment and approach to ensuring that volunteering activity was well supported using a collaborative approach. She confirmed that the council had a pivotal role to play in its implementation.

Cabinet Members were advised that as a result of the high profile work associated with the development of the strategy there had been increased numbers of local people volunteering at area level through the VCS Networks. A city-wide Volunteer Celebration to be hosted by the Mayor of Sunderland would be taking place on 1 June 2011 involving Elected Members and Volunteers from across the city.

Councillor Gofton reported that the Strategy would be considered for approval and adoption by the Sunderland Partnership Strategic Board following its adoption by Cabinet.

11. RESOLVED that:-

- (i) the Sunderland Volunteering Strategy be approved and adopted and the implementation of the associated Action Plan, and
- (ii) refer the Strategy and Action Plan to the Sunderland Partnership Board for adoption.

As Councillors Allan, Anderson, Gofton, Trueman, and P. Watson had declared personal and prejudicial interests in the following item they withdrew from the meeting during its consideration by Cabinet.

In the absence of both the Chairman and the Vice Chairman of Cabinet, it was agreed that Councillor Speding be appointed as Chairman during the following item.

Association of North-East Councils Limited – Guarantee relating to Pension Fund Admission

The Executive Director of Commercial and Corporate Services submitted a report (copy circulated) to advise of the admission of the Association of North-East Councils (ANEC) Limited to the Tyne and Wear Pension Fund and to request approval for the Council, as a member of ANEC Limited, to act as a guarantor in relation to that Admission, together with the other constituent authorities of ANEC.

(For copy report – see original minutes).

Councillor Speding highlighted the report and advised that following the incorporation of ANEC as a company, South Tyneside had indicated that a fresh Admission Agreement was required to reflect the new identity of the Admission Body for pension fund purposes. He added that, they had asked that each of the twelve constituent members of ANEC Limited to execute an agreement to act as guarantor in relation to any pension liabilities associated with the company. He explained that each member authority would bear an equal share of the liability for any deficit, therefore Sunderland's share would be 8.33% of the total.

Cabinet Members were advised that as at 31st March 2007, this figure of 8.33% would have equated to approximately £71,000 however the current deficit would not be known until after the next Actuarial Review. He reported that the equal division of liability between the 12 member authorities would appear to be a fair approach in all the circumstances.

Consideration having been given to the report, it was:-

12. RESOLVED that the Head of Law and Governance be authorised to execute, on behalf of the council, a Guarantee relating to the admission of employees of the Association of North-East Councils Limited to the Tyne and Wear Pension Fund.

Councillors Allan, Anderson, Gofton, Trueman, and P. Watson were re-admitted to the meeting and Councillor Watson resumed the Chair for the remainder of the meeting.

Local Government (Access to Information) (Variation) Order 2006

At the instance of the Chairman, it was:-

13. RESOLVED that in accordance with the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during consideration of the remaining business as it was considered to involve a likely disclosure of information relating to any individual, which is likely to reveal the identity of an individual, the financial or business affairs of any particular person (including the Authority holding that information) or to consultations or negotiations in connection

with labour relations matters arising between the Authority and employees of the Authority (Local Government Act 1972, Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4).

(Signed) P. WATSON,
Chairman.

M. SPEDING,
Chairman.

Note:-

The above minutes comprise only those relating to items during which the meeting was open to the public.

Additional minutes in respect of other items are included in Part II.

CABINET MEETING – 9 MARCH 2011
EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Report of the Meeting of the Personnel Committee held on 24th February, 2011, Part I

Author(s):

Head of Law and Governance

Purpose of Report:

Presents the report of the Meeting of the Personnel Committee held on 24th February, 2011, Part I

Action Required:

The Cabinet is requested to note the reports of the Meeting of the Personnel Committee held on 24th February, 2011, Part I

At a meeting of the PERSONNEL COMMITTEE held in the CIVIC CENTRE on THURSDAY, 24TH FEBRUARY, 2011 at 5.30 p.m.

Present:-

Councillor Gofton in the Chair

Councillors Allan, M. Forbes, D. Trueman, H. Trueman, P. Watson, S. Watson, A. Wilson and A. Wright.

Part I

Apologies for Absence

An apology for absence was submitted to the meeting on behalf of Councillor Errington.

Receipt of Declarations of Interest

There were no declarations of interest.

Report of the Meeting of the Personnel Committee, Part I

The report of the meeting of the Personnel Committee held on 27th January, 2011, Part I (copy circulated) was submitted and consideration given thereto.

(For copy report – see original minutes).

1. RESOLVED that the report of the meeting be noted, confirmed and signed as a correct record.

Report of the Meeting of the Appeals Panel, Part I

The report of the meeting of the Appeals Panel held on 18th January, 2011, Part I (copy circulated) were submitted and consideration given thereto.

(For copy report – see original minutes).

2. RESOLVED that the report of the meeting be noted for information.

Report of the Meeting of the Joint Consultative Committee, Part I

The report of the meeting of the Joint Consultative Committee held on 21st January, 2011, Part I was submitted to the meeting and consideration given thereto.

3. RESOLVED that the report of the meeting be noted for information.

Local Government (Access to Information) (Variation Order) 2006

At the instance of the Chairman, it was:-

4. RESOLVED that in accordance with Section 100(A)4 of the Local Government Act 1972, the public be excluded during consideration of the remaining business as it is considered to involve a likely disclosure of exempt information relating to an individual or information which is likely to reveal the identity of an individual or information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matters arising between the Authority and its employees (Local Government Act 1972, Schedule 12A, Part I, Paragraphs 1, 2 and 4).

(Signed) C. GOFTON,
Chairman.

Note:-

The above minutes comprise only those relating to items during which the meeting was open to the public.

Additional minutes in respect of other items are included in Part II.

<p>CABINET MEETING – 9 MARCH 2011</p> <p>EXECUTIVE SUMMARY SHEET – PART I</p>	
<p>Title of Report: Green Infrastructure Strategy Framework</p>	
<p>Author(s): Report of The Deputy Chief Executive</p>	
<p>Purpose of Report: The purpose of this report is to inform Cabinet of the preparation by the Attractive and Inclusive City Partnership of the Green Infrastructure Strategy Framework and to seek endorsement of its proposals.</p>	
<p>Description of Decision: Cabinet is requested to:</p> <ul style="list-style-type: none"> i. Endorse the Green Infrastructure Strategy Framework as the basis for the production of a GI Strategy for Sunderland; and ii. Agree that the provisional ‘Vision’ and ‘Principles’ included in the framework be adopted for interim use, pending the final strategy, in preparing the Local Development Framework, green-space related schemes and as a material consideration in spatial planning and other planning decisions. 	
<p>Is the decision consistent with the Budget/Policy Framework? *Yes</p>	
<p>If not, Council approval is required to change the Budget/Policy Framework</p>	
<p>Suggested reason(s) for Decision: Agreement to Green Infrastructure Strategy Framework would confirm those basic elements and principles for the development of the full Strategy for a network of green infrastructure within Sunderland. This would comply with national and local requirements to prepare such a strategy.</p>	
<p>Alternatives to be considered and recommended to be rejected: Green infrastructure could emerge through ad hoc decisions and actions but a GI strategy is the only mechanism that will allow a consistent approach to the subject across the council and its partners that will satisfy the evidence base for the LDF, Sunderland’s Housing Priorities Plan and other plans and that will also provide a stronger foundation for bidding for grants and other funds.</p>	
<p>Is this a “Key Decision” as defined in the Constitution? Yes</p>	<p>Relevant Scrutiny Committee: Environment and Attractive City Planning and Highways</p>
<p>Is it included in the Forward Plan? Yes</p>	

GREEN INFRASTRUCTURE STRATEGY FRAMEWORK

REPORT OF THE DEPUTY CHIEF EXECUTIVE

1.0 Purpose of Report

- 1.1 The purpose of this report is to inform Cabinet of the preparation by the Attractive and Inclusive City Partnership of the Green Infrastructure Strategy Framework and to seek endorsement of its proposals.

2.0 Description of Decision

- 2.1 Cabinet is requested to:
- i. Endorse the Green Infrastructure Strategy Framework as the basis for the production of a GI Strategy for Sunderland; and
 - ii. Agree that the provisional 'Vision' and 'Principles' included in the framework be adopted for interim use, pending the final strategy, in preparing the Local Development Framework, green-space related schemes and as a material consideration in spatial planning and other planning decisions.

3.0 Background

- 3.1 Green infrastructure, or "GI", is the network of open spaces and countryside that surrounds towns and villages and permeates through built areas. It is largely comprised of countryside, parks, natural habitats and green links such as river and stream corridors, pedestrian, cycling or other transport links.
- 3.2 Strategies for GI are encouraged and supported at national, regional and local level. National planning policy statement PPS12 identifies green infrastructure as a necessary element in ensuring the delivery of sustainable communities. Should the City Council decide to introduce a Community Infrastructure Levy (CIL) under the provisions of the Planning Act 2008, an up-to-date green infrastructure strategy will help inform the CIL funding calculations and GI proposals in the city could then take advantage of the subsequent fund.
- 3.3 Local drivers for developing a Sunderland GI Strategy have been the Sunderland Strategy 2008 – 2025, the Economic Masterplan (2010) and, as requested by the Homes and Communities Agency, commitment to a GI strategy in support of the emerging "Sunderland's Housing Priorities Plan".

- 3.4 In July 2009, the Attractive and Inclusive City Partnership (A&ICP), one of the five sub-groups coming under the umbrella of the Sunderland Partnership, considered the report “A Proposal for Developing a Network of Green Infrastructure” produced by the Planning and Environment Service. This report set out initial proposals for developing the concept of a GI network in Sunderland from its initial stage to achieving action on the ground. The meeting agreed that a steering group would be established and that production of a green infrastructure strategy for the city would be included in the Sunderland Partnership’s delivery plan.
- 3.5 The GI Strategy Framework, produced by the GI Steering Group, was considered by the A&ICP at its meeting on 17th November where it was endorsed as the basis for the production of a GI Strategy for Sunderland and recommended to the City Council for its approval. A copy of the document, amended to take account of scrutiny committee comments and other updates, is attached.

4.0 The GI Strategy Framework in outline

- 4.1 The strategy for improving, developing, securing and maintaining a network of green infrastructure in the city will need to successfully incorporate several main elements of work. This is the ‘Framework’ and it encompasses:
1. Completion, mapping and evaluation of a city-wide GI audit
 2. Production of a GI Strategy document including an audit of GI-related activities and programmes, for example Limestone Landscapes
 3. Delivery programme
 4. The development plan
 5. Annual monitoring and review
 6. Publicising the Green Infrastructure Strategy
- 4.2 Each of the main elements is described in the Strategy Framework along with individual tables that set out key actions and dates as well as main responsibilities and cost implications. The inter-relationship between these main elements is illustrated in a figure in the document, reproduced in Appendix 1 of this report. The timeframe for production of all the elements, hence the complete strategy, extends largely over the next 12 months and can be seen in the Timeframe Matrix, reproduced in Appendix 2 to this report.

- 4.3 Some of the elements are already progressing:
- A Green Space Audit and mapping of green infrastructure is being completed by the council's Planning Policy Section, whilst the Area Regeneration Officers through the Area Committees are leading a process of public engagement in evaluating some 1,800 green space sites across the city. This work will be completed shortly and a final audit report produced by June. The audit will be further enhanced by the addition of the results of a city-wide biodiversity habitat survey that was commissioned by the Planning and Environment Service in April 2010.
 - The GI Steering Group in October considered an initial list of potential GI 'early action' schemes. A GI assessment methodology has been drafted and members of the steering group are testing it on a small number of green space schemes.
 - The draft Sunderland Core Strategy (approved by Cabinet for consultation March 2010) includes GI policies and a GI corridor map that resulted from earlier discussions of the GI Steering Group and the A&ICP. The Core Strategy is being revised as a result of the new Government's evolving views on the development plan system with a view to reporting to Cabinet in June 2011. It is expected to retain the GI work that was included in the March 2010 version. The emerging GI Strategy will subsequently help to inform the next main LDF plan, the Allocations DPD.

4.4 Whilst the GI Strategy Framework sets out how an overall strategy for the city will come about, in Section 1 a proposal for a provisional 'Vision' is outlined and Section 2 includes provisional 'Principles' for GI in the city.

4.5 The provisional 'vision' for green infrastructure is as follows:

"The economic and social development of the city will be enhanced through its setting in surroundings of high quality green infrastructure that will be provided through a network of green spaces and links, including coastal, river and other water features, designed and managed to maximise their multi-functional potential."

4.6 Five main principles are proposed, summarised below (they can be read in full in Appendix 3 to this report):

Connectivity: seeking to physically connect areas of open space through corridors that incorporate the city's most important parks, habitats, other open space features, main rivers and the coast, and linking to the countryside and adjoining districts.

Functionality: maximising the range of environmental, social and cultural functions and features within corridors and sites, such as

- Adaptation to and mitigation of effects of climate change
- Adapting open spaces to help reduce flood and drainage problems
- Improving and protecting woodland and tree coverage
- Preserving and enhancing related local heritage
- Increasing biodiversity through habitat and corridor development
- Enabling better rights of way for walking, cycling and horse riding
- Maintaining or enhancing local landscape and townscape character
- Maximizing the potential contribution to life-long learning
- Considering the potential for small scale community food production

Enhancing residential and economic communities: Seek to permeate, connect and enhance green space in residential and employment areas, the City Centre and other main functions, connecting physically, emotionally and intellectually with communities, especially to benefit areas of poor health and deprivation

High standards: set standards for high quality enhancement of the image of the city, for development of new and rejuvenated green space and water features and standards for accessibility to green infrastructure

Sustainable green infrastructure: design schemes to optimise low maintenance consistent with achieving the desired functions and quality of the site or corridor.

- 4.7 These provisional elements will be used to help develop on-the-ground GI schemes and any revisions to maintenance regimes in the interim period prior to completion of the GI Strategy document in late 2011. The GI Strategy document will be a 'supplementary planning document' (SPD) and will include final versions of the 'vision' and 'principles'. As SPD it must be produced with an element of public consultation,.
- 4.8 Section 4 of the framework sets out working procedures and governance of the preparation of the strategy. This will be through the Sunderland Partnership and City Council, with the A&ICP overseeing production and the Steering Group undertaking details of preparation.
- 4.9 The GI Strategy Framework was reported to the Environment and Attractive City Scrutiny Committee (meeting 9th February) and the Planning and Highways Committee (meeting 22nd February). The outcome of these committees was:

- 4.10 Environment and Attractive City Scrutiny Committee
- Resolved that the Green Infrastructure Strategy Framework be endorsed as the basis for the production of a Green Infrastructure Strategy
 - The following Members' comments were also noted:
 - a. the report seemed to be overly complex
 - b. the membership of the GI Steering Group was too large to effectively steer the project
 - c. several matters were raised in relation to the appendix that set out relevant Core Strategy (March 2010) information with regard to sub-areas used in that plan, some of the GI corridors included on the map, and a wider issue concerning the raising and spending of S106 monies.
- 4.11 Amendments have been made to the attached framework document to take account of these matters; those relating to the Core Strategy will be considered in the revised version of that document which is currently being prepared.

Planning and Highways Committee

- The committee similarly endorsed the Green Infrastructure Strategy Framework
- Members were given until 27th February to make any individual comments on the attached revised framework document that was circulated at the meeting. No further comments were received.

5.0 Next Steps

- 5.1 Subject to the agreement of the Cabinet, the Green Infrastructure Strategy Framework will be reported to the Area Committees for information and will also be put on the Sunderland Partnership's and City Council's web sites for information and informal comment, as well as being made available for other media publicity.
- 5.2 The Steering Group and A&ICP, assisted by the Planning Policy Section and others, will then continue to progress the strategic elements to completion.

6.0 Reason for Decision

- 6.1 Agreement to the Green Infrastructure Strategy Framework would confirm those basic elements and principles for the development of the full Strategy for a network of green infrastructure within Sunderland. This would comply with national and local requirements to prepare such a strategy.

7.0 Alternative Options

- 7.1 Green infrastructure could emerge through ad hoc decisions and actions but a GI strategy is the only mechanism that will allow a consistent approach to the subject across the council and its partners that will satisfy the evidence base for the LDF, Sunderland's Housing Priorities Plan and other plans and that will also provide a stronger foundation for bidding for grants and other funds.

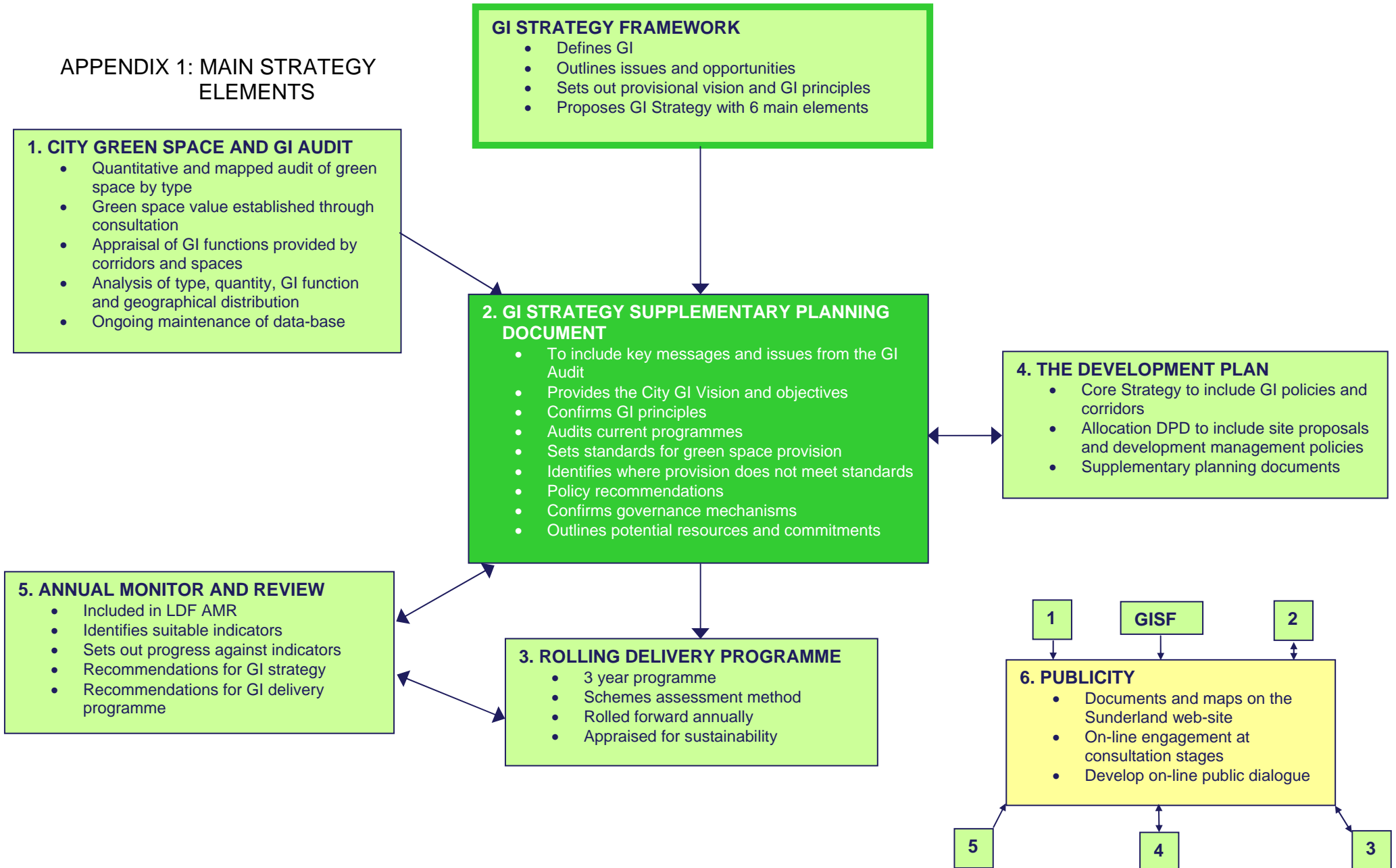
8.0 Relevant Considerations

- a) **Financial Implications** – The report is resource neutral. Preparation of the strategy will involve staff resources but no financial implications other than costs of consultation and printing which can be found from existing budgets. Actions arising from the strategy will be subject of other individual financial decisions taken by the agencies proposing the schemes.
- b) **Legal Implications** – there are no direct legal implications of agreeing to the preparation of the GI Strategy or its provisional principles.
- c) **Policy Implications** – The provisional principles will be taken into consideration in preparing the LDF and other plans and actions.
- d) **Implications for other Services** – preparation of the GI Strategy will involve other services' representatives on the GI Steering Group, whilst the provisional principles and final strategy will have implications to some extent for all services, notably those delivering green space related schemes and improvements.
- e) **The Public** – the GI Strategy Framework document will be put on the council's web site for information, to gauge interest and to gain informal comment of the public. The GI Strategy document itself will be subject of a public consultation exercise before it is finalised, whilst the main schemes in the proposed rolling programme of actions will be subject of public engagement and consultation commensurate with the scale and type of scheme.

Background Papers

- Report to the Attractive and Inclusive City Partnership 17 November 2010
- Draft Green Infrastructure Strategy Framework document
- Draft minutes of Environment and Attractive City Scrutiny Committee 14 February 2011 and Planning and Highways Committee 22 February 2011.

APPENDIX 1: MAIN STRATEGY ELEMENTS



APPENDIX 2: GI ELEMENTS TIMEFRAME MATRIX

DATE	1 GI AUDIT	2 STRATEGY DOCUMENT	3 DELIVERY PROGRAMME	4 DEVELOPMENT PLAN	5 ANNUAL MONITOR	6 PUBLICITY
2.11	Complete sites audit					
3.11	Complete sites evaluation with community input	Agree format and scope of document with Steering Group				Develop web page.
4.11	Complete mapping And audit analysis	Document GI activities and programmes	Draft and test GI assessment method			
5.11		Screen for SA				
6.11	Draft final report for committee	Draft GI Strategy document	Scope delivery programme document	Corridors and policies in Core Strategy to Cabinet		
7.11						
8.11						
9.11		Publicity and consultation				
10.11					Agree indicators for inclusion in AMR of LDF	
11.11		Final strategy document	Produce delivery programme with input of community and SA			

APPENDIX 3: PROVISIONAL PRINCIPLES

Provisional Green Infrastructure Principles for Sunderland

1 *Connectivity*: seek to physically connect areas of open space; aim to have, as a minimum connecting feature, a green corridor with the capacity to incorporate a pedestrian and cycle route. Include the city's most important parks, habitats, other open space features, main rivers and the coast in the interlinked network of GI corridors. Link the main urban areas with the urban fringes and countryside and with adjoining districts.

2 *Functionality*: maximise the range of environmental, social and cultural functions and features within corridors and sites appropriate to their scale and location, i.e. optimizing potential functions but not making spaces more multifunctional for the sake of it, where resources would not last. An outline of the main functional considerations to be taken into account is given in Table 1A, whilst some matters particular to the city include:

- assisting adaptation to and mitigation of local effects of climate change
- adapting open space use so that flood risk and drainage problems can be minimised, particularly in support of critical drainage areas
- improving and protecting woodland and tree coverage, including the Great North Forest, to improve carbon sequestration and air quality, create shade and recreation value
- preserving and enhancing related local heritage
- increasing biodiversity through habitat and corridor development, looking to remove barriers to key corridors so that wildlife (and people) can move from one area to another freely and safely. In this respect particular attention should be given to the magnesian limestone grassland (of which Sunderland holds a very significant proportion of the global resource)
- adapting relevant sections of the RoW network to enable walking, cycling and horse riding for all, for recreational and utility purposes
- maintaining or enhancing local landscape and townscape character
- maximizing the potential contribution to life-long learning
- considering the potential for small scale community food production through new and improved allotments

3 *Enhancing residential and economic communities*: Seek to permeate, connect and enhance residential and employment areas, the City Centre and other main functions (such as schools), connecting physically, emotionally and intellectually with communities. Especially look at green infrastructure improvements where they can benefit areas with severe health inequalities and aspects of multiple-deprivation. Give consideration to encouraging active lifestyles and community interaction in the design of schemes and accessibility.

4 *High standards*: set standards for high quality enhancement of the image of the city, for development of new and rejuvenated green space and water features and standards for accessibility to a full range of GI across the city (including access to Accessible Natural Green Space – ANGSt) as well as for maintenance, in relation to the features and functions.

5 *Sustainable GI*: design schemes to optimise low maintenance consistent with achieving the desired function(s) and quality of the site or corridor.

Green Infrastructure Strategy Framework



Attractive and Inclusive City Partnership
February 2011


Sunderland
Partnership

SUNDERLAND GREEN INFRASTRUCTURE STRATEGY FRAMEWORK

Prepared for the Sunderland Attractive and Inclusive City Partnership by the Green Infrastructure Steering Group.

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1.0 INTRODUCTION AND SCOPE OF THE PROJECT

1.1 This document sets out the main elements that together will comprise an effective strategy for the improvement, protection and understanding of green infrastructure in Sunderland. It outlines a timetable for production of the strategy and also proposes a provisional vision and principles for green infrastructure in the city.

What is green infrastructure, or ‘GI’?

1.2 Green infrastructure, or “GI”, is the network of open spaces and countryside that surrounds towns and villages and permeates through built areas. It is largely comprised of countryside, parks, natural habitats and green links such as river and stream corridors, pedestrian, cycling or other transport links. It has been recognised in such reports as the Marmot Review “Fair Society, Healthy Lives” as having importance for achieving health improvements, enhancing bio-diversity, reducing the effects of climate change, encouraging social interaction and promoting feelings of well-being. GI therefore provides an infrastructure that is essential to urban living, providing more attractive living and working environments and consequently economic and social benefits.

1.3 Sunderland takes a pride in its public green spaces and in 2010 again won the Britain in Bloom Best Large City award. Sunderland has a wealth of parks, countryside and open spaces: think of Mowbray Park, Herrington Country Park and Penshaw Hill; Fulwell Quarries, Washington Wildfowl and Wetlands Centre, the River Wear and the coast and beaches. A GI Strategy will help make fuller use of the benefits that these places bestow upon the city’s landscape, its economy and its people.

Benefits and functions of GI

1.4 A report published by Natural Economy North West has identified that good quality GI in towns, cities and rural areas can provide a wide range of benefits. Green infrastructure can provide or be adapted to accommodate many functions, as outlined in the following table. Maximising the number of potential functions in a location should be a broad aim. Most functions may be possible to a significant extent in the largest green spaces and countryside, but local conditions, needs and resources should prevail in decisions on what functions to focus upon, particularly for small sites.

Potential benefits and functions of GI:

ENVIRONMENTAL	SOCIAL	CULTURAL
Access to natural green space	Sport and active recreation	Image and investment
Flood management	Mental and physical health	Intrinsic value of a place to a community
Air water and soil quality	Land and property values	Landscape character/sense of place
Climate change adaptability	Education and life-long learning	Setting for tourism
Biodiversity	Social inclusion	Historic resource
Food, fishery and energy production	Connectivity within a network	Setting for culture
	Availability for social enterprises	

Source: based on North West Green Infrastructure Guide

The policy context for a GI Strategy

1.5 **National:** several of the Government’s planning policy statements (PPS’s) identify green infrastructure as a necessary element in ensuring the delivery of sustainable communities. The Government agency Natural England advocates that the provision of green infrastructure should be an integral part of the creation of sustainable communities throughout England. Networks of multi-functional greenspace providing a wide range of environmental and quality-of-life benefits should be identified in local plans and designed into all major new development and regeneration schemes from the outset.

1.6 The Planning Act 2008 includes the provision for local authorities to introduce a Community Infrastructure Levy (CIL), with green infrastructure one of its elements, to raise finance needed for new infrastructure from new development. If the council should seek to introduce a CIL an up-to-date green infrastructure strategy will help inform the funding calculations, whilst the subsequent fund could assist delivery of the GI strategy proposals.

1.7 **The sub-region:** The Regional Spatial Strategy (2008) proposed that an inter-district network of green infrastructure corridors should be established in the North East of England. The districts abutting Sunderland – Durham County, Gateshead and South Tyneside – are all preparing GI strategies, the former two in support of their ‘growth point’ status. The strategies will include green corridor cross-boundary connections with Sunderland and the city is working with these authorities to ensure cross-boundary connections are agreed and policies are consistent.

1.8 **City of Sunderland:** at the city level, the principal aim of the Sunderland Strategy 2008 - 2025 is:

“To ensure that Sunderland becomes a clean, green city with a strong culture of sustainability, protecting and nurturing both its built heritage and future development and ensuring that both the built and natural environments will be welcoming, accessible, attractive and of high quality”.

1.9 A key objective is for residential and employment areas to be set within a network of green spaces providing areas for recreation, natural habitats and attractive landscape settings. This is supported by the city’s Economic Masterplan (2010). The network will link the main urban areas, the coast, river and countryside with each other and with neighbouring districts. By 2025 the council and its partners intend to have created sustainable and environmentally friendly developments that open up and connect neighbourhoods with each other and to town centres and create common spaces shared by all communities.

Where are we now?

1.10 In 2003 the council’s open space register and map for the city was partly updated to take account of new national guidance in PPG17 Planning for Open Space, Sport and Recreation. The register and map identified the amounts of 10 types of open space from the largest country parks down to small amenity spaces. In 2008 a major review commenced that also included an analysis of site quality. This is currently being evaluated with local communities.

1.11 As part of preparation of the Sunderland Core Strategy Preferred Options 2007 the City Council engaged with a wide range of local community groups to establish the following green space vision for the city (as recommended by PPG17).

“Safe, clean and valued green spaces with amenities suited to local and other needs, that are easily accessible to all within every neighbourhood particularly by foot and cycle and include elements of wildlife habitat especially provision of trees and also opportunities for physical activity (both informal and formal) particularly walking.”

1.12 Subsequently the Core Strategy Preferred Options 2007 included an objective to ensure that all homes have good access to a range of green spaces linked across the city connecting major parks, the riverside, the coast and adjoining districts.

1.13 The Attractive and Inclusive City Partnership (A&ICP), part of the Sunderland Partnership, agreed in 2009 to oversee the preparation of a green infrastructure strategy for the city and included the proposal as part of its contribution to the Local Area Agreement Delivery Plan. Subsequently a GI Strategy Steering Group was

established to deliver the detailed strategy. This group, whose meetings are normally attended by some 15 – 20 representatives, is able to draw on a wide range of officers from the council and other organizations (see Appendix 4). An early task was the input to and consideration of a network of GI corridors and associated Core Strategy policies. This resulted in the basic network of corridors and policies included in the revised draft Core Strategy, approved by council for consultation purposes in March 2010 (see Appendix 2).

A vision for green infrastructure

1.14 The following provisional ‘vision’ for green infrastructure is proposed to help focus our work to meet the City of Sunderland’s future requirements. It is based on definitions published by Natural England and the Government’s policy in PPS12: Local Spatial Planning:

“The economic and social development of the city will be enhanced through its setting in surroundings of high quality green infrastructure that will be provided through a network of green spaces and links, including coastal, river and other water features, designed and managed to maximise their multi-functional potential.”

1.15 Sunderland’s Green Infrastructure will encompass existing and new green spaces, both rural and urban. It will support active and passive recreation, natural and ecological processes, as well as enhanced transport links, particularly for pedestrians and cyclists. Sunderland’s Green Infrastructure will thread through and surround the built environment and connect the urban area to the wider rural hinterland and adjacent local authorities. Consequently it will be delivered at all scales from sub-regional to local neighbourhood levels, accommodating both accessible natural green spaces within the city’s local communities and often much larger sites in the urban fringes and wider countryside. This Green Infrastructure will be integral to the city’s environment and enhance the health, quality of life and sustainability of its communities and potential for economic development.

GI issues, influences and opportunities in Sunderland

1.16 Work on the Sunderland Core Strategy and this GI Strategy Framework, including the preliminary results of a green space audit, has identified not only strengths but also several gaps and weaknesses in the provision of open space in the city. Meetings with officers experienced in various aspects of GI functions and provision has helped identify the issues, the potential of GI to influence economic and other development, as well as opportunities for increasing GI in the city.

1.17 The main matters so identified are referred to in the boxes on the next three pages.

Main GI issues in Sunderland

Distribution and quality

- The spatial distribution and quality of green spaces is quite varied across the city. The ongoing green space audit will identify mis-matches between provision and needs
- There is some overuse of football pitches, a mismatch of use and some poor quality pitches and facilities according to the Playing Pitch Strategy 2004
- New developments and the people who use them generally have a detrimental impact on wildlife, though through careful design and mitigation provisions a positive outcome should be possible.
- The Sunderland Parks Management Strategy 2004 aims for parks improvements based on the national Green Flags Award criteria. Whilst these criteria are wide ranging they do not specifically refer to parks being improved through the application of the principles of G.

Landscape issues

- The coast and River Wear are identified as key assets to the future prosperity of the city, supporting culture, leisure and tourism opportunities, where improvements to the environment are crucial to success
- 'Brownfield' land is a priority for new built development but its potential to contribute to green infrastructure should also be recognised, particularly where it has been naturalised
- Sunderland has an aging street tree population which over recent years has been substantially reduced. Replacement trees have historically been replanted, however in the light of current financial restraints the tree planting budget has been suspended. Should this situation be more than temporary street tree numbers will continue to decrease and the gap between young and over-mature trees will widen.

Accessibility

- Work towards LTP3 (the Local Transport Plan) has identified that public rights of way and cycle networks need linkages, both at the sub-regional and the local level.
- Barriers to linking some corridors into a complete network for both people and wildlife are major roads, particularly the A19 and A1, also the River Wear (though the latter is a natural feature of the city's wildlife ecology).

Provision, maintenance and resources

- There are no current council programmes for the provision of new parks or allotments, though they are occasionally developed as the result of an opportunity, for example Elba Park at the former Lambton Cokeworks. Without an objective to create new parks and allotments through a range of funding and development opportunities, areas short on provision are unlikely to see their position improved
- New or replacement school grounds have GI potential but for the moment these schemes and the council's influence on them has been much reduced by the demise of the Building Schools for the Future programme
- There is a consensus amongst experienced officers that an increased ranger service would greatly assist the protection and improvements of green spaces and corridors
- The major issue for the protection of species and habitats and the improvement and management of the countryside and urban spaces is, simply, a shortage of resources.

Potential positive influences of GI in Sunderland

Improving the city's image

- More accessible green spaces and trees could enhance the image and environment of the city, particularly the City Centre, older employment areas, major transport corridors and heritage features such as St Peter's Church, attracting investment
- A GI strategy can visually help to define and give a setting to local neighbourhoods
- Broad areas of individual landscape character could be enhanced, such as the magnesian limestone escarpment through the Limestone Landscapes project
- Improved GI could support the aims of the city's Destination Management Plan.

Environmental benefits

- GI can be designed/protected to mitigate storm flow in Critical Drainage Areas and areas prone to flood (defined by the Strategic Flood Risk Assessment) and help reduce high water tables, for example north of Washington
- Greater emphasis could be given to enhancing biodiversity habitats and improving connectivity of sites for wildlife, informed by ongoing ecological surveys across the city
- Areas for calm and quietness in the city can be identified in GI
- GI can help support the Local Transport Plan's aim to improve air quality.

Attractive local access

- GI links could provide attractive, convenient and safer routes for children to walk and cycle to school away from main roads. However main routes would have to be the subject of safe design, lighting and appropriate levels of maintenance for all-year round use, whilst alternative access from them into school grounds would have to be properly located and managed
- Action to complete gaps in sustainable access around the city can be proposed through a GI strategy, e.g. cycle routes, local connectivity, improved legibility and the re-construction of inadequate green footpath networks to attract increased usage.

Community inclusion and involvement

- GI can help to improve mental and physical health in the poorest areas and also be used towards breaking down educational and cultural barriers to outdoor recreation
- It can support active lifestyles and wellness, with links to Active Sunderland
- Local food production could be enabled, connecting local communities with the land
- greater community action and responsibility for local green spaces can be an outcome.

Enhanced plans, programmes and resources

- A GI strategy will help introduce the concept and principles of GI into a range of local plans, master plans and strategies, such as the Allocations DPD. Its multi-functional nature will also influence future maintenance regimes
- The strategy can improve and guide the response of the private sector and other development agencies in the provision of good quality, well planned GI associated with new developments
- Planning for multi-functional GI could have the potential to attract a wider range of funding for delivery of schemes than might normally be associated with public open space provision.

Opportunities for enhancing GI in the city

Investment plans and strategies

- Authorities producing local investment plans must include an outline of their strategy for green infrastructure. Sunderland's Housing Priorities Plan is looking towards a strategically planned and delivered network of high quality green spaces and other environmental features, designed and managed as a multi-functional resource capable of delivering a wide range of environmental and quality of life benefits for local communities
- The Economic Masterplan proposes the inclusion of green infrastructure as a requirement for the sustainable re-modelling of local communities into successful 'low carbon city villages'
- The Play and Urban Games Strategy Addendum 2010 includes proposals for 58 improved and new play areas across the city which could benefit local GI
- The Football Investment Strategy has funding for a new playing pitches strategy, which could take account of GI functions in future pitch design
- Cross boundary working with neighbouring districts could secure economies of scale in the delivery of sub-regional networks.

New funding possibilities

- The Community Infrastructure Levy (CIL) may be a mechanism to raise funds to deliver Green infrastructure projects. CIL, if introduced, could complement the use of planning obligations to raise funds from developers undertaking new development, securing a wider range of infrastructure including parks and green spaces
- The Local Transport Plan (LTP3) will include an accessibility strategy to be implemented by the individual Tyne and Wear local authorities. It will also be seeking to further develop and improve the rights of way and cycling networks and the funding provides an opportunity to enhance the city's GI
- The development of 'walk in the park' networks with Healthy City funding could lead to related GI improvements.

The development process

- New development and re-modelling of existing housing and employment estates can make contributions to green infrastructure through master plans, planning applications and legal agreements (S106). This already happens, for example by the provision of sections of the cycle network, new children's play parks and wildlife protection measures. However some developers see this as a hurdle to be got over through the minimum contribution, an attitude that needs to be changed
- The opening up of culverted or channelled streams, for example as proposed in the Seaburn Master Plan, could provide GI benefits.

Community initiatives

- Continued growth of local fora, such as the 17 Friends of Parks groups, could assist community involvement in and ownership of GI. The city Volunteer Strategy could also help enable community involvement.

2.0 PROVISIONAL PRINCIPLES FOR SUNDERLAND GI

2.1 A set of principles for GI in Sunderland has been drawn up after discussion and consultation with partners and other key organisations, taking account of some of the issues and opportunities identified earlier in this document. The following provisional principles are recommended as a basis for Sunderland's GI Strategy. They may be amended as a result of wider consultations and work on the detailed GI Strategy. However, in the interim, they are recommended to the council and other organisations as a basis for creating GI schemes and improvements.

Provisional Green Infrastructure Principles for Sunderland

1 *Connectivity*: seek to physically connect areas of open space; aim to have, as a minimum connecting feature, a green corridor with the capacity to incorporate a pedestrian and cycle route. Include the city's most important parks, habitats, other open space features, main rivers and the coast in the interlinked network of GI corridors. Link the main urban areas with the urban fringes and countryside and with adjoining districts.

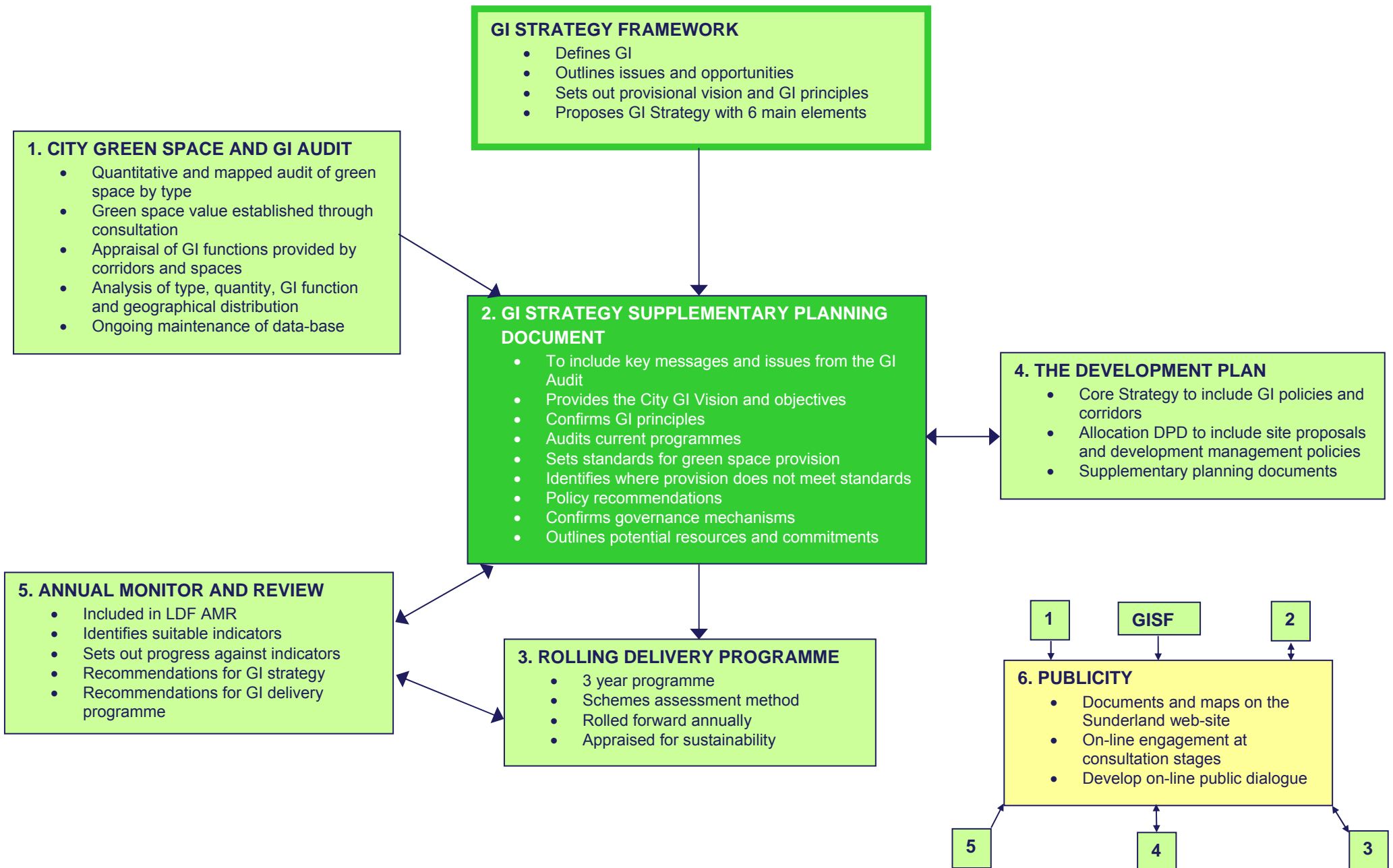
2 *Functionality*: maximise the range of environmental, social and cultural functions and features within corridors and sites appropriate to their scale and location, i.e. optimizing potential functions but not making spaces more multifunctional for the sake of it, where resources would not last. An outline of the main functional considerations to be taken into account is given in Table 1A, whilst some matters particular to the city include:

- assisting adaptation to and mitigation of local effects of climate change
- adapting open space use so that flood risk and drainage problems can be minimised, particularly in support of critical drainage areas
- improving and protecting woodland and tree coverage, including the Great North Forest, to improve carbon sequestration and air quality, create shade and recreation value
- preserving and enhancing related local heritage
- increasing biodiversity through habitat and corridor development, looking to remove barriers to key corridors so that wildlife (and people) can move from one area to another freely and safely. In this respect particular attention should be given to the magnesian limestone grassland (of which Sunderland holds a very significant proportion of the global resource)
- adapting relevant sections of the RoW network to enable walking, cycling and horse riding for all, for recreational and utility purposes
- maintaining or enhancing local landscape and townscape character
- maximizing the potential contribution to life-long learning
- considering the potential for small scale community food production through new and improved allotments.

3 *Enhancing residential and economic communities:* Seek to permeate, connect and enhance residential and employment areas, the City Centre and other main functions (such as schools), connecting physically, emotionally and intellectually with communities. Especially look at green infrastructure improvements where they can benefit areas with severe health inequalities and aspects of multiple-deprivation. Give consideration to encouraging active lifestyles and community interaction in the design of schemes and accessibility.

4 *High standards:* set standards for high quality enhancement of the image of the city, for development of new and rejuvenated green space and water features and standards for accessibility to a full range of GI across the city (including access to Accessible Natural Green Space – ANGSt) as well as for maintenance, in relation to the features and functions.

5 *Sustainable GI:* design schemes to optimise low maintenance consistent with achieving the desired function(s) and quality of the site or corridor.



3.0 ACTION PLAN FOR A GREEN INFRASTRUCTURE STRATEGY

3.1 The strategy for improving, developing, securing and maintaining a network of green infrastructure in the city will need to successfully incorporate several main elements, encompassing:

1. Completion, mapping and evaluation of a city-wide GI audit
2. Production of a GI Strategy document including an audit of GI-related activities and programmes, for example Limestone Landscapes
3. Delivery programme
4. The development plan
5. Annual monitoring and review
6. Publicising the Green Infrastructure Strategy.

3.2 Each element of the strategy is described below with roles, responsibilities, timing and possible costs attached: Appendix 1 sets out the progression of each in a time frame.

Completion, mapping and evaluation of a city-wide GI audit.

3.3 This will be developed from the Green Space audit whose second stage is an evaluation of community views about the existing provision and whether it meets their needs. This is a substantial piece of work that, to be robust, needs to include community engagement at a local level with local interest groups, a range of users and local people generally.

3.4 The Green Space audit process proposed by PPG17 essentially focuses on nine different main types of open space, for example public parks, or sports pitches. Assessing the quality of green infrastructure requires further examination of the range of functions that each site or corridor may provide, for instance storm water retention to reduce flooding, or providing a significant element of local landscape character. The audit of Green Space/Green Infrastructure is important to the completion of the Local Development Framework for the city, particularly for the Allocations Development Plan Document. This is presently programmed in the Local Development Scheme for adoption in February 2013. The initial identification of specific GI sites will be undertaken in preparing the Preferred Option that is programmed to go on consultation beginning June 2011 (note: there may be revisions to the LDF timetable to take account of the production of the Core Strategy). It is important therefore that the audit is completed to assist the timetable. In the first place a brief has been prepared outlining the scope of the survey and required skills, expertise and timetable. The audit is being undertaken by officers of the council.

3.5 Mapping the green spaces is integral to the audit. The development and on-going maintenance of a GIS map-based data resource of green infrastructure

will assist the council and its partners with the development plan and other activities now and in the future. By mapping the different functions of green space, the spatial distributions of the type, quantity and quality of provision will be made clear, helping to inform existing strategies and to direct funds to where improvements are most needed. It will help provide an evidence base as well as a resource that will allow monitoring of change. A well-run and maintained mapping database will enable analysis to be made over the years of such matters as the impact of climate change on the city, or the success or otherwise of biodiversity intervention policies. Consideration could be given to integrating the mapped data with other such data being compiled by the City Council's ICT Team to give a geographically based resource, useful to a wide range of users.

ACTION	TIMETABLE	RESPONSIBILITY	COST IMPLICATION
Complete sites audit	By February 2011	Planning Policy	Staff time
Complete sites value community consultation	February/March 2011	Area Officers + Area Committees and Planning Policy	Staff time + consultation budget
Complete the mapping of all Green Space audit sites by type and incorporate appropriate GI information	By April 2011	Planning Policy + other data holders and ICT	Staff time
Audit analysis	April 2011	Planning Policy + relevant in-house expertise	Staff time
Conclusions and report	June 2011	Planning Policy + committee endorsement	Staff time
Maintain the data base	On-going	Planning Policy + ICT	Staff time

Production of a GI Strategy supplementary planning document

3.6 This is the document that essentially draws together all the elements into one explanatory report. It will take into account the GI Audit results and also include an audit of GI-related activities and programmes, for example the Limestone Landscapes project. This aspect will document current and proposed activities, programmes and maintenance schedules and standards. It will help identify current and possible future sources of funding as well as gaps in provision.

3.7 The strategy document will establish a final GI vision and principles for the city. It will set out provision and access standards for the distribution of GI, for instance in relation to 'Accessible Natural Green Space Standards (ANGSt – see Appendix 4); proposals for enhanced connectivity; and links to a delivery programme (see below). It will set out the main building blocks in a series of

policy recommendations for the successful integration of a network of GI in the city, for its maintenance, long-term governance and resourcing. The main delivery agencies will be identified, including where GI will be expected to be delivered by the planning system.

3.8 Whilst the strategy will aim to inform the council and a wide range of other interests, it will be prepared as a supplementary planning document in support of the emerging policies of the Sunderland Local Development Framework (LDF). In this respect it will be screened during preparation as to the need for sustainability appraisal (SA). Before the document is approved by the council it will be the subject of public participation.

ACTION	TIMETABLE	RESPONSIBILITY	COST IMPLICATION
Agree format and scope with steering group	March 2011	Planning Policy	Staff time
Document activities and programmes	By April 2011	Planning Policy supported by other council sections and partners with input from GI Steering Group members.	Staff time
Screen for SA	May 2011	Planning Policy with assistance of Scott Wilson (LDF consultants on SA)	Staff time + consultant's costs through LDF funding budget
Draft GI Strategy document	By June 2011	Planning Policy, through the Steering Group, to be endorsed by the A&ICP and approved for consultation by appropriate council committees	Staff time
Publicity and consultation on approved draft	By September 2011	Planning Policy assisted by the Consultation Manager	Staff time + possible limited funding from consultation budgets
Final strategy document	By November 2011	Planning Policy, through the Steering Group, to be endorsed by the A&ICP and approved by Cabinet and City Council	Staff time

Delivery programme

3.9 The strategy document will be supplemented by a 3-year rolling programme of schemes and other actions linked to the GI strategy principles and vision. The programme will provide input to the council's Infrastructure Delivery Plan. It will set out:

- Where GI schemes will be provided
- When they will take place

- Who will deliver them
- How the infrastructure will be delivered
- Clear arrangements for management will be made and
- Arrangements for monitoring delivery.

3.10 The main likely sources of funding will include mechanisms such as agri-environmental schemes, the Community Infrastructure Levy, Section 106 planning agreements and parks improvements amongst others, linked to the responsibilities of departments, organisations and the private sector. The schedule will be rolled forward as part of the annual monitor and review of the GI Strategy. Main actions included in the programme, both in principle and in detail, will be subject to a community engagement process relevant to their scale and function involving local people, schools, businesses and other interests as appropriate. The actions will be assessed through a non-statutory form of sustainability appraisal.

3.11 Prior to establishing the first rolling programme a pilot study will be carried out to establish a method for assessing how well new green space proposals meet the principles of green infrastructure. The draft method will be tested against some recent and up-coming green space schemes. Consideration will also be given to whether different assessment methods might be needed for different circumstances, such as planning applications or small community-led schemes.

ACTION	TIMETABLE	RESPONSIBILITY	COST IMPLICATION
Draft GI scheme assessment methodology and test against recent and current schemes	By April 2011	Planning Policy assisted by the GI Steering Group	Staff time
Scope the content of the delivery programme document	By June 2011	Planning Policy + GI Steering Group	Staff time
Produce the action programme through community engagement, including its sustainability appraisal	By November 2011	Co-ordinated by Planning Policy assisted by Area Officers and Area Committees. Endorsed by A&ICP and approved by appropriate committees	Staff time + some funding from consultation and/scheme budgets
Produce annual revisions	To follow each annual monitor	Co-ordinated by Planning Policy assisted by Area Officers and Area Committees. Endorsed by A&ICP and	Staff time + some funding from consultation and/or scheme budgets

		approved by appropriate committees	
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The development plan

3.12 The development plan – the Local Development Framework - will essentially :

- 1) identify strategic GI corridors and include spatial planning policies for the development of GI in the city through the LDF Core Strategy; and
- 2) define in the LDF Allocations Plan the green infrastructure sites and areas to be enhanced, protected or created. Appendix 2 shows the corridors agreed in the Core Strategy Draft Revised Preferred Options (March 2010). A further revised draft Core Strategy is in the process of being approved for consultation.

3.13 The aforementioned GI Strategy document will be a supplementary planning document (SPD) in support of the broad policies of the Core Strategy. However more detailed SPD concerning GI may also originate from the proposals of the LDF to provide detailed development management guidance.

ACTION	TIMETABLE	RESPONSIBILITY	COST IMPLICATION
Include proposed GI Corridors and related GI policies in the Revised Preferred Options for consultation	Cabinet and City Council approval of CS for consultation June 2011	Planning Policy	Staff time + LDF consultations budget
Progress the draft Core Strategy through its statutory procedures for adoption	In line with a revised Local Development Scheme	Planning Policy	Staff time
Identify and prepare GI supplementary planning documents	As appropriate	Planning Policy	Staff time

Annual monitoring and review

3.14 An annual monitor and review of the strategy and actions will be undertaken as part of the Annual Monitoring Report for the LDF. It will include recommendations necessary to ensure the evolving strategy continues to be effective and successful. Some indicators of evaluating success could be: increasing % of population that meet Accessible Natural Greenspace Standards (ANGSt); increasing the % of sites having Country Park Accreditation/ green flag status, etc.

ACTION	TIMETABLE	RESPONSIBILITY	COST IMPLICATION
Identify and agree indicators for monitoring	By November 2011	Planning Policy + GI Steering group	Staff time
Monitor GI strategy and programme as part of the LDF AMR	As agreed for the LDF	Planning Policy	Staff time

Publicising the Green Infrastructure Strategy

3.15 This would involve a publicity strand including use of the City Council web site and other electronic means. It should seek to not only publicise the developing strategy, including the initial approval by the City Council of this strategy framework, but also seek to engage the public and organisations to give opinions and ideas for local GI. In particular it would use a variety of means to reach local people.

ACTION	TIMETABLE	RESPONSIBILITY	COST IMPLICATION
Develop a page as part of the Sunderland web-site	By March 2011 to be in place for publication of this GI Strategy Framework	Planning Policy with Communications and ICT assistance	Staff time
Use the site as appropriate for publicity, consultation and community engagement exercises	As necessary	Co-ordinated through Planning Policy	Staff time
Media publicity as appropriate	As necessary	Planning Policy and others via Communications	Staff time

4.0 WORKING PROCEDURES, GOVERNANCE AND RESOURCES

4.1 The Green Infrastructure Strategy will be published by the Sunderland Partnership and Sunderland City Council, with its production being overseen through the Attractive and Inclusive City Partnership. Detailed work will be undertaken by the GI Steering Group. This is already in place and meets to consider the main documents, schemes and other relevant information. The steering group will report to A&ICP at key stages identified in Section 3 of this Framework. As the strategy develops from the planning stages through to detailed development and specific on-the-ground actions the composition of the steering group could change to suit the work.

4.2 It is also suggested that as the strategy develops and gains momentum consideration should be given the establishment of a small coordinating team of one or two officers. This would benefit the process of embedding delivery of GI both in the council and with the council's partners. This specific matter and resources necessary will be considered in preparing the GI Strategy document.

APPENDICES

APPENDIX 1: GI ELEMENTS TIMEFRAME MATRIX

DATE	1 GI AUDIT	2 STRATEGY DOCUMENT	3 DELIVERY PROGRAMME	4 DEVELOPMENT PLAN	5 ANNUAL MONITOR	6 PUBLICITY
2.11	Complete sites audit					
3.11	Complete sites evaluation with community input	Agree format and scope of document with Steering Group				Develop web page.
4.11	Complete mapping And audit analysis	Document GI activities and programmes	Draft and test GI assessment method			
5.11		Screen for SA				
6.11	Draft final report for committee	Draft GI Strategy document	Scope delivery programme document	Corridors and policies in Core Strategy to Cabinet		
7.11						
8.11						
9.11		Publicity and consultation				
10.11					Agree indicators for inclusion in AMR of LDF	
11.11		Final strategy document	Produce delivery programme with input of community and SA			

Fig. 5 Policy CS1 - Green Infrastructure Corridors



APPENDIX 3: ACCESS TO NATURAL GREENSPACE STANDARDS (ANGSt)

Extracts from “Nature Nearby” published by Natural England 2010.

A proxy measure when mapping naturalness

The definition of natural space within ANGSt is “places where human control and activities are not intensive so that a feeling of naturalness is allowed to predominate”. When using this definition, actually deciding at which point a feeling of naturalness predominates may be difficult to determine, and it can be argued that there is considerable room for interpretation.

Therefore, in practice some form of proxy for a feeling of naturalness will be necessary, particularly where GIS is used for identifying accessible natural greenspace. Recent research by Aleksandra Kazmierczak of Salford University has used land use categorisation as a proxy measure for naturalness, creating a four stage rating. All land should be mapped to indicate its naturalness using the four levels below:

Level 1

- Nature conservation areas, including sites of special scientific interest (SSSI)
- Local sites (including local wildlife sites, regionally important geological sites – RIG)
- Local nature reserves (LNR)
- National nature reserves (NNR)
- Woodland
- Remnant countryside (within urban and urban fringe areas).

Level 2

- Formal and informal open space
- Unimproved farmland
- Rivers and canals
- Unimproved grassland
- Disused/derelict land, mosaics of formal and informal areas scrub etc
- Country Parks
- Open access land

Level 3

- Allotments
- Church yards and cemeteries
- Formal recreation space

Level 4

- Improved farmland

Accessible Natural Greenspace Standard

Access to the natural environment through local green spaces varies widely across the country, and even within a single local authority area. ANGSt aims to address this by setting a range of accessibility standards for natural sites and areas within easy reach of people’s homes. A broad view is adopted on what constitutes ‘natural’. Natural does not necessarily mean it has to be rare or notable enough to be designated. Users will find nature in wildlife, open landscapes, seasonal changes and places of tranquillity.

ANGSt recommends that everyone, wherever they live, should have an accessible natural greenspace:

- of at least 2 hectares in size, no more than 300 metres (5 minutes walk) from home;
- at least one accessible 20 hectare site within two kilometres of home;
- one accessible 100 hectare site within five kilometres of home; and

- one accessible 500 hectare site within ten kilometres of home; plus
- a minimum of one hectare of statutory Local Nature Reserves per thousand population

ANGSt is based on three principles:

- a) Improving access.
- b) Improving naturalness.
- c) Improving connectivity.

a) Improving access

Improving access, and the distance thresholds used in the Standard, is based on what we know of people's behaviour. We know for example that the majority of parents are unwilling to allow their children to be unaccompanied more than 300m from home. Although local circumstances may lead to variations on this distance, adopting this as a standard would ensure that the majority of children do have a natural space near their home, which they are able to use freely.

These distance requirements are set at a level that takes into account the need for local spaces, as well as larger strategic spaces. Because ANGSt takes a broad view of what constitutes natural greenspace, the requirements can be met through a wide range of different types of space, from local parks, greenways and footpaths, areas set aside for sustainable urban drainage systems, woodland and heathland. The 300 metre and 2 km standards are valuable standards to apply for new housing developments, growth areas, and in the master planning process.

Natural England has piloted a number of projects that improve access to the natural environment and people's connection to it. Some site examples are provided in [Annex 6](#). Accessibility should not only be seen in terms of distance from people's houses and access into and within a site. People need to know where their local green spaces are, and should feel comfortable in using them. This requires active management and promotion by taking all reasonable means to deal with any physical and social barriers that there may be to their use.

Managers need to comply with the requirements of the Disability Discrimination Act (DDA 1995), which makes it unlawful to discriminate against anyone on the grounds of his or her disability. It does not outline specific standards but requires that reasonable provision should be made. Public bodies should positively promote equality of access. This means that all those responsible for providing access to accessible greenspace and the wider countryside must justifiably consider provision for disabled people across a whole range of services including physical access, information, interpretation and signage. Undertaking an Equality Impact Assessment will help to ensure that green spaces are planned to accommodate all potential users whatever their age, ability or cultural background and will help to identify any barriers to access, both physical and psychological.

b) Improving naturalness (and biodiversity)

Many locally accessible spaces, through their nature, layout and the way that they are managed, may not offer a very wide range of biodiversity. There are ways in which habitat improvement can be achieved in green space areas that are not rich in biodiversity. Opening culverts, naturalising streams, creating meadow areas on slopes, wild flower planting, and differential mowing around the edges of open spaces are just some of the improvements that can be made to improve biodiversity. Involving local people and schools in improving the wildlife value of open spaces will be important in making these areas richer and encouraging local ownership. It will also help to meet the Biodiversity Duty for Local Authorities (NERC Act, Section 40) and achieve National Indicator targets (NI197) for local sites. This is a duty placed on local authorities to establish systems, in partnership with others, incorporating biodiversity considerations into authority-wide services and functions. It requires that local authorities are able to demonstrate their achievements in this respect. Further guidance can be found in [How to encourage biodiversity in Urban Parks](#) published by CABI Space and in the Town and Country Planning Association document: [Biodiversity by Design – a guide for Sustainable Communities](#).

c) Improving connectivity

Providing a welcoming atmosphere to all visitors to accessible natural greenspace, from a range of ethnic and cultural backgrounds, will provide opportunities for individuals and communities to engage and connect with their local environment. It can provide a focus for educational activity, community events and social activities. Engaging with the environment can be at a variety of levels. Opportunities will depend on how spaces are designed and managed and on a range of active interventions, for example:

- Encouraging users to develop an affinity with a familiar area and enjoy the changes that the seasons bring
- Through active interpretation
- Providing information and opportunities to give feedback through social networking
- Encouraging participation in events such as guided walks
- Giving people the opportunity to volunteer and become involved in management decisions, maintenance and activities

Engagement can lead to involvement and both can increase awareness and understanding of the natural environment. Green spaces should be managed, where possible, for multi-functionality both within a site and across a number of sites serving a neighbourhood. Green spaces may, for example, provide opportunities to play, exercise, relax and enjoy being outdoors, alongside grazing land, shelter belts and bio-fuel production. Getting the balance right between these elements demands spaces of the right size, design and management regimes.

Natural England's position on access is based on the belief that:

- There should be provision of the widest range of access opportunities for people of all abilities, ages, ethnic groups and social circumstances to actively engage in, value and enjoy the natural environment
- Access opportunities should aid healthy activity and be integral to people's daily lives particularly close to where they live
- Access should contribute to achieving the transition to a low carbon economy by encouraging sustainable leisure use. Integrating people with landscape and wildlife is an essential outcome for all our work.

APPENDIX 4: GREEN INFRASTRUCTURE STEERING GROUP (AT DECEMBER 2010)

ORGANISATION	SECTION/TEAM
City Council	Active Sunderland
	Area Officers
	Chief Exec Policy Team
	Children's Services
	Design and Conservation
	Countryside Team
	Diversity and Inclusion
	Environmental Services
	Healthy Cities
	Housing Strategy
	Landscape and Reclamation
	Parks
	Planning Implementation
	Planning Policy
	Project Service Development
	PROW/Cycling Officer
	Sport and Leisure
	Sunderland Partnership
	Sustainability
	Wellness
Council for the Protection of Rural England	Council for the Protection of Rural England
Durham County Council	Durham County Council
	Heritage Coast Officer
Durham Wildlife Trust	Durham Wildlife Trust
	Durham Biodiversity Partnership
English Heritage	English Heritage
Environment Agency	Environment Agency
Forestry Commission	Forestry Commission
Gateshead Council	Planning Policy
Gentoo	Gentoo Green
	Gentoo
Groundwork	Groundwork North East
Home Builders Federation	Home Builders Federation
Housing and Communities Agency	Housing and Communities Agency
Living Streets	Living Streets
National Farmers' Union	Environment & Land Use
Natural England	Natural England (North East)
NHS	South of Tyne and Wear NHS
Northumbria Water	Northumbria Water
RSPB	RSPB
South Tyneside	Planning Policy
Sport England	Sport England
Sustrans	Sustrans (North East)
Tyne and Wear City Region	Tyne and Wear City Region
Woodland Trust	Woodland Trust
University of Sunderland	University of Sunderland

<p>CABINET MEETING – 16TH MARCH 2011</p> <p>EXECUTIVE SUMMARY SHEET – PART I</p>	
<p>Title of Report: Market Square Public Realm Improvements - Appointment of Contractor</p>	
<p>Author(s): Deputy Chief Executive</p>	
<p>Purpose of Report:</p> <p>The purpose of this report is to obtain Cabinet authority to award the contract for the Market Square Public Realm Improvements.</p>	
<p>Description of Decision: Cabinet is recommended to authorise the Deputy Chief Executive to award the main works contract for the Market Square Public Realm Improvements to Bardon Construction, following a competitive tender process.</p>	
<p>Is the decision consistent with the Budget/Policy Framework? Yes</p>	
<p>If not, Council approval is required to change the Budget/Policy Framework</p>	
<p>Suggested reason(s) for Decision: The Market Square Public Realm Improvements project is identified in the Strategic Investment Plan as a key element of the regeneration of the City Centre. The benefits arising from the project would include:</p> <ul style="list-style-type: none"> • An improved image of the City Centre • Improved pedestrian environment and potential for events • Improved local resident perceptions and greater number of visits to the city centre • Improved perceptions about cleanliness of the city centre 	
<p>Alternative options to be considered and recommended to be rejected: The funding for the project has been secured and a first phase has been completed. Materials have been ordered and the delivery team is progressing the final design stages of the street furniture. A competitive tender process has been undertaken. No alternative options have been considered.</p>	
<p>Is this a “Key Decision” as defined in the Constitution? Yes</p>	<p>Relevant Scrutiny Committee: Environment and Attractive City Planning and Highways</p>
<p>Is it included in the Forward Plan? Yes</p>	

MARKET SQUARE PUBLIC REALM IMPROVEMENTS - APPOINTMENT OF CONTRACTORS

REPORT OF THE DEPUTY CHIEF EXECUTIVE

1.0 Purpose of Report

1.1 The purpose of this report is to obtain Cabinet authority to award the contract for the Market Square Public Realm Improvements.

2.0 Description of Decision

2.1 Cabinet is recommended:

- a) To authorise the Deputy Chief Executive to award the main works contract for the Market Square Public Realm Improvements to Bardon Construction, following a competitive tender process.

3.0 Background

3,1 Cabinet will recall that at its meeting in January 2010 it approved the release of the previously allocated funding for scheme, supplemented by additional funding from the 2010/11 City Centre capital Programme provision.

Current Position

3.1 Since the confirmation in January 2010 that funding had been secured the Market Square project team has been working up detailed designs for the project, which includes the following main elements:

- New granite paving in Union St North / Market Square / Union St South.
- Bespoke cast iron plates which comprise new drainage, power supply points for events, feature ground lighting, and fixings for street furniture
- New tree planting, litter bins, bollards and street lighting.
- Bespoke seating

3,2 A first phase of the works had been completed by City Services which has included the advance ordering of paving materials for phase two. Lighting and power supply units have also been purchased in advance from Aurora who will be responsible for, and undertake their maintenance.

3.2 For the main contract of the Public Realm Improvements (excluding seating), expressions of interest were sought from contractors in May 2010. The Council received 20 expressions of interest, from which 7 contractors were shortlisted to submit tenders. Bardon Construction has been selected from a scoring assessment based upon a combination of value and quality. The value of the contract is £574,251.40. The works are programmed to start on site in April 2011.

4.0 Reasons for Decision

5.1 The Market Square Public Realm Improvements project is identified in the Strategic Investment Plan as a key element of the regeneration of the City Centre.

The benefits arising from the project would include:

- An improved image of the City Centre
- Improved pedestrian environment and potential for events
- Improved local resident perceptions and greater number of visits to the city centre
- Improved perceptions about cleanliness of the city centre

6.0 Alternative Options

6.1 The funding for the project has been secured and a first phase has been completed. Materials have been ordered and the delivery team is progressing the final design stages of the street furniture. A competitive tender process has been undertaken. No alternative options have been considered.

7.0 Relevant Considerations

- a) Financial Implications – The funding requirement for the scheme of £1,042,500 will be met from £800,000 SIP with the balance of £242,500 being met from the proposed City Centre Wins capital programme budget for 2010-1011, carried over to 2011-2012 to include the project end date.
- b) The allocated budget includes a sum of £30,000 for the maintenance and running costs of the ground lighting and power points over a ten year period
- c) Legal Implications – Clause 9.0 Section 2 of the Local Government Act 2000 provides local authorities with a power for the promotion or improvement of the economic, social or environmental well being of their area.
- d) A key stakeholder in this process is Land Securities which has a lease on and therefore control over a large section of 'Market Square' outside the main entrance to the Bridges shopping centre. The proposed works on the area leased by Land Securities are to be carried out under license

- e) Policy Implications - The Market Square Public realm Improvements Project forms part of the wider City Centre regeneration initiatives which are in line with the objectives of the Sunderland Strategy and Economic Masterplan.
- f) Project Management Methodology – the delivery of the project is via the Council's standard Prince2 methodology.

8.0 Background Papers

- Executive Management Team Report 26 January 2010
- Strategic Investment Plan 12th March 2008
- Sunderland Central Area Design Strategy (September 2007) prepared by David Lock Associates.

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CABINET MEETING – 9 MARCH 2011

EXECUTIVE SUMMARY SHEET – PART I

Title of Report: Sunderland City Council Local Development Framework: Annual Monitoring Report 2009/10	
Author(s): Report of The Deputy Chief Executive	
Purpose of Report: This report informs Cabinet of the Council's Local Development Framework Annual Monitoring Report (AMR) for 2009 / 10.	
Description of Decision: Cabinet is requested to endorse the Annual Monitoring Report as the basis for measuring how policies in the LDF are performing in terms of both its implementation and effectiveness.	
Is the decision consistent with the Budget/Policy Framework? *Yes	
If not, Council approval is required to change the Budget/Policy Framework	
Suggested reason(s) for Decision: As part of the LDF, the City Council is required to prepare an AMR for Submission to the Secretary of State on timetabled development plan progress and the extent to which policies in the LDF are being achieved. The AMR would comply with the planning regulations.	
Alternatives to be considered and recommended to be rejected: Monitoring LDF performance could emerge through ad hoc actions but an AMR provides a consistent approach to monitoring that will inform the evidence for the review and preparation of the LDF. The AMR ensures early identification of issues, and a clear mechanism for checking if targets have been met.	
Is this a "Key Decision" as defined in the Constitution? Yes	Relevant Scrutiny Committee: Planning and Highways Committee. Environment & Attractive City Scrutiny Committee.
Is it included in the Forward Plan? Yes	

SUNDERLAND CITY COUNCIL LOCAL DEVELOPMENT FRAMEWORK: ANNUAL MONITORING REPORT**REPORT OF THE DEPUTY CHIEF EXECUTIVE****1.0 Purpose of Report**

- 1.1 This report informs committee of the Council's Local Development Framework Annual Monitoring Report (AMR) for 2009 / 10.

2.0 Description of Decision

- 2.1 Cabinet is requested to endorse the Annual Monitoring Report as the basis for measuring how policies in the LDF are performing in terms of both its implementation and effectiveness

3.0 Background

- 3.1 Under the Planning and Compulsory Purchase Act 2004, the City Council is required to prepare a Local Development Framework (LDF). The LDF will replace the current Unitary Development Plan which was adopted in 1998. As the statutory development plan for the city, the LDF will be the starting point in the consideration of planning applications for the development or use of land. Furthermore, it will be a fundamental document in delivering the key spatial objectives of the Sunderland Strategy and Economic Masterplan.
- 3.2 As part of the LDF, the City Council is required to prepare an AMR. The Planning Regulations require the AMR to contain the following information:
- Progress on the preparation of development plan documents against the timetable set out in the Local Development Scheme (the LDF project plan);
 - Any local development orders adopted or revoked (which is not applicable to this Authority);
 - Adopted policies that are to be rescinded and why (which is not applicable to this Authority); and
 - The annual number of net housing completions.
- 3.3 Guidance published by the Department for Communities and Local Government (DCLG) in July 2008 suggests (but does not require) that authorities should submit information on 22 Core Output Indicators.
- 3.4 The Annual Monitoring Report forms part of the LDF and must be submitted to the Government Office for the North East (GONE) as the representative of the Secretary of State for Communities and Local Government by 31 December each year. However, there have been considerable uncertainties within the planning system following the change in Government. Authorities were therefore unclear as to whether AMRs for 2009-10 would be required given the Government's announcement to close all regional Government Offices. Late clarification was subsequently received from GONE suggesting that a streamlined AMR simply reporting on the regulatory requirements (set out at paragraph 3.2) would suffice. To date, resources have been directed to advancing the Core Strategy within the

Planning and Environment Service. Upon receipt of the GONE advice, it was deemed appropriate to commit staff to completing both the regulatory and optional Core Output Indicator information to ensure a robust AMR was prepared. This AMR has gone further still and where appropriate, more up to date information beyond 31 March 2010 has been included for completeness.

- 3.5 This is the sixth AMR to be prepared and covers the period from 1 April 2009 to 31 March 2010. Given the timescales, a draft of the AMR for 2009/10 was submitted to the Government Office for the North East on 23 December 2010. Copies of the AMR have been placed in the Members' Room. It is also available on the Council's Planning Policy web page.

4.0 Progress on Development Plan Documents (DPD's)

- 4.1 The Local Development Scheme (LDS) provides a timetable for document preparation based upon the council's current LDS (approved in March 2009). The LDS addresses the preparation of three local development documents. Progress on these has been as follows :

4.1.1 **Core Strategy** – This document will set out the overarching strategic policies for growth across the city. Consultation on a range of Alternative Spatial Development Approaches was held between September and November 2009. The 150 responses received informed the preparation of a Revised "Preferred" Option Draft that was approved in March 2010. Both stages were in accord with the LDS.

4.1.2 Working with both the Government Office and CABE, the format of the Core Strategy was considerably revised to provide greater clarity for future growth to each of the five sub-areas (Washington, Coalfields, Sunderland North, Sunderland South and Central Sunderland).

4.1.3 Given the then impending elections, the formal consultation was deferred. With the range of changes to the planning system introduced by the new Government (particularly with the then revocation of the Regional Spatial Strategy in July 2009), the decision was taken to continue developing the Core Strategy in the absence of a regional plan. Subsequently, the intervening period was used to develop amongst other things, new evidence to support the potential for setting the city's growth requirements for new housing and employment land needs and to continue finalising the city wide greenspace audit.

4.1.4 A revised draft of the Core Strategy will now be presented to Council in June 2011.

4.1.5 **Allocations Development Plan Document** – This document will identify sites for employment, retail, community facilities and open space, areas of nature conservation and transport routes. The programme to develop this document is to be aligned to that of the Core Strategy and has, as a consequence, slipped behind the timetable set out in the LDS. That said, to support site specific issues, substantial work has been undertaken to maintain an up to date evidence base including the Strategic Housing Land Availability Assessment and the Employment Land Review.

4.1.6 Hetton Downs Area Action Plan – Centring on the Hetton Downs/ Eppleton area, this plan will provide the development framework for the area’s long-term sustainable improvement and regeneration. The formal “Publication” draft was provisionally timetabled for July 2010, but this date was not met as a consequence of detailed issues around the School Place Planning exercise and the impacts this may have had on particular sites in the area. This exercise has now been resolved, though further consideration is now to be given as to how best progress the Area Action Plan.

4.1.7 The Sustainability Appraisal – This is required for each Development Plan Document in order to test the sustainability effects of the each plan. In accordance with the LDS, this draft Scoping Report was consulted upon between May and July 2009 and adopted in September 2009. The Council’s work in relation to the Sustainability Appraisal and its use in testing the Alternative Spatial Development Approaches has since been recognised nationally as best practise.

4.1.8 Alteration No. 2 to the Unitary Development Plan – In September 2007, this was formally adopted to provide an up to date planning framework for the regeneration of Central Sunderland. Under the planning legislation, these policies technically had a 3 year lifespan and would have expired in September 2010. In July 2010, the full suite of policies set out in Alteration No. 2 were formally “saved” in perpetuity (until formally rescinded or replaced by the LDF).

4.2 It should be noted that with the change in Government in 2010, there has been a series of early reforms to the plan making system. Most significantly was the revocation of the Regional Spatial Strategy in July 2010 with immediate effect. This meant that all local authorities had to rely on existing saved plans (some significantly out of date) to act as the starting point in determining planning applications. It also meant that each local authority was able to set its own growth requirements. However, this decision was subsequently overturned in the High Courts. In effect, the Regional Spatial Strategy is now legally re-established as part of the statutory development plan for the city. It is, however, still the stated aim of the Government to abolish the Regional Spatial Strategies through the Localism Bill which was published in December 2010.

4.3 Further fundamental reforms to the spatial planning system are proposed through the Localism Bill (published in December 2010). These reforms include:

- The creation of National Planning Framework to consolidate the existing suite of national policies and guidance into a single document
- The formal revocation of the Regional Spatial Strategies
- Proposals to replace statutory Local Development Frameworks with Local Development Plans working to new procedures (which would provide a similar role to that of the Core Strategy)
- The option for communities and neighbourhoods to prepare Neighbourhood Plans that would deliver more (but not less) growth than is set out in the Local Development Plan

4.4 The Localism Bill does not provide sufficient detail as to how these reforms will work in practise. But subject to enactment (anticipated in late 2011), these changes will be significant and will require future reviews of the LDF work programme.

5.0 Policy Monitoring

5.1 In summary, performance against the nationally set Core Output Indicators in 2009 / 10 is as follows : -

- **Business Development and Town Centres** – Some 22,500m² of new employment floorspace was built, primarily for office and general industrial uses. However, there were significant demolitions and changes of use out of business floorspace totalling 60,500 m². Principally, this resulted from the demolition of the former Dunlop Tyres Factory in Washington (28,650 m²) to make way for new business premises for BAE Systems (with a further planning application now pending on the adjacent site for Rolls Royce) and the demolition of the Cornings Works at Deptford (19,850 m²) which now has planning permission for a mix of residential and business uses.
- **Housing** – In gross terms, new house building delivered some 614 dwellings (a reduction from the previous two years where gross completions were in excess of 800 dwellings). However, by comparison there was a significant fall, compared to previous years, in the dwellings lost (either through demolition or conversions to other uses) totalling some 230. The effect produced a significant rise in the number of net new homes completed in 2009/10 totalling 384 (the third highest net gain since 1999/2000). 99.7 % of all new dwellings were on previously development (brownfield) land (the highest since 1995), which is in excess of both national and regional targets (of 60% and 80% respectively).
- **Waste** – 27% of the city's municipal waste was recycled or composted, which shows a steady rise year on year with 22% having been recycled in 2006/07, 24% in 2007/08 and 26% in 2008/09.
- **Renewable Energy** – In total, some 9.8MW of renewable energy capacity were installed in 2009/10, taking the total installed capacity in the city to 17.2MW. This will make a significant contribution to the 22 megawatt renewable energy target set in the Regional Spatial strategy for Tyne and Wear.

6.0 Reason for Decision

6.1 As part of the LDF, the City Council is required to prepare an AMR for Submission to the Secretary of State on timetabled development plan progress and the extent to which policies in the LDF are being achieved. The AMR would comply with the planning regulations.

7.0 Alternative Options

7.1 Monitoring LDF performance could emerge through ad hoc actions but an AMR provides a consistent approach to monitoring that will inform the evidence for the review and preparation of the LDF. The AMR ensures early identification of issues, and a clear mechanism for checking if targets have been met.

8.0 Relevant consultations/ considerations

- a) **Financial Implications** – Outside of the costs associated with document production and printing there are no direct costs arising from the Annual Monitoring Report. Costs will arise from developing the evidence base and from the Examinations of the various development plan documents which will be met from contingencies.
- b) **Legal Implications** – The AMR has been prepared in accordance with the appropriate Planning Regulations and Government guidance.
- c) **Policy Implications** - The AMR will provide an important measure of how the policies in the LDF are performing in terms of both their implementation and effectiveness.
- d) In January 2011, the AMR was presented to and endorsed by the Planning and Highways Committee and the Environment and Attractive City Scrutiny Committee.

Background Papers

Regional Spatial Strategy July 2008

PPS12: Spatial Planning DCLG June 2008

Sunderland City Council Annual Monitoring Report December 2009

Sunderland City Council Annual Monitoring Report December 2008

Sunderland City Council Annual Monitoring Report December 2007

Sunderland City Council Local Development Scheme March 2007

Sunderland City Council Annual Monitoring Report December 2006

Sunderland City Council Annual Monitoring Report December 2005

<p>CABINET MEETING – 9 MARCH 2011</p> <p>EXECUTIVE SUMMARY SHEET – PART I</p>	
<p>Title of Report: Children and Young People’s Plan (CYPP) Annual Report 2010</p>	
<p>Author(s): Executive Director of Children’s Services</p>	
<p>Purpose of Report: To present to Cabinet the Annual Report of the Children and Young People’s Plan (CYPP) (2009-2010)</p>	
<p>Description of Decision: Cabinet is asked to approve the CYPP Annual Report (2010)</p>	
<p>Is the decision consistent with the Budget/Policy Framework? *Yes/No</p>	
<p>If not, Council approval is required to change the Budget/Policy Framework</p>	
<p>Suggested reason(s) for Decision: As an Article 4 Plan, which has been endorsed by Scrutiny Committee, Cabinet and Council, the annual report is provided to assure Members that the actions outlined in the plan have been taken forward.</p>	
<p>Alternative options to be considered and recommended to be rejected: The annual report is presented to Cabinet to inform members of the outcomes achieved as part of the CYPP 2009-2010, and as such there are no viable alternative options.</p>	
<p>Is this a “Key Decision” as defined in the Constitution? Yes</p>	<p>Relevant Scrutiny Committee: Children, Young People and Learning</p>
<p>Is it included in the Forward Plan? Yes</p>	

**CHILDREN AND YOUNG PEOPLE'S PLAN (CYPP) ANNUAL REPORT
2010**

REPORT OF THE EXECUTIVE DIRECTOR OF CHILDREN'S SERVICES

1. Purpose of the Report

- 1.1. To present to Cabinet the Annual Report of the Children and Young People's Plan (CYPP) (2009-2010)

2. Description of Decision (Recommendations)

- 2.1. Cabinet is asked to approve the CYPP Annual Report (2010)

3. Introduction/Background

- 3.1. The Children and Young People's Plan is the key document that covers, in one place, all services for young people and families within a single strategic and overarching vision for the local area.
- 3.2. The CYPP is an Article 4 Plan under the Council's Constitution, and is required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and regulations under Section 42 of the Local Government Act 2000 to be adopted by the Council.
- 3.3. Children's Services produced its first CYPP covering the period 2007-2009
- 3.4. The CYPP 2009 – 2010 was a one-year transitional plan between the 2007 – 2009 plan and the development and implementation of the CYPP Strategy 2010 – 2025, and associated three year delivery plan for the period 2010-2013

4. Current Position

- 4.1. The CYPP 2009-2010 was approved by Cabinet at its meeting in April 2009, the plan incorporated
- outstanding actions from the 2007-2009 plan;
 - a review of measurable outcomes from 2008-2009;
 - priorities and recommendations from partnerships aligned to the Children's Trust; and
 - the 10 priority actions for 2009-2010, which are noted below:
 - Be strong individuals, proud of their city and contribute to its future;
 - Be aware of how their behaviour affects others and the importance of staying out of trouble;

- Make positive lifestyle choices;
- Lead healthier lives;
- Feel good about themselves;
- Be safe in the community, at school and at home;
- Achieve in their education;
- Enjoy sport, leisure and play opportunities;
- Live in decent homes; and
- Get the right training, further education and jobs

4.2 The Annual Report sets out the 10 priorities, actions and progress made. All of the priorities have either been completed or changed in accordance with national policy/local delivery and incorporate, where appropriate into the CYPP 2010-2013 Delivery Plan.

4.3 Some of the key achievements have been:

- Fewer young people are NEET (not in employment, education or training).
- Increase in weekend youth provision including XL youth village and youth buses.
- More young people are engaged in positive activities.
- More opportunities for young people to volunteer.
- Fewer first time young offenders.
- Reduced offending amongst young people in care.
- Improve support to victims of crime
- Opening of 'wellness centres' across the city
- More initiatives to reduce obesity
- More young substance misusers are in receipt of support and treatment
- More parents are breastfeeding
- Fewer mothers are smoking during pregnancy
- High levels of immunisation rates are being sustained
- Higher % of schools have achieved Healthy School status
- 'Targeted mental health programme' delivered in 23 schools
- All schools have a dedicated lead for mental health
- More schools have an accredited Anti-Bullying Policy
- More young parents are receiving childcare advice and support
- Fewer repeat incidences of domestic violence
- More children and young people feel safe from crime
- More schools have a school travel plan
- Improved performance for early years and childcare provision
- Very good school attendance
- Low number of permanent exclusions
- More young people achieving 5 or more A*-C grades at GCSE
- Increased access to parenting programmes and information
- Website for disabled children was re-launched
- Increased use of multi-agency 'teams around the family' to address needs

5. Future Partnerships and Governance Arrangements

- 5.1 In December 2010, the Coalition Government published the *NHS White Paper: legislative framework and next steps*. Contained within this document are a proposal to develop the role of health and well-being boards and enhance joint working arrangements through a new statutory responsibility for local authorities to develop a joint health and well-being strategy.
- 5.2 In the meantime, Children's Trusts continue to be a statutory requirement, with the priorities set out in the CYPP 2010-2013 delivery plan being the key strategy by which the Children's Trust and its partners will achieve better outcomes for children, young people and their families in Sunderland.
- 5.3 The Children's Trust will participate fully in any discussions and considerations in the development of a Sunderland Health and Well-being Board.

6. Reasons for the Decision

- 6.1 As an Article 4 Plan, which has been endorsed by Scrutiny Committee, Cabinet and Council, the annual report is provided to assure Members that the actions outlined in the plan have been taken forward.

7. Alternative Options

- 7.1 The annual report is presented to Cabinet to inform members of the outcomes achieved as part of the CYPP 2009-2010, and as such there are no viable alternative options.

8. Relevant Consultations

- 8.1 In preparing the Annual Report, a range of partners were consulted, including Children's Trust partners, partnerships and outcome leads.

9. List of Appendices

- Children and Young People's Plan Annual Report 2010

CHILDREN AND YOUNG PEOPLE'S PLAN 2009/10

ANNUAL REPORT 2010

DRAFT

**COMPILED BY: Joint Commissioning Team,
Children's Services**

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DRAFT

1. PURPOSE OF THIS DOCUMENT

The Children and Young People's Plan (CYPP) Annual Report 2010 aims to provide

- A progress update on the ten priorities and related actions and targets in the CYPP 2009/10
- An overview of partnerships' priorities
- An overview of priorities that cut across the whole of the Children's Trust

2. INTRODUCTION

The CYPP Annual Report 2010 provides an overview of the progress made against the priorities and actions in the CYPP 2009/10. These priorities and actions have now either been completed or changed and progressed as a result of changes in national policy and/or local delivery; one of these conclusions is reflected in each progress update.

The CYPP 2009/10 contained outstanding actions from the CYPP 2007-09 and provided an overview of plans to transform the CYPP from 2010 onwards. The CYPP Annual Report 2009 describes the CYPP 2009/10 as:

"...a transformational plan providing continuity for the priorities and actions in the CYPP 2007/9 as well as setting out the planning process for establishing a 15 year strategy for the Children's Trust.

The 2009/10 plan:

- *Reiterates the ethos and principles of Sunderland Children's Trust and the context in which the Children's Trust operates*
- *Provides an overview of our review into the CYPP 2007-09*
- *Identifies the priority outcome areas within the ten priorities of the Children's Trust*
- *Sets out the process for developing the 15 year commissioning strategy. "*

Whilst the CYPP 2009/10 was being implemented, the future of the Children and Young People's Plan was being discussed by the Children's Trust and various stakeholders. Consequently, in October 2009, the Children's Trust undertook a comprehensive Needs Assessment, one of the key catalysts leading into the Children's Trust's fifteen year strategy and the first of five three year delivery plans.

3. KEY ACHIEVEMENTS

The following headlines highlight some key achievements and impact in 2009/10 linked to our outstanding actions from the CYPP 2007/9:

Positive contribution and economic wellbeing

- fewer young people are 'not in employment, education or training',
- increase in weekend youth provision including 'XL youth village' and 'youth buses'
- more young people are engaged in positive activities
- more opportunities for young people to volunteer
- fewer first time young offenders
- reduced offending amongst young people in care
- improved support to victims of crime

Healthy

- opening of 'wellness centres' across the city
- more initiatives to reduce obesity
- more young substance misusers are in receipt of support and treatment
- more parents are breastfeeding
- fewer mothers are smoking during pregnancy
- high levels of immunisation rates are being sustained
- higher % of schools have achieved Healthy School status
- 'targeted mental health programme' delivered in 23 schools
- All schools have a dedicated lead for mental health

Safe

- more schools have an accredited Anti-Bullying Policy
- more young parents are receiving childcare advice and support
- fewer repeat incidences of domestic violence
- more children and young people feel safe from crime
- more schools have a school travel plan

Learning and sharing

- improved performance for early years and childcare provision
- very good school attendance
- low number of permanent exclusions
- more young people achieving 5 or more A*-C grades at GCSE
- increased access to parenting programmes and information
- website for disabled children was re-launched
- increased use of multi-agency 'teams around the family' to address needs

4. PROGRESS UPDATE

4.1 The ten priorities

The CYPP 2009/10 retained the ten priorities of the previous plan, the CYPP 2007/09 whilst including only those actions which either,

- had not been completed by 31 March 2009 or
- were ongoing.

The progress update below demonstrates what activity took place during 2009/10 and how well outcomes were improved/achieved.

Priority 1: Be strong individuals, proud of their city and contribute to its future

Establish a mentoring and advocacy service for children and young people

Action: Establish and evaluate the impact of a mentoring and advocacy pilot through peer mentoring for children and young people who offend.

Progress made: In 2009/10 the Youth Offending Service completed a pilot through which young people from Sunderland College were trained as peer mentors. The pilot included a residential at Derwent Hill where mentors and young people were matched. An evaluation of the pilot identified best practice which has been used to support individual young people accessing mainstream YOS services to become young mentors. For example, a young female peer is mentoring other young people undertaking the Phoenix Fire Safety project.

Integrate services for young people

Action: Involve young disabled people in the implementation and monitoring of the Council's Disability Equality Scheme.

Progress made: During 2009 the Government announced plans for a Single Equality Scheme to be introduced during 2010 and 2011. Our plans to involve young disabled people have been revised to accommodate this policy change and will include a consultation exercise with the Independent Advisory Groups and also young disabled people.

During 2009/10 we continued to engage and involve young disabled people on a range of issues affecting their lives. Specifically, they were fully engaged in the development of the Aiming High Project to enhance short-break care.

Priority 2: Be aware of how their behaviour affects others and the importance of staying out of trouble

Action: Supporting those at risk of offending and those who have offended.

Progress made: The Wear Kids programme aims to prevent children and young people from entering the criminal justice system by identifying the most at risk young people and engaging them and their families. During the latter part of 2008/9 Department of Children Schools and Families (DCSF) funding enabled a wider provision of prevention services to be available.

- Challenge and Support programme
- Youth Crime Family Intervention Programme.

The Youth Offending Service (YOS) was identified as a Beacon for Reducing Re-offending by the IDEA Beacon scheme with Beacon status until June 2009. Since then Sunderland YOS continued to deliver the projects and programmes that led to the Beacon award.

The number of First Time Entrants (FTEs) has reduced year on year and far exceeds the target of a 1.9% reduction year on year.

In 2009/10, the YOS achieved a 26.7% reduction in re-offending. In the same year a higher percentage of young offenders were supported in education, employment and training.

Action: Supporting victims of crime.

Progress made: Agencies work together to support victims, including Northumbria Probation, Victim Liaison Officers and the YOS. The YOS has a dedicated Restorative Justice Team, which includes specialist victim support workers and a Young Victims Action Plan to ensure a range of support is offered to young people who are victims of crime. Specialist support is offered, e.g. support for victims of sexual offences.

A DVD has also been developed by working with young people who have offended, young victims of crime and parents to provide information to young people and their families about where young victims can access support

Priority 3: Make positive lifestyle choices

Increase number of children and young people participating in physical activity and choosing healthy diet and reduce the rate of increase in childhood obesity

Action: Provide new opportunities and access for young people by developing 5 community wellness venues.

Progress made: During 2009/10 the Wellness Centres were identified and plans developed to introduce the LAF (Lifestyle Activity Food) programme which supports children aged 5 to 15 years and their families. The programme, launched in May 2010, takes a healthy lifestyle approach, is fun and interactive and is run at various venues, times and days across the city, including Saturday mornings. Fun and practical sessions are designed to encourage people to eat well, move more and live longer. Those who participate have the opportunity to try new activities and can access free or discounted physical activity/wellness centre sessions.

Action: Identify at risk (<2 years) and overweight/obese children (in reception and year 6) and offer evidence based community weight management interventions.

Progress made: During 2009, it was agreed to fund the Children's Weight Management Programme in Sunderland, to commence 1 April 2010, for 3 years. The programme is a multi-component Tier 2 and Tier 3 service, which assesses, treats and manages overweight and obesity, as part of a life course approach to treating and managing obesity in Sunderland. The programme is offered to those aged 2 to 16 years, who attend an 8 week programme of weekly sessions to encourage families to get involved in healthier lifestyles.

Sunderland is a pilot site for the HENRY Programme (Health Exercise Nutrition for the Really Young), which began in January 2010 at Ryhope Children's Centre. The programme aims to work with parents of babies and pre-school children to prevent childhood obesity. The pilot will be rolled out to Valley Road Children's Centre and Bumps2Babies during 2010, and is due to be completed November 2010.

Triple H (Healthy, Happy Helpers) – Triple H is an interactive programme for 2 to 4 year olds and their parents/carers. It rewards positive behaviours with regard to healthy eating, being physically active and good oral health. The programme began in January 2010 and is delivered across all 17 children's centres. The programme will be concluded in November 2010.

Reduce substance misuse amongst children and young people

Action: Identify areas of high risk and secure priority access to substance misuse information, advice, education and services provided by trained staff.

Progress made: Needs analysis has identified high risk groups and 'hot spots'. Youth Drug and Alcohol Project (YDAP) staff began working with XL Village to bring advice and service accessibility to hot spot areas in the city. There has been an increase in the number of young people entering and receiving treatment. All schools and other agencies have been trained in screening for substance misuse to enable more effective referrals for treatment.

Priority 4: Lead healthier lives

Reduce mortality rates in children aged 1 year or less

Action: Increase the numbers of mothers initiating breastfeeding through structured intervention from first ante-natal contact to delivery.

Progress made: Breastfeeding rates have increased from 17.3% in March 2009 to 25.4% in March 2010. As well as having a Breastfeeding Co-ordinator in place (appointed in November 2009), interventions that are offered include

- Sunderland is working towards achieving UNICEF Breastfeeding Friendly Status and it is anticipated that all three stages will be complete by the end of February 2011. A rolling programme of training is underway to ensure staff are trained to UNICEF standards.
- A Rapid Process Improvement Workshop (RPIW) was held in March 2010, which aimed to improve the entire breastfeeding pathway, with groups focusing on four key workstreams: data quality; support throughout the antenatal period; support given during the postnatal period; and defining clear roles and responsibilities of healthcare professionals throughout the entire pathway.
- A Maternity Services Liaison Committee (MSLC) has been established. Terms of reference include supporting service user feedback. Following an audit undertaken with November 2009 cohort of maternity unit, a resulting action has been to provide greater breast feeding support in hospital and following discharge.

Action: Decrease the proportion of mothers who smoke during pregnancy through structured interventions and specialist support throughout pregnancy and post-natal period.

Progress made: The downward trend in the proportion of mothers who smoke during pregnancy continued through 2009/10 with a slight reduction from 22.7% to 22.2%. As well as encouraging mothers not to smoke through universal services, all expectant mothers who smoke are automatically referred to the 'pregnancy stop smoking' service delivered by specialist pregnancy advisors at home to mothers-to-be who are automatically allocated this service but who can choose to opt out. Plans are being developed to run a pilot in one or two areas to see if the use of CO2 monitors at appointments can increase uptake of stop smoking services.

Improve prevention, early intervention and effective management of childhood illness

Action: Reduce the incidence of preventable childhood illness through the child health promotion programme including increased uptake of 2nd MMR vaccination and school vaccination programme.

Progress made: The overall uptake of the immunisation programme in Sunderland is generally good and is increasing across the board, compared to 2008/09 performance. Looking specifically at the 2nd MMR vaccination performance has increased from 83% to 86.8%, which is above the figure for England. With regard to the school vaccination programme performance for Children aged 5 (DTaP/IPV) was 88.4%, which was above target.

Action: Establish paediatric emergency decision making unit and associated community nursing service to support the reduction of unnecessary admission to hospital.

Progress made: Plans and negotiations continued during 2009/10 to establish a separate Paediatric Emergency Decisions Unit (PEDU) . These plans will be subject to review and ratification during 2010/11

Priority 5: Feel good about themselves

Promote mental health and emotional well-being across children and young people settings. Monitor impact of service delivery

Action: Establish benchmarks for monitoring emotional health and measuring impact of services.

Progress made: Benchmarks have been established in 2009/10 and sit alongside the national indicators NI50 and NI51, which relate to the emotional health of children and the effectiveness of services. A procurement process will be undertaken during 2010/11, in which standards will be set for services to meet, relating to emotional health outcomes and the performance of services.

During 2009/10, the % of schools achieving Healthy school status – which includes the promotion of mental and emotional well-being – increased from 61% to 76%.

Priority 6: Be safe in the community, at school and at home

Develop and improve parenting strategies

Action: Extend access for young parents to childcare, advice and support services to enable them to help their children develop and thrive.

Progress made: The main service that offers targeted support to young parents is B2B+ (Bumps to Babies Plus). In 2009/10, 36 young mums used “care to learn” which enabled them to access training and education provision while childcare was provided.

In the same year Connexions supported teenage mothers into education, employment and training (EET). Of the young mothers known to Connexions, 24% of them were in EET and Connexions offered support, advice and guidance to those that were not.

Improve outcomes for children and young people affected by parental behaviour, including domestic violence, substance misuse and mental health

Action: Have in place clear multi-agency assessment and intervention arrangements for working with families impacted on by Domestic Violence and establish clear pathways to service provision

Progress made: Sunderland has in place the Multi-Agency Risk Assessment Conference (MARAC) of statutory and voluntary sector representatives, which makes safety plans for high risk survivors/victims of domestic abuse and reduces the risk of future harm.

Establishing effective multi agency referral pathways for domestic violence has seen a reduction in repeat incidents of domestic violence. In 2009/10, the MARAC achieved their target to reduce repeat incidents of domestic violence. There was 22% repeat incidents of domestic violence reviewed by MARAC April to Dec 2010, well below the target of 30%, seeing a reduction from the original 2008 target of 34%.

A conference to look at the safeguarding elements of domestic violence was held late 2009 and in March 2010 a ‘Tackling Violence Against Women and Girls Conference’ took place. The Sunderland Safeguarding Children Board continues to work in partnership with the Safeguarding Adults Board and the Safer Sunderland Partnership to develop a Violence against Women and Girls action plan. A Domestic Abuse lead for SSCB has been identified. This action plan will consider 3 elements, Prevention, Provision and Protection.

Improve multi-agency arrangements and responses to bullying

Action: Have in place a robust system for children and young people to report incidents of bullying and improve consistency of recording in schools and other settings.

Progress made: During 2009/10, schools used their own systems to record bullying incidents. Impact Family Services offered support to schools, helped develop anti-bullying policies and delivered training and interactive sessions with teachers and pupils. The organisation also delivered an anti bullying conference for pupils and professionals from Sunderland schools. In 2009, it was agreed an Anti Bullying Coordinator would be employed to raise awareness, share good practice and improve consistency in responding to and recording bullying incidents across Children's Services and the voluntary sector. By March 2009, 75% of schools had an Anti-Bullying Policy in place that met the requirements of the Healthy Schools Programme. This compares with 53% in the previous year.

Investigate children and young people's fear of crime

Action: Investigate levels of and causes of children and young people's fear of crime. Set measurable outcomes and baselines.

Progress made: In September 2008 a report on the findings of research into young people's fear of crime was produced by Assist consultancy on behalf of Sunderland Youth Offending Service. The survey provided a baseline figure for comparing young people's fear of crime with that identified from the adult survey. It also provided a baseline for future measurement. In 2010 the second Youth Fear of Crime Survey 2010 was completed and findings were that 61.5% of children and young people in the 2010 survey felt safe, an increase of 17.6%. A new finding in the 2010 survey was young people being increasingly aware of crime through technology such as mobile phones and internet social networking sites. Sunderland YOS responded to this and began to deliver a specific intervention with young people offending and at risk of offending around cyber bullying and staying safe using the internet and other technologies.

Improve road safety

Action: All schools to have School Travel Plan by 2010.

Progress made: All schools in Sunderland have a travel plan in place. Each plan puts forward a package of measures to improve safety and reduce car use and is based on consultation with teachers, parents, pupils and governors and other local people. Each plan includes:

- A description of the school
- Results of consultation, including how children travel to school and how they would like to travel to school
- A description of any travel or transport issues
- Plans to improve travel and/or transport issues
- A description of how the Local Authority and the school will work together to monitor and review the plan and its impact

Action: Identify link between rate of road traffic accidents and areas of high deprivation and use results in planning targeted actions and preventative measures.

Progress made: Every year analysis of road traffic accidents is undertaken and this includes analysing links between casualty numbers and areas of deprivation,

at super output area level. This analysis has contributed to the work of the Child Accident Prevention partnership and the Child Poverty Board. Analysis shows

- The number of road traffic accidents has continued to decline in recent years and it is anticipated the Government's target for 2010, for a 50% reduction in children killed or seriously injured (KSI) from the 1994-98 average, will be met
- There are more road traffic accidents in areas of under 20% IMD¹

The Council prioritises areas with a significant accident history and attempts to make improvements through education, promotion and the implementation of traffic engineering measures. The Council uses this information to help formulate a programme of future works.

Action: Strengthen arrangements for joint working between the Council, Schools, Health and Police to achieve a co-ordinated approach to strategic planning.

Progress made: During 2009/10 multi-agency arrangements were strengthened. Specific work takes place with Tyne and Wear Fire Service and SAFC². Also, as part of strategic planning, the Council works with twelve other Local Authorities in the region, from Northumberland to Redcar & Cleveland, which aims to reduce the number and severity of road accidents through education, training and publicity policies and programmes.

Action: Address road safety issues, and embed and sustain arrangements through Building Schools for the Future (BSF).

Progress made: Data linked to child casualties has been routinely monitored, particularly casualties that take place during journeys to and from school. Safer Routes to School has worked with schools and helped make improvements when there have been any known casualty issues. The number of 0 – 15 year olds who are killed or seriously injured in road traffic accidents fluctuates year to year and has not significantly changed in recent years.

Reduce the rate of accidental injury to children and young people

Action: Produce multi-agency accident and injury prevention strategy for 2008-2011 based upon review of 2005-2008 strategy and Healthcare Commission recommendations; set local baselines and targets.

Progress made:

A draft strategy has been developed in 2009/10. During 2010 a thorough needs assessment is being conducted with the aim to revise the strategy. Accident prevention activity is focussed through schools and children's centres across the city. For schools, there is an Injury Minimisation Programme and a range of fire, water and road safety interventions. Children's Centres deliver the Safe at Home Scheme which provides safety equipment.

The Accident and Prevention Partnership is established and will oversee the completion of strategy and implementation plan for improving outcomes.

¹ IMD – Indices of Multiple Deprivation

² Sunderland Association Football Club

Priority 7: Achieve in their education

Amend current provision of services for children with special educational needs (SEN) and AEN (Additional Educational Needs)

Action: Implement proposals to increase city wide capacity to meet needs of children and young people with SEN.

Progress made: Provision is in place to support children with a special educational need through School Action, School Action Plus and Statements, which reflect escalating levels of need. Special schools support only those children with a statement. Mainstream schools support children with all these levels of need. Specific support services are offered through mainstream schools and are known as Resourced Provisions (RPs).

Sensory impairment <ul style="list-style-type: none"> - George Washington Primary School - Thorney Close Primary School - Sandhill View School 	Learning difficulties <ul style="list-style-type: none"> - Usworth Grange Primary School - Academy 360 - Washington School
Physical and medical difficulties <ul style="list-style-type: none"> - Oxclose Nursery - Oxclose Village Primary School - Oxclose Community School 	Autistic Spectrum Disorder <ul style="list-style-type: none"> - Farringdon School - Biddick School
Speech and language difficulties <ul style="list-style-type: none"> - Highfield Community Primary School - Hylton Red House Primary School - New Penshaw Primary School - Hetton School 	

Some of the RPs are designed to increase in capacity year on year. There are also a small number of short term placements which can be used as and when they are needed.

The LDD Strategy was based on contributions from parents and carers of disabled children and SEN is part of the implementation plan. A comprehensive review of SEN will take place during 2010. The provision that is currently in place is designed to meet current needs.

Priority 8: Enjoy sport, leisure and play

Provide accessible and quality play opportunities

Action: Secure more accurate recording of activity levels among children looked after in order to secure a baseline figure to measure improvement from September 2007.

Progress made: It is difficult to measure actual levels of activity and an appropriate data collection system has not been identified. Through CLA Reviews information is held on each child although it is unlikely each review captures all activity from one review to the next. Foster carers and children's homes actively encourage and support children to engage and take part in various activities. Ofsted inspections of children's homes are positive and find children have a wide range of leisure interests and activities (of the 7 homes, 4

currently score outstanding for helping children to enjoy and achieve), and in the recent Ofsted inspection of the fostering service was also judged outstanding in this area.

Action: Engage with BME network to promote and measure engagement of BME children and young people in sport, leisure and play.

Progress made: The Local Authority provides accessible, high quality facilities for all of Sunderland's residents, including those who are of a black and minority ethnic origin, and this group is engaged in the development of provision. In particular, the Raich Carter Sport Centre, which in the East of Sunderland and is in an area with a high BME population, has introduced a range of BME focussed initiatives in consultation with community groups. For example, programming gym and swim sessions for the Bangladeshi community including private sessions for women, and sessions for young people provided by Young Asian Voices. 'Sangini' – BME women's organisation – are proactive in the development community wellness centres and the SAFC Foundation continues to build links with the BME communities through footballing initiatives across the city.

Action: Scope and carry out a study into costs of transport and the impact of these on sport, leisure and play.

Progress made: The focus of this action has changed and this is now in the CYP Delivery Plan 2010-2013 as part of wider issues relating to accessibility and affordability.

Priority 9: Live in decent homes

Identify need around homelessness

During 2009/10, the Housing Strategy Team has developed a new approach to needs assessment and will use this to analyse the needs of young people linked to homelessness.

Priority 10: Get the right training, further education and jobs

Action: Providing opportunities for young people to access training, further education and employment through for example, work-based mentors for young people, training and support package for employers.

Progress made: During 2009/10 a number of actions have been taken and the outcome has significantly improved

- Since June 2009, NEET figures have been lower than the same period in the previous years.
- Between September 2009 and January 2010 the NEET outturn reduced by 4.4%, a positive change of 35%
- From October 2009 to January 2010, intense work by all partners resulted in Sunderland improving to the 30th highest in January 2010 compared to third highest in January 2009
- In December 2009, Sunderland was the third most improved and in January 2010 the second most improved compared to the same period in the previous year

- In the three month period November 2009 – January 2010, Sunderland was rated as the twelfth highest compared to second highest in the same period in the previous year and the third most improved.
- Sunderland has narrowed the gap on the national average by 3.4% from 08/09 to 09/10, by 2.9% compared to the North East average and by 2.1% compared to the Tyne and Wear average.

4.2 Partnership strategic priorities

A number of partnerships identified key priorities for themselves to progress during 2009/10.

The progress update below demonstrates what activity took place during 2009/10 and how well outcomes were improved.

Early Years and Childcare (Strategy in place)

	Progress Update
Improve the outcomes for all children under 5.	<p>NI72³ has improved significantly as a result of the work undertaken in 2009/10 which has contributed to Sunderland's performance being above the national average as reported in June 2010.</p> <p>This outcome has been achieved by the services provided through Children's Centres, childcare, schools and health for young children and their parents. For example universal health services, community involvement and play and family learning services.</p> <p>The outcome has also been achieved by providing support and training for childcare and school settings to improve the quality of the teaching and learning in early years provision.</p>
Close the gap between those with the poorest outcomes and the rest by ensuring Early Childhood Services are integrated, proactive and accessible.	<p>NI92⁴ has been improving. The gap was narrowed to just 0.2% wider than the national average.</p> <p>This outcome has been achieved by services targeting families living in the lowest 20% IMD areas and</p> <ul style="list-style-type: none"> • Ensuring young children's needs are identified early and a package of

³ measures the achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in personal, social and emotional development and communication, language and literacy

⁴ measures the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest

	<p>support provided to meet those needs through the CAF process, such as family support, free childcare and early years mental health services</p> <ul style="list-style-type: none"> • Play and Family Learning services providing activities for specific target groups eg young parents, women experiencing domestic violence and the BME community • Supporting childcare and school settings to identify children's needs early and providing training and action research groups to improve the learning for boys, BME children and speaking and listening skills.
To ensure that the provision of childcare is sufficient to meet the requirements of parents in Sunderland in order to enable them to work or undertake education or training leading to work.	<p>A Childcare Sufficiency Review has been completed in September 2009 and shows there is sufficient childcare available within Sunderland.</p> <p>A Childcare Sufficiency action plan is in place and a Childcare Sufficiency Assessment will take place during 2010, to be completed by March 2011.</p>

Family and Parenting (Strategy in place)

	Progress Update
<p>Provision of parenting programmes and support at universal, targeted and specialist levels of service delivery.</p> <p>Provision of preventative and early intervention services and programmes.</p>	<p>The Universal level is operating 2 programmes. From Autumn 09 to Summer 10, 280 parents accessed either group or 1:1 sessions. During the same time, 199 parents accessed the targeted level and 20 parents accessed the specialist level.</p>
<p>Availability of information, guidance and advice for parents through a range of universal settings.</p>	<ul style="list-style-type: none"> • Leaflets are in all children's centres provide information • The Family Information Service (FIS) website provides information and parents can call the call centre or the families and parents team • Staff provide information, advice and guidance to parents.
<p>Development of universal parenting support in local communities, accessible at times when parents want and need it.</p>	<ul style="list-style-type: none"> • 5 Family Nutrition Programmes are run every term • The Family and Parents Team provide grants to schools and community organisations for services such as

	<p>crèches</p> <ul style="list-style-type: none"> The Family and Parents Team pay for 20 staff from schools and community organisations to have training on Strengthening Families and Communities.
Development of skilled workforce to deliver services and programmes.	For each parent programme, a practitioners support sessions is run which includes information and training. The Families and parents team also coordinate training courses run by CWCD (Children's Workforce Development Council).

Child and Adolescent Mental Health (Strategy in place)

	Progress Update
	All CAMH provision will be reviewed during 2010 with plans in place to set up new contracts for 2011 onwards.
Enhance school based provision through successful Targeted Mental Health in Schools Programme through mental health lead role in school, development of whole school approaches including SEAL programme and the development of school based counselling and peer mentoring services to support both emotional health and well being and bullying agenda.	TAMHS are now operating in 23 schools, 18 primaries and 5 secondaries. In December 2008, extra money was received to deliver TAMHS in behavioural special schools and the Pupil Referral Units. Schools involved in the project have received Short Child and Adolescent Mental Health Programme (SCAMHP), which is a four session, mental health training package. Some staff in each TAMHS school have also had foundation training in Cognitive Behavioural Therapy. A programme called FRIENDS, which addresses anxiety and builds emotional resilience is now running in most of the TAMHS schools, with great success. Peer mentoring training was carried out in two secondary schools in June/July 2009. All schools have now identified a designated lead for mental health. These leads meet half-termly to receive training, feed back on the project and share good practice. In-school counselling started during this period and is growing in schools as they develop therapeutic spaces.

Children in Care (Strategy in place)

	Progress Update
Implement the recommendations of the White Paper "Care Matters: Time for Change".	All the recommendations from Care Matters: Time for change have been implemented including the Virtual School Head Teacher, personal allowances and

	sufficiency duty.
Reduce offending amongst children looked after.	The outturn for this year is lower than the year previous. 1.15 compared to 1.21 last year. Offending is reducing as set out in the Youth Justice Plan.

Learning Difficulty & Disability (Strategy in place)

	Progress Update
Ensure that children and young people, their parents/carers and professionals have information that is accessible, appropriate, and in a range of different formats.	<p>The website for disabled children was updated and re-launched in October 2009, with a steering group meeting regularly to provide further updates.</p> <p>The multi-agency signposting booklet was rewritten and re-launched in May 2010 and also available on the website.</p> <p>A regular newsletter concerning the Aiming High for Disabled Children programme is sent to families who are eligible for support through that programme.</p> <p>A monthly newsletter is sent to families by Sunderland carers Centre and this is also available on the website.</p>
Provide options and opportunities for employment, education and training. Develop pathways to ensure continuity of support and provision across Children's and Adult Services.	<p>Connexions LDD Personal Advisers work with young people, including those placed outside of Sunderland, to support transition into employment, education and training. Connexions LDD Personal Advisers work closely with DEA to support young adults into supported employment opportunities. NEET Newsletter sent to NEET client group giving details of training, education and employment opportunities.</p> <p>Extensive information provided on Connexions website together with an electronic vacancy service.</p> <p>Recruitment and Information Directory delivered to all Year 11 pupils at their home address.</p> <p>Activity Agreement Key Workers have worked on a one to one basis with NEET young people aged 16-17 to help them into a positive outcome. This has involved individualised support packages and development opportunities.</p>

Ensure all staff, working with children and young people with LDD receive appropriate disability awareness training and skills development.	Appropriate training is provided to staff to ensure needs relating to disability are met.
Ensure that mainstream services are accessible; ensure there is easy and prompt access to therapies; ensure access to equipment is timely and available consistently.	This action was highlighted following the implementation of the LDD Strategy and access to therapy and equipment is on the action plan for further work.

Risk and Resilience (Strategy in place)

	Progress Update
Provision of services for high risk groups in targeted settings and “hot spot areas”.	Youth Drug and Alcohol Project (YDAP) staff work with XL villages and youth buses to provide advice in targeted and hot spot areas.
Team Around the Child/ Family approach, aligned to the Prevention Strategy to ensure effective multi disciplinary working.	YDAP prevention workers are part of the TAC/TAF panels and undertake lead professional roles.

14-19 (Strategy in place)

	Progress Update
Respond to diversity, achieve and celebrate equality, in order to raise and realise aspirations.	Plans were developed in 2009 to implement partnership priorities in 2010. The partnership continues its work so that there is an adequate supply of qualifications delivered locally through Foundation Learning to meet the needs of young people with LDD.
Have effective links with employers to ensure high quality work related learning and enable young people to have access to high quality, impartial Information, Advice and Guidance and appropriate support.	This is in place and the partnership will look to continuously improve this.

Youth (Strategy in place)

	Progress Update
Increase the numbers of young people who participate in positive activities in their leisure time and improve access to integrated youth services at	<ul style="list-style-type: none"> The Youth Development Group and voluntary sector key partners, through direct delivery and commissioned front line neighbourhood youth provision,

<p>weekends and during school holidays.</p>	<p>have increased the number of young people participating in structured positive activities from 5756 in 2008/09 to 6040 in 2009/10</p> <ul style="list-style-type: none"> • Weekend provision has increased with 1639 sessions held in 2008/09 and 2246 sessions in 2009/10, an increase of 607 sessions • Holiday provision has decreased with 2018 sessions available in 2008/09 and 1840 sessions in 2009/10, a decrease of 145 sessions. This is partially explained by (1) changes to the PAYP (Positive Activities for Young People) grant, which became more targeted in 2009/10 around NEET (not in education, employment or training) and pre-NEET and (2) an emphasis on weekend working.
<p>Further develop and implement the engagement of young people in their community as active citizens and volunteers.</p>	<ul style="list-style-type: none"> • The Children and Young People's Participation Framework is being updated by the Strategic Implementation Group, which meets bi-monthly • The Citizenship and Volunteering Group meets bi-monthly. It aims to link services and promote work associated with citizenship and volunteering for young people 13-25 • The Children's Participation Practitioners Group has been formed to support and promote the children's participation agenda • Citizenship Week 2010 took place from 15 to 21 March 2010 and involved children and young people from 33 schools and youth projects • The UK Youth Parliament elections took place between 26 February and 5 March 2010 with 7744 young people voting, electing 2 members (MYPs) and 2 deputy members (DMYPs) of the UK Youth Parliament. 44 Primary Schools (Year 6), 12 Secondary Schools and 9 Youth Groups hosted the election. Sunderland's representatives took part in the (1) UK Youth Parliament annual city debate in Belfast and (2) the young people's debate in the House of Commons, which was screened on the

	<p>BBC Parliament channel</p> <ul style="list-style-type: none"> • Youthink5, the young people annual consultation on the youth service, took place using questionnaires and focus groups and involved 415 young people and focused on the importance they place on different aspects of the work delivered by or fund through the Youth Development Group • The Change Council have continued to be an active voice for Looked After children and young people • The Connexions Youth Engagement Group has linked with the 14-19 Strategy • 80 young people from Young Asian Voices voted in the election of their Boys' Committee, the work supported by the Youth Development Group. Plans are being developed to support the election for the Girls' Committee • There are more opportunities for young people to volunteer in Sunderland and targets are being exceeded.
<p>Create access to enhanced integrated youth support services that help to meet the needs of individual young people and their families.</p>	<p>Sunderland is currently implementing changes towards developing and embedding the 0 to 19 (+25) Locality Based Working Strategy which includes the integration of Targeted Youth Support (TYS), developed in 2009.</p>

Youth Offending (Strategy in place)

	Progress Update
<p>Ensure the Youth Offending Service (YOS) structure is 'fit for purpose' in line with the proposed changes to the Youth Justice Board (YJB) Performance Framework.</p>	<p>Sunderland Youth Offending Service has completed a service review to ensure that structures are fit for purpose to meet the YJB performance framework.</p>
<p>Reduce year on year the rate of proven reoffending by young offenders, through the systematic recidivism strategy.</p>	<p>Sunderland Youth Offending Service was identified as a Beacon for Reducing Re-offending by the IDEA Beacon scheme with Beacon status until June 2009. Since then Sunderland YOS has continued to deliver the flagship projects and programmes that led to the Beacon award. These include a nationally recognised approach to offending behaviour interventions, extensive partnerships to</p>

	<p>enable direct and indirect restorative approaches and creative solutions to re-engaging children and young people in education, training and employment as well as creative partnership projects such as the Phoenix project in partnership with Tyne and Wear Fire and Rescue Service. As a result a 26.7% reduction in re-offending was achieved in 2009/10. Sunderland YOS continues to deliver and review its recidivism strategy to ensure continuous reductions in youth re-offending.</p>
<p>Reduce year on year the number of first time entrants aged 10-17 to the Youth Justice System.</p>	<p>There was a 33.9% reduction in first time entrants during 2010/11, well above the target reduction of 1.9% year on year by 2011.</p> <p>Sunderland YOS aims to prevent children and young people from entering the criminal justice system by identifying the most at risk young people and engaging them and their families in needs led intervention through the Wear Kids programme.</p> <p>During the latter part of 2008/9 Department of Children Schools and Families (DCSF) funding enabled a wider provision of prevention services to be available.</p> <ul style="list-style-type: none"> • Challenge and Support programme • Youth Crime Family Intervention Programme. <p>It is projected Sunderland will continue to have a good performance against First Time Entrants (FTE) due to the introduction of Community Resolutions in the summer of 2009. Analysis from August 2009 to March 2010 showed that of the 203 young people who had received a community resolution, 117 (58%) would have been FTE's. The introduction of triage working with young people in police custody suites is also expected to reduce the number of FTE's.</p>

4.3 Priorities that cut across the whole of the Children's Trust

The Children's Trust worked towards a number of shared priorities and the progress update below demonstrates what activity took place during 2009/10 and how well outcomes were improved.

Locality Based Working (Strategy in progress)

	Progress Update
Increase the range of services which are locally accessible and delivered through a multi-agency approach.	A number of agencies sit on CAF panels and multi-agency partnerships that sit within the five localities of Sunderland. More agencies are now involved in the CAF, through which local services are now more accessible.
Have effective procedures for partnership working and information sharing between universal, targeted and specialist services.	Good arrangements are in place and strong links are being made with services. Specific arrangements are in place with Safeguarding.
Ensure local service delivery is consistent with needs analysis and informs the commissioning process.	Needs of children and their families are at the centre of the CAF process and assessment. As a service, information is monitored and analysed to ensure the right services are offered at the right times and are meeting needs and improving outcomes.

Prevention (Strategy in place)

	Progress Update
Implement the vision, principles and standards of preventative practice and service delivery, which all services in the City will operate.	Prevention Strategy in place. Prevention and early intervention is a key focus of the CYPP Strategy 2010-2025 and a delivery principle for all services for children, young people and families
Ensure timely responses to children, young people and their families at times of vulnerability and additional need, working within a Common Assessment Framework.	The CAF is in place and is being implemented through Locality Based Working.
Commission a set of preventative services, which will support early identification of need and effective interventions to improve outcomes for children and	There are a number of preventative services in place, funded through the prevention grant. These services are due to come to an end in March 2011 and exit strategies will be discussed during 2010 to ensure good practice can continue.

young people and their families with additional needs.	
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Participation (Strategy in place)

	Progress Update
To commission a group / service to work with children and young people to develop a child and young person friendly version of the strategy.	The priorities of the strategy are being implemented and children and young people are being informed of these and involved in work to ensure that the priorities, vision and values of the strategy are met.
To ensure that all services have systems in place to feedback to children and young people on how key messages have impacted upon planning, commissioning and service delivery.	For each exercise that children and young people are involved in, there is a standard in place for the person responsible for that exercise to (1) tell children and young people how they will feedback to them (2) to provide feedback. Support for any exercise with children and young people is offered through the Participation Network.
To develop guidelines for services on the recording of equality data to monitor inclusiveness of participatory practice.	There are Council and Directorate groups that are responsible for ensuring equality expectations are fulfilled. Participation is an element of an Equality Assessment, which should be completed or updated on a regular basis.
To adapt the Council's consultation resources to create a guide on the safe and effective engagement of children and young people.	There are many resources that are available and are utilised to ensure children are engaged appropriately
To establish processes, procedures and protocols for all commissioned services around involving children and young people in, Recruitment Commissioning, Complaints and feedback.	There is a draft framework in place relating to the involvement of young people in recruitment.

Workforce Development (Strategy in progress)

	Progress Update
Establish a strategy for workforce innovation and reform for children's services and partners.	A strategy has been developed and signed off by the Children's Trust in 2009.
Prepare a coordinated training and development plan.	A multi-agency training and development plan is in place, in terms of training that is delivered by Children's Services to multiple agencies.
Undertake a needs assessment	A needs assessment has been undertaken

and analysis based on robust data collection systems.	and informed the development of the strategy.
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Safeguarding (Strategy in Progress)

	Progress Update
Improve outcomes for children and young people affected by parental behaviour, including domestic violence, substance misuse and mental health.	These outcomes are part of the Sunderland Safeguarding Children's Board (SSCB) Business Plan. Performance is monitored through the SSCB performance sub group.
Improve road safety.	This is an outcome in the SSCB's Business Plan.
Reduce the rate of accidental injury to children and young people.	Accidental injury has been progressed independently of the SSCB, with the PCT taking a lead. A needs assessment is being undertaken and a strategy developed.
Improve awareness of private fostering arrangements to meet legal requirements.	Awareness raising is being tackled by Services for Looked After Children.
Ensure professionals in all agencies have a clear understanding of children in need and child protection thresholds, to ensure the appropriate children are referred to the appropriate statutory service.	This is the responsibility of the Safeguarding Service, Children's Services. Training is available to multi-agency staff to explain and explore thresholds to ensure appropriate children are referred to the appropriate service.
Publicise the safeguarding message and make available good quality training to all agencies providing a service to children and young people.	A training plan is in place. This will be further developed in 2010 with the appointment of a training development officer and web based training.

5. SUMMARY AND NEXT STEPS

The CYPP 2009/10 was a transformational plan that

- Provided continuity for the priorities and actions in the CYPP 2007-09
- Set out the planning process for establishing a 15 year strategy for the Children's Trust

The CYPP Strategy 2010 – 2025 and Delivery Plan 2010 – 2013 was published by the Children's Trust. The Strategy sets out the vision of the Children's Trust and how the Children's Trust will work towards its priorities. The Delivery Plan identifies priority outcomes and set out what will be done to make improvements to each outcome.

<p>CABINET MEETING – 9 MARCH 2011</p> <p>EXECUTIVE SUMMARY SHEET – PART I</p>	
<p>Title of Report: School Admission Arrangements - September 2012</p>	
<p>Author(s): Executive Director of Children’s Services</p>	
<p>Purpose of Report: To seek approval of the school admission arrangements for September 2012.</p>	
<p>Description of Decision: Cabinet is recommended to approve: i the admission policy and procedures; ii details of the oversubscription criteria; iii published admission numbers (PANS)</p>	
<p>Is the decision consistent with the Budget/Policy Framework? Yes</p>	
<p>If not, Council approval is required to change the Budget/Policy Framework</p>	
<p>Suggested reason(s) for Decision: Cabinet approval of the admission arrangements is required prior to submission to Department for Education and publication for parents</p>	
<p>Alternative options to be considered and recommended to be rejected: The alternative decision would be not to publish admission arrangements which would mean that the Local Authority would be in breach of their Statutory obligations.</p>	
<p>Is this a “Key Decision” as defined in the Constitution? Yes</p>	<p>Relevant Scrutiny Committee: Children, Young People and Learning</p>
<p>Is it included in the Forward Plan? Yes</p>	

SCHOOL ADMISSION ARRANGEMENTS - SEPTEMBER 2012 REPORT

REPORT OF THE EXECUTIVE DIRECTOR OF CHILDREN'S SERVICES

1. PURPOSE OF THE REPORT

- 1.1 To seek approval of the school admission arrangements for September 2012.

2. DESCRIPTION OF THE DECISION

Cabinet is recommended to approve:

- i the admission policy and procedures;
- ii details of the oversubscription criteria;
- iii published admission numbers (PANS)

3. BACKGROUND

- 3.1 The School Standards and Framework Act 1998 (as amended by the Education and Inspections Act 2006, implementing Regulations and the associated statutory School Admissions Code) established a framework for consultation on admission arrangements.
- 3.2 The Act requires the Local Authority (in respect of Community and Voluntary Controlled Schools) to determine, before the beginning of the relevant school year, the admission arrangements which are to apply in respect of that year.
- 3.3 The Local Authority is required to consult all schools (including Voluntary Aided and Trust schools and Academies), Church of England (CE) and Roman Catholic (RC) Dioceses and neighbouring Local Authorities by 1 March 2011, about the admission arrangements for September 2012.

4. CURRENT POSITION

- 4.1 As in previous years, the Local Authority proposes to operate a co-ordinated scheme with Voluntary Aided and Trust schools, Academies and neighbouring Local Authorities.
- 4.2 Appendix 1 sets out the proposed admission arrangements; Appendix 2 sets the oversubscription criteria. For 2012 there are no proposed changes to the arrangements or oversubscription criteria currently in place. Consultation, as outlined in paragraph 3.3, has taken place, with the deadline for responses being 1 March 2011. No responses to the consultation were received, therefore, with Cabinet approval, it is

intended to forward the agreed admissions arrangements to the DfE, as required by law.

- 4.3 Appendix 3 shows the PANs for September 2012 proposed by the Local Authority, as part of the consultation. The following changes are proposed:

Hylton Castle Primary School - reduce the PAN from 45 to 30 to reflect the admissions trend.

Hasting Hill Primary - increase the PAN to 50 to reflect the oversubscription and successful appeals trend of the previous three years

Farringdon Primary - increase the PAN to 55 to reflect the oversubscription and successful appeals trend of the previous three years

- 4.4 The governing bodies of Farringdon and Hasting Hill Primary Schools have requested that the Local Authority increase their PAN from 45 due to a high number of application and successful appeals over the last 3 years. Governors at Hasting Hill Primary School have requested that their PAN be increased to 50. Governors at Farringdon Primary School have requested that their PAN be increased to 55.
- 4.5 The governing body of St John Bosco RC Primary School has requested that their PAN be increased from 25 to 26, in line with their nursery admission number.
- 4.6 There may be further changes to PANs as a result of consultation with governing bodies and the citywide school place planning review, but this would not change the admission arrangements or criteria. This would not impact on the submission of the arrangements to the DfE.

5. REASONS FOR THE DECISION

- 5.1 Cabinet approval of the admission arrangements is required prior to submission to DfE and publication for parents.

6. ALTERNATIVE OPTIONS

- 6.1 The alternative decision would be not to publish admission arrangements which would mean that the Local Authority would be in breach of their Statutory obligations.

7. LEGAL IMPLICATIONS

- 7.1 In line with the School Admissions Code, Local Authorities must determine, consult on and publish its admission arrangements.

8. RELEVANT CONSULTATION

- 8.1 Consultation took place with Headteachers and Chairs of Governing Bodies of Community, Voluntary Controlled, Voluntary Aided and Trust Schools and Academies; CE & RC Dioceses and neighbouring Local Authorities.

9. BACKGROUND PAPERS

- 9.1 Report to Cabinet 10 March 2010.

Co-ordinated Admissions Scheme for secondary schools in the area of Sunderland Local Authority

Introduction

1. This scheme is made by Sunderland City Council under the Education (Co-ordination of Admission Arrangements) (Secondary) (England) Regulations 2002 and applies to all Secondary Schools in Sunderland.

The proposed Co-ordinated Admission scheme for Sunderland LA is set out below and complies with the changes introduced in the new School Admissions Code, which reflects new legislation laid out in the Education and Inspections Bill 2006.

A separate scheme exists in relation to primary schools

Interpretation

2. **In this Scheme -**

"the LA" means Sunderland City Council acting in their capacity as local authority;

"the LA area" means the area in respect of which the LA is the local authority;

"primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"school" means a community or voluntary school (but not a special school) which is maintained by the LA;

"trust schools" means such of the schools as have trust status;

"voluntary controlled schools" means such of the schools as are voluntary controlled schools, where the LA sets the admissions criteria and offers places;

"VA schools" means such of the schools as are voluntary-aided schools;

"academy" means such of the schools as have academy status;

"admission authority" in relation to a community or voluntary controlled school means the LA and, in relation to a VA or Trust school or academy means the governing body of that school;

"the specified year" means the school year beginning at or about the beginning of September 2012;

"admission arrangements" means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

"parent/carer" means any person who holds parental responsibility as defined under the 1989 Children Act and with whom the child normally resides;

"casual admission" means any application for a place in the first year of secondary education that is received after 1 April 2012 including those received during the academic year commencing in September 2012 and applications for a place in any other year group received at any time from the commencement of the Scheme; and

"eligible for a place" means that a child has been placed on a school's ranked list at such a point, which falls within the school's published admission number.

Commencement and extent

This scheme applies in relation to the admission arrangements for the schools for admission year 2012/2013 (the specified year).

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The governing body of each of the VA and Trust schools and academies will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

The Scheme

1. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in

Schedule 2.

2. The Scheme shall apply to every secondary school in the LA area as identified in Appendix 1 (except special schools) and shall take effect from 16 April 2011.
3. The Scheme will also include applications from parents seeking admission to Sunderland schools who live within the following neighbouring LAs:
 - Durham LA
 - Gateshead LA
 - South Tyneside LA

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

SCHEDULE 1

PART I - THE SCHEME

1. There will be a standard form known as the Application form (AF).
- 2 The AF will be used for the purpose of admitting pupils into the first year of secondary education in the specified year, and for any applications made for a "casual admission" into any year group in the admissions round leading up to, and during, the academic year 2012/2013.
3. The AF must be used as a means of expressing up to 3 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the LA area wishing to express a preference for their child-
 - a. to be admitted to a school within the LA area (including VA and trust schools and academies);
 - b. to be admitted to a school located in another LA's area (including VA and trust schools and academies).
4. **The AF will -**
 - a. allow the parent to express up to 3 preferences by completing the form, including, where relevant, any schools outside the LA's area, in rank order of preference,

- b. invite parents to give their reasons for each preference,
- c. specify the closing date and where the application form must be returned, in accordance with paragraph 10.

5. The LA will make appropriate arrangements to ensure:

- a. that the AF is available on request from the LA and on-line at **www.sunderland.gov.uk** and
- b. that the AF is accompanied by a written explanation of the co-ordinated admissions scheme.

6. The LA will take all reasonable steps to ensure that:

- a. every parent resident in the LA area who has a child in their last year of primary education receives a copy of the AF (and a written explanation); and
- b. every parent whose application falls within the category of a casual admission receives a copy of the AF (and written explanation), on request, and understands the process.

Parents will be advised that they will receive no more than one offer of a school place and that:

- (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place under the admission criteria; and
- (ii) explain that, if more than one school is nominated and no order of ranking is stated, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked the highest); and
- (iii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.

- 7.** All preferences expressed on the AF are valid applications. The governing body of a VA or Trust school or Academy can require parents who wish to nominate, or have nominated, their school on the AF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required, it will be sent to parents by the governing body for completion and returned to the school.
- 8.** Where a school receives a supplementary form from a Sunderland resident it will not be regarded as a valid application unless the parent has also completed an AF and the school is nominated on it. Where supplementary forms are received directly by VA or Trust schools or

academy, the school must inform the LA immediately so it can verify whether a AF has been received from the parent and, if not, the LA will contact the parent and ask them to complete a AF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the VA or Trust or Academy governing body to apply their oversubscription criteria.

9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform with the timing requirements of the scheme as set out in Schedule 2. (NB no Community, Trust or VA School or Academy in Sunderland operates criteria for selection-based ability or aptitude).

Processing of AFs

10. Completed AFs are to be returned to the LA by **Monday 31 October 2011**. It will be the responsibility of parents to ensure that AFs are returned directly or via primary schools to the LA, in a paper format or on-line by the closing date.

Determining offers in response to the AF

11. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the AFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the AF where-
 - (a) it is acting in its separate capacity as an admission authority, or
 - (b) an applicant is eligible for a place at more than one school, or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 18 of this Schedule.

12. Completed application forms are to be returned to the LA by the due date.
13. Completed application forms that are received after the closing date will be considered on an individual basis, but the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms. Any completed application forms must be treated as a confidential communication between the parent and the LA. All applications received by the closing date will be considered before any applications received after this closing date unless exceptional circumstances apply.

15. By 2 December 2011 the LA will notify the admission authority for each of the schools of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria. Where parents have nominated a school outside the LA area, the LA will also similarly notify the relevant authority/authorities by **25 November 2011**.

16. By 20 January 2012 the admission authority for each school will consider all applications for their school and apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of all potential applicants sorted (if appropriate) according to the school's oversubscription criteria.

17. By 27 January 2012 the admission authority for neighbouring LAs schools will provide a list of potential applicants and waiting lists (if appropriate).

18. By 3 February 2012 the LA will match these lists against the ranked lists of the other schools nominated and:

- Where the child is eligible for a place at the parents' first nominated school, that school will be allocated to the child.
- Where the child is not eligible for a place at the parental first nominated school, they will be allocated a place at the school, which is the next highest ranked nominated school where the child is eligible for a place.
- The LA will allocate a school place to those pupils who have not submitted an AF, after all other pupils who submitted an AF have been considered. The LA will allocate a place at the nearest appropriate school with a vacancy, as measured by the shortest safest walking route from the parental home residence to the main entrance(s) of the school.

Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, as measured by the shortest safest walking route from parental home residence to the main entrance(s) of the school.

19. 13 February 2012 -The LA informs its secondary schools of the pupils to be offered places at their schools, and informs other LAs of places in Sunderland schools to be offered to their residents.

20. On 1 March 2012 parents will be notified that they are being offered a place at the allocated school. This letter will give the following information:

- The name of the school at which a place is offered;
- The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the AF;

- Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
- Explain that the child will be considered for any places that might become available in schools they ranked higher than the school they are offered, in the re- allocation process after 30 March 2012.
- Contact details for the schools (in the case of nominated VA and Trust schools and academies where they were not offered a place) and all relevant LAs, so that they can lodge an appeal.

The letter will not inform parents of places still available at other schools.

- 21. 19 March 2012:** the deadline for parents to accept the place offered. If they do not respond by this date it will be assumed that they have accepted the place, however the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools.

Re-allocation Lists (Waiting lists)

- 22.** Children will be considered under the reallocation process for any places if they become available, after 1 March 2012 but before 30 March 2012, at any school they have ranked higher on their AF than the school they were offered. For example where a parent has originally been allocated a place at their second preference school, they may be considered for their first preference but not their third and so on. Where a parent has been offered a place at a school, which they did not nominate on their AF, they may be considered for all the schools they did nominate on their AF.

Where a parent receives a place at their highest ranked school, they will not normally be considered for re-allocation, nor will they be offered a place at any other school simply because it has places available.

Where there are more applicants than places available, than the priorities used within the school's admission criteria will be applied to all applicants according to ranking.

- 23. 20 March 2012:** The LA re-allocates any places that may have become vacant since 1 March and in accordance with the school admission criteria, which will include the following:

- those who have not been offered any school place, for example, late applications from parents who have just moved into the area and have not been offered a school place;
- those who have subsequently expressed a preference for a new school not originally expressed on the AF, which will be ranked lower than any other previous preferences ranked on the AF.

PART II - LATE APPLICATIONS

- 24.** The closing date for applications in the normal admissions round is **31 October 2011**. As far as is reasonably practicable applications for places in the normal admissions round that are received late *for a good reason* will be accepted provided they are received **before 20 January 2012**, the date the allocation procedures begin. Examples of what will be considered as good reason include: when a lone parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Sunderland property will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

LATE APPLICATIONS RECEIVED AFTER 20 JANUARY 2012

- 25.** Applications received after 20 January 2012 (which are not deemed as exceptional) will be considered as late and will not be processed until after 1 March 2012. Parents will, nevertheless, receive an offer of a school place on 1 March 2012 in accordance with the terms of the scheme.

NO AF RECEIVED BY 1 MARCH 2012

- 26.** Where no AF is submitted the child will, on 1 March 2012, be offered a place at the nearest appropriate school with a vacancy as measured by the shortest safest walking route from the parental home residence to the main entrance(s) of the school. The LA will be aware which parents this applies to as a result of liaison with junior and primary schools.

APPLICATIONS RECEIVED AFTER 1 MARCH 2012 BUT BEFORE 1 APRIL 2012

- 27.** Applications made direct to any school on the AF must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can verify whether an AF has been received from the parent and, if not, contact the parent and ask them to complete an AF. The LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent's order of preference that has a vacancy or if this is not possible, at the nearest appropriate school with a vacancy.

APPLICATIONS RECEIVED AFTER 1 APRIL 2012

- 28.** Applications received after 1 April 2012, and for places in year groups other than the normal year of entry to secondary school, will be treated as casual admissions. These applications should be made on the AF and sent to the LA, which maintains the school, which will

- determine any application for a community or controlled school for which it is the admission authority; and

- if the application is for a voluntary aided or trust school or academy refer the application to the governing body of the school, which will make a determination and notify both the parent and the LA. Parents who are refused admission must be offered a right of appeal.
- 29.** If any parents approach voluntary aided or trust schools or academies directly about a casual admission, the governing body must ensure that the parent completes an AF (if they have not already done so). The AF should be sent to the maintaining LA as soon as practically possible, along with the governing body's decision on the application. The governing body will notify the LA of its decision in advance of notifying the parents and, if the parent is refused a place, the right of appeal must be offered.
- 30.** The LA will keep track of any pupils who apply for casual admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay, particularly in respect of looked after children.

WAITING LISTS FOR NORMAL YEAR OF ENTRY

- 31.** Waiting lists will be kept until **21 December 2012**.

SCHEDULE 2

Timetable of co-ordinated scheme

31 October 2011:	Application forms, together with any supplementary forms (as required) to be returned to the LA.
25 November 2011:	Details of applications to be sent to other LAs.
2 December 2011:	Details of applications to be sent to VA and Trust schools and academies.
20 January 2012:	VA and Trust schools and academies provide the LA with lists of potential applicants.
3 February 2012:	The LA will match the ranked lists of all the schools and allocate places in accordance with paragraph 18 of Schedule 1.
13 February 2012:	By this date the LA will notify schools, which parents have been offered places at their schools, and other LAs will be notified of places in Sunderland schools that will be offered to their residents.
1 March 2012:	Notifications sent to parents.
19 March 2012:	Last date for offers to be accepted by parents.
30 March 2012:	Any places that have become available are allocated to parents in priority order in accordance with paragraph 23 of Schedule 1.

CO-ORDINATED ADMISSIONS SCHEME – SECONDARY SCHOOLS

Admission Authorities in the Area of Sunderland to which the Scheme applies

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

St Aidan's RC School	Willow Bank Road Sunderland SR2 7HJ
St Anthony's RC School	Thornhill Terrace Sunderland SR2 7JN
St Robert of Newminster RC School	Biddick Lane Washington NE38 8AF
The Venerable Bede CE School	Tunstall Bank Sunderland SR2 0SX

The Scheme applies to the Governing Body as the Admissions Authority for the following Trust School:

Houghton Kepier Sports College	Dairy Lane Houghton-le-Spring DH4 5BH
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The Scheme applies to the Governing Body as the Admission Authority for the following Academies:

Academy 360	Portsmouth Road Sunderland SR4 9BA
Castle View Enterprise Academy	Cartwright Road Sunderland SR5 3DX
Red House Academy	Rutherglen Road Sunderland SR5 5LN

Community Schools where the LA is the Admission Authority:

Biddick Sports College	Biddick Lane Washington NE38 8AL
Farringdon Sports College	Allendale Road Sunderland SR3 3EL
Hetton School	North Road

	Hetton-le-Hole DH5 9JZ
Monkwearmouth School	Torver Crescent Sunderland SR6 8LQ
Oxclose School	Dilston Close Washington NE38 0LN
Sandhill View School	Grindon Lane Sunderland SR3 4EN
Southmoor School	Ryhope Road Sunderland SR2 7TF
Thornhill School	Thornholme Road Sunderland SR2 7NA
Washington School	Spout Lane Washington NE37 2AA

Co-ordinated Admissions Scheme for infant, junior & primary schools in the area of Sunderland Local Authority

Introduction

- 1. This scheme is made by Sunderland City Council under the Education (Co-ordination of Admission Arrangements) (Primary) (England) Regulations 2002 and applies to all Infant, Junior & Primary Schools in Sunderland.**

The proposed Co-ordinated Admission scheme for Sunderland LA is set out below and complies with the changes introduced in the new School Admissions Code, which reflects new legislation laid out in the Education and Inspections Bill 2006.

A separate scheme exists in relation to secondary schools.

Interpretation

- 2. In this Scheme -**

"the LA" means Sunderland City Council acting in their capacity as local authority;

"the LA area" means the area in respect of which the LA is the local authority;

"primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"infant, junior & primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"school" means a community or voluntary school (but not a special school), which is maintained by the LA;

"voluntary controlled schools" means such of the schools as are voluntary controlled schools, where the LA sets the admissions criteria and offers places;

"VA schools" means such of the schools as are voluntary-aided schools;

"Academy" means such of the schools as have academy status:

"admission authority" in relation to a community or voluntary controlled school means the LA and, in relation to a VA school means the governing body of that school;

"the specified year" means the school year beginning at or about the beginning of September 2012;

"admission arrangements" means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

"parent/carer" means any person who holds parental responsibility as defined under the 1989 Children Act and with whom the child normally resides;

"casual admission" means any application for a place in the first year of primary education that is received after 18 May 2012, including those received during the academic year commencing in September 2012, and applications for a place in any other year group received at any time from the commencement of the Scheme; and

"eligible for a place" means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number.

3. Commencement and extent

This scheme applies in relation to the admission arrangements for the schools for admission year 2012-2013 (the specified year).

The LA will include in its admission arrangements for the specified year the provisions set out in Schedule 1 to this scheme, or provisions having the same effect.

The governing body of each of the VA schools and Academy will include in its admission arrangements for the specified year the provisions set out in the Schedule, so far as relevant to that school, or provisions having the same effect.

The Scheme

4. The Scheme shall be determined in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
5. The Scheme shall apply to every infant, junior & primary school in the LA area as identified in Appendix 1 (except special schools) and shall take effect from 16 April 2011.

SCHEDULE 1

PART I - THE SCHEME

1. There will be a standard form known as the Application form (AF).
2. The AF will be used for the purpose of admitting pupils into the first year of primary education and for those transferring from infant to junior or primary schools in the specified year. The AF will also be used for any applications made for a "casual admission" into any year group in the admissions round leading up to, and during, the academic year 2012/2013.
3. The AF must be used as a means of expressing up to 3 preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents wishing to express a preference for their child to be admitted to a school within the LA area (including VA schools and Academies).
4. **The AF will -**
 - a. allow the parent to express up to 3 preferences by completing the form, in rank order of preference,
 - b. invite parents to give their reasons for each preference,
 - c. specify the closing date and where the application form must be returned, in accordance with paragraph 10.
5. **The LA will make appropriate arrangements to ensure:**
 - a. that the AF is available on request from the LA and on-line at **www.sunderland.gov.uk** and
 - b. that the AF is accompanied by a written explanation of the co-ordinated admissions scheme.
6. **The LA will take all reasonable steps to ensure that:**
 - a. every parent resident in the LA area who has a child eligible to commence primary education and those transferring from infant to junior or primary schools receives a copy of the AF (and a written explanation); and
 - b. every parent whose application falls within the category of a casual admission receives a copy of the AF (and written explanation), on request, and understands the process.

Parents will be advised that they will receive no more than one offer of a school place and that:

- (i) a place will be offered at the highest ranking nominated school for which they are eligible for a place under the admission criteria; and
 - (ii) explain that, if more than one school is nominated and no order of ranking is stated, or a wish expressed that they be ranked equally, the parent will be regarded as having ranked the school is in the order appearing on the form (the first-mentioned being ranked the highest); and
 - (iii) if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
7. All preferences expressed on the AF are valid applications. The governing body of a VA school or the Trust Board of an Academy can require parents who wish to nominate, or have nominated, their school on the AF, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Where a supplementary form is required it must be returned to the LA, along with the AF, so that the relevant forms can be passed to the VA school/s and Academy.
8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an AF and the school is nominated on it. Where supplementary forms are received directly by VA schools and Academies the school must inform the LA immediately so it can verify whether a AF has been received from the parent and, if not, the LA will contact the parent and ask them to complete a AF. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the VA governing body or Academy Trust Board to apply their oversubscription criteria.
9. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform with the timing requirements of the scheme as set out in Schedule 2. (NB no Community, Voluntary Controlled or Voluntary Aided School or Academy in Sunderland operates criteria for selection-based ability or aptitude).

Processing of AFs

10. Completed AFs are to be returned to the LA by **Sunday 15 January 2012**. It will be the responsibility of parents to ensure that AFs are returned directly or via nursery, infant or primary schools to the LA, in a

paper format or on-line by the closing date. **(The LA will acknowledge receipt of all AFs).**

Determining offers in response to the AF

11. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the AFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the AF where-
- (a) it is acting in its separate capacity as an admission authority, or
 - (b) an applicant is eligible for a place at more than one school and is allocated a place at the highest ranked school, or
 - (c) an applicant is not eligible for a place at any school that the parent has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 17 of this Schedule.

12. Completed application forms are to be returned to the LA by the due date.
13. Completed application forms that are received after the closing date will be considered on an individual basis, but the procedure must not prevent the proper processing under the Scheme of application forms received on time.
14. The LA will process all application forms. Any completed application forms must be treated as a confidential communication between the parent and the LA. All applications received by the closing date will be considered before any applications received after this closing date unless exceptional circumstances apply.
15. **By 10 February 2012** the LA will notify the admission authority for each of the schools and academy of every nomination that has been made for that school, including all relevant details and any supplementary information received by this date which schools require in order to apply their oversubscription criteria.
16. **By 9 March 2012** the admission authority for each school and academy will consider all applications for their school and apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of all potential applicants sorted (if appropriate) according to the school's oversubscription criteria.
17. **By 23 March 2012** the LA will match these lists against the ranked lists of the other schools nominated and:
- Where the child is eligible for a place at the parents' first nominated school, that school will be allocated to the child.

- Where the child is not eligible for a place at the parental first nominated school, they will be allocated a place at the school, which is the next highest ranked nominated school where the child is eligible for a place.
- The LA will allocate a school place to those pupils who have not submitted an AF, after all other pupils who submitted an AF have been considered. The LA will allocate a place at the nearest appropriate school with a vacancy, as measured by the shortest safest walking route from the parental home residence to the main entrance(s) of the school.

Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy, as measured by the shortest safest walking route from parental home residence to the main entrance(s) of the school.

- 18. 23 March 2012** -The LA informs its infant, junior & primary schools of the pupils to be offered places at their schools.
- 19. On 1 April 2012** parents will be notified that they are being offered a place at the allocated school. This letter will give the following information:
- The name of the school at which a place is offered;
 - The reasons why the child is not being offered a place at any of the other higher ranked schools nominated on the AF;
 - Information about their statutory right of appeal against the decisions to refuse places at the other nominated schools;
 - Explain that the child will be considered for any places that might become available in schools they ranked higher than the school they are offered, in the re- allocation process after 4 May 2012.
 - Contact details for the schools (in the case of nominated VA schools where they were not offered a place), so that they can lodge an appeal.
 - The letter will not inform parents of places still available at other schools.
- 20. 1 May 2012:** the deadline for parents to accept the place offered. If they do not respond by this date it will be assumed that they have accepted the place, however the LA will continue to pursue parents for written confirmation of acceptance for oversubscribed schools.

Re-allocation Lists (Waiting lists) 4 May 2012

- 21.** Children will be considered under the re-allocation process for any places if they become available after **1 April 2012** at any school they

have ranked higher on their AF than the school they were offered. Where a parent has been allocated a place at their second preference school, they may be placed on the re-allocation list of their first preference but not their third and so on. Where a parent has been offered a place at a school, which they did not nominate on their AF, they may be placed on the list of all the schools they did nominate on their AF.

Where a parent receives a place at their highest ranked school, they will not normally be considered for re-allocation, nor will they be offered a place at any other school simply because it has places available.

Where there are more applicants than places available, then the priorities used within the school's admission criteria will be applied to all applicants according to ranking.

- 22. 4 May 2012:** The LA re-allocates any places that may have become vacant since 6 May and in accordance with the school admission criteria which will include following:
- those who have not been offered any school place, for example, late applications from parents who have just moved into the area and have not been offered a school place; and
 - those who have subsequently expressed a preference for a new school not originally expressed on the AF which will be ranked lower than any other previous preferences ranked on the AF.

PART II - LATE APPLICATIONS

- 23.** The closing date for applications in the normal admissions round is **15 January 2012**. As far as is reasonably practicable applications for places in the normal admissions round that are received late 'for a good reason' will be accepted provided they are received **before 9 March 2012**, the date the allocation procedures begin. Examples of what will be considered as good reason include: when a lone parent has been ill for some time, or has been dealing with the death of a close relative; a family has just moved into the area or is returning from abroad (proof of ownership or tenancy of a Sunderland property will be required in these cases). Other circumstances will be considered and each case decided on its own merits.

LATE APPLICATIONS RECEIVED AFTER 9 MARCH 2012

- 24.** Applications received after **9 March 2012**, which are not deemed as exceptional will be considered as late and will not be processed until after **1 April 2012**. Parents will, nevertheless, receive an offer of a school place on **1 April 2012** in accordance with the terms of the scheme.

NO AF RECEIVED BY 1 APRIL 2012

25. Where no AF is submitted the child will, on **1 April 2012**, be offered a place at the nearest appropriate school with a vacancy as measured by the shortest safest walking route from the parental home residence to the main entrance(s) of the school. The LA will be aware of which parents this applies to as a result of liaison with nursery, infant & primary schools.

APPLICATIONS RECEIVED AFTER 1 APRIL 2012 BUT BEFORE 18 MAY 2012

26. Applications made direct to any school on the AF must be forwarded to the LA immediately. Where only the supplementary form is received the school must inform the LA immediately so it can verify whether an AF has been received from the parent and, if not, contact the parent and ask them to complete an AF. The LA will enter the details onto its central database and, after consultation with the relevant admission authority, offer a place at the school highest in the parent's order of preference that has a vacancy or if this is not possible, at the nearest appropriate school with a vacancy (as defined in paragraph 17).

APPLICATIONS RECEIVED AFTER 18 MAY 2010

27. Applications received after 18 May 2012, and for places in year groups other than the normal year of entry to infant, junior & primary schools will be treated as casual admissions. These applications should be made on the AF and sent to the LA, which will
- determine any application for a community or controlled school for which it is the admission authority; and
 - if the application is for a voluntary aided school or academy refer the application to the governing body of the school, which will make a determination and notify the LA in advance of their notification to the parent. Parents who are refused admission must be offered a right of appeal.
28. If any parents approach voluntary aided schools or academies directly about a casual admission, the governing body must ensure that the parent completes an AF (if they have not already done so). The AF should be sent to the maintaining LA as soon as practically possible, along with the governing body's decision on the application. The governing body will notify the LA of its decision in advance of notifying the parent and, if the parent is refused a place, the right of appeal must be offered.
29. The LA will keep track of any pupils who apply for casual admissions, and intervene as appropriate to ensure that they are placed in a school without undue delay, particularly in respect of looked after children.

Waiting lists for normal year of entry

30. Waiting lists for schools should be kept until **21 December 2012**.

SCHEDULE 2

Timetable of co-ordinated scheme

15 January 2012:	Application forms, together with any supplementary forms (as required) to be returned to the LA.
10 February 2012:	Details of applications to be sent to VA schools and Academies.
9 March 2012:	VA schools and Academies provide the LA with lists of potential applicants.
23 March 2012:	The LA will match the ranked lists of all the Schools and allocate places in accordance with paragraph 17 of Schedule 1.
23 March 2012:	By this date the LA will notify schools which parents have been offered places at their schools.
1 April 2012:	Notifications sent to parents.
1 May 2012:	Last date for offers to be accepted by parents.
4 May 2012:	Any places that have become available are allocated to parents in priority order in accordance with paragraph 22 of Schedule 1.

CO-ORDINATED ADMISSIONS SCHEME – INFANT, JUNIOR & PRIMARY SCHOOLS

Admission Authorities in the Area of Sunderland to which the Scheme applies

The Scheme applies to the Governing Body as the Admissions Authority for the following Academy:

Academy 360	Portsmouth Road Sunderland SR4 9BA
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The Scheme applies to the Governing Body as the Admissions Authority for the following Voluntary Aided Schools:

Benedict Biscop CE Primary School	Marcross Drive Sunderland SR3 2RE
Bishop Harland CE Primary School	Ramillies Road Sunderland SR5 5JA
English Martyrs RC Primary School	Redcar Road Sunderland SR5 5AU
Our Lady Queen of Peace RC Primary School	Station Road, Penshaw Houghton-le-Spring DH4 7JZ
St Anne's RC Primary School	Hylton Road Sunderland SR4 9AA
St Bede's RC Primary School	Hampshire Place Washington NE37 2NP
St Benet's RC Primary School	Fulwell Road Sunderland SR6 9QU
St Cuthbert's RC Primary School	Grindon Lane Sunderland SR4 8HP
St John Bosco RC Primary School	Bradford Avenue Sunderland SR5 4JW
St John Boste RC Primary School	Castle Road Washington NE38 0HL
St Joseph's RC Primary School	Rutland Street Sunderland SR4 6HY

St Joseph's RC Primary School Washington	Village Lane Washington NE38 7HU
St Leonard's RC Primary School	Tunstall Village Road Sunderland SR3 2BB
St Mary's RC Primary School	Meadowside Sunderland SR2 7QN
St Michael's RC Primary School	Durham Road Houghton-le-Spring DH5 8NF
St Patrick's RC Primary School	Smith Street Sunderland SR2 0RQ

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

Albany Village Primary School	Albany Village Washington NE37 1UA
Barmston Village Primary School	Barmston Centre Washington NE38 8JA
Barnes Infant School	Mount Road Sunderland SR4 7QF
Barnes Junior School	Mount Road Sunderland SR4 7QF
Barnwell Primary School	Whitefield Estate Houghton-le-Spring DH4 7RT
Bernard Gilpin Primary School	Hall Lane Houghton-le-Spring DH5 8DA
Bexhill Primary School	Bexhill Road Sunderland SR5 4PJ
Biddick Primary School	Kirkham Washington NE38 7HQ
Blackfell Primary School	Knoulberry Washington NE37 1HA
Broadway Junior School	Springwell Road Sunderland SR4 8NW

Burnside Primary School	Burnside Estate Houghton-le-Spring DH4 5HB
Castletown Primary School	Grange Road Sunderland SR5 2QB
Dame Dorothy Primary School	Dock Street Sunderland SR6 0EA
Diamond Hall Infant School	Well Street Sunderland SR4 6JF
Diamond Hall Junior School	Well Street Sunderland SR4 6JF
Dubmire Primary School	Britannia Terrace Houghton-le-Spring DH4 6HL
Easington Lane Primary School	South Hetton Road Houghton-le-Spring DH5 0LH
East Herrington Primary School	Balmoral Terrace Sunderland SR3 3PR
East Rainton Primary School	School Road Houghton-le-Spring DH5 9RA
Eppleton Primary School	Church Road Hetton-le-Hole DH5 9AJ
Farringdon Primary School	Archer Road Sunderland SR3 3DJ
Fatfield Primary School	Southcroft Washington NE38 8RB
Fulwell Infant School	Ebdon Lane Sunderland SR6 8ED
Fulwell Junior School	Sea Road Sunderland SR6 9EE
George Washington Primary School	Wellbank Road Washington NE37 1NL
Gillas Lane Primary School	Seaton Avenue Houghton-le-Spring DH5 8EH
Grange Park Primary School	Swan Street Sunderland SR5 1EA

Grangetown Primary School	Spelterworks Road Sunderland SR2 8PX
Grindon Infant School	Gleneagles Road Sunderland SR4 9QN
Hasting Hill Primary School	Tilbury Road Sunderland SR3 4LY
Hetton Lyons Primary School	Four Lane Ends Hetton-le-Hole DH5 0AH
Hetton Primary School	Moorsley Road Hetton-le-Hole DH5 9ND
Highfield Primary School	Fordfield Road Sunderland SR4 0DA
Hill View Infant School	Helvellyn Road Sunderland SR2 9JJ
Hill View Junior School	Queen Alexandra Road Sunderland SR2 9HE
Holley Park Primary School	Ayton Road South Washington NE38 0LR
Hudson Road Primary School	Villiers Street South Sunderland SR1 2AH
Hylton Castle Primary School	Cramlington Road Sunderland SR5 3QL
Hylton Red House Primary School	Rotherham Road Sunderland SR5 5QL
John F Kennedy Primary School	Station Road Washington NE38 7AR
Lambton Primary School	Lambton Village Washington NE38 0PL
Mill Hill Primary School	Doxford Park Sunderland SR3 2LE
New Penshaw Primary School	Langdale Road Houghton-le-Spring DH4 7HY

New Silksworth Infant School	Blind Lane Sunderland SR3 1AS
New Silksworth Junior School	Blind Lane Sunderland SR3 1AS
Newbottle Primary School	Houghton Road Houghton-le-Spring DH4 4EE
Oxclose Village Primary School	Brancepeth Road Washington NE38 0LA
Plains Farm Primary School	Tudor Grove Sunderland SR3 1SU
Redby Primary School	Fulwell Road Sunderland SR6 9QP
Richard Avenue Primary School	Richard Avenue Sunderland SR4 7LQ
Rickleton Primary School	Vigo Lane Washington NE38 9EZ
Ryhope Infant School	Shaftesbury Avenue Sunderland SR2 0RT
Ryhope Junior School	Shaftesbury Avenue Sunderland SR2 0RT
Seaburn Dene Primary School	Torver Crescent Sunderland SR6 8LG
Shiney Row Primary School	Rear South View Houghton-le-Spring DH4 4QP
South Hylton Primary School	Union Street Sunderland SR4 0LS
Southwick Primary School	Shakespeare Street Sunderland SR5 2JX
Springwell Village Primary School	Westfield Crescent Gateshead NE9 7RX
St Paul's CE Controlled Primary School	Waterworks Road Sunderland SR2 0LW
Thorney Close Primary School	Torquay Road Sunderland SR3 4BB

Town End Primary School	Borodin Avenue Sunderland SR5 4NX
Usworth Colliery Primary School	Manor Close Washington NE37 3BL
Usworth Grange Primary School	Marlborough Road Washington NE37 3BG
Valley Road Primary School	Corporation Road Sunderland SR2 8PL
Wessington Primary School	Lanercost Washington NE38 7PY
Willow Fields Community Primary School	Winslow Close Sunderland SR5 5RZ

**ADMISSION CRITERIA FOR COMMUNITY SECONDARY SCHOOLS –
2012/13**

1. **‘Looked-after’ child** – a child that is looked-after’ by a Local Authority.
2. **Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school**
3. **A sibling link** - an older brother/sister or older child (including adoptive or step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
4. **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s or giving a child’s nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
5. **Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being given to those living closest to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

Where a pupil has a statement of special education need naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than school, the parent’s highest ranked

preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.

ADMISSION CRITERIA FOR COMMUNITY AND CONTROLLED INFANT/JUNIOR/PRIMARY SCHOOLS – 2012/13

- 1. 'Looked-after' child** – a child that is looked-after' by a Local Authority.
- 2. Attendance in Key Stage 1 (age 5 – 7) at the named feeder infant school (This applies to Infant – Junior transfers only)**
- 3. A sibling link** - an older brother/sister or older child (including adoptive and step-children) that shares the same parent/carer and lives at the same address, who will still be attending the preferred school at the time of admission.
- 4. Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this school can meet your child's medical or psychological needs. Common childhood medical conditions such as asthma or giving a child's or giving a child's nervousness at starting new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior LA Officers).
- 5. Pupils for whom preferences are expressed on grounds other than those outlined above.**

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the school with priority being give to those living closet to the school. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

Where a pupil has a statement of special education need naming a school, a place will be offered at that school (subject to confirmation by the SEN Unit).

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore all applications will be considered equally against the admission criteria. If a pupil then qualifies for a place at more than school, the parent's highest ranked preference will be offered and any lower ranking offers will be disregarded.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where parents have twins, triplets or children from other multiple births and there are not sufficient places for all of the children, the parent will be notified in writing. The decision will then lie with the parent as to whether they take up the school place. However, where parents do not take up the school place, the place will be offered to the next child on the waiting list where appropriate.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process will be included with the notification letter but are also available from the School Admissions Team.

Secondary PANs for September 2012

School	Agreed PAN 2011	Proposed PAN 2012
Academy 360	165	165
Biddick	210	210
Castle View Enterprise Academy	180	180
Farringdon	180	180
Hetton	180	180
Houghton Kepier	225	225
Monkwearmouth	210	210
Oxclose	210	210
Red House Academy	120	120
Sandhill View	180	180
Southmoor	210	210
St Aidan's RC	180	180
St Anthony's RC	210	210
St Robert's RC	210	210
Thornhill	210	210
Venerable Bede CE	180	180
Washington	210	210

Primary PANs for September 2012

School	Agreed PAN 2011	Proposed PAN 2012
Academy 360	45	45
Albany Village Primary	30	30
Barmston Village Primary	30	30
Barnes Junior	90	90
Barnes Infant	90	90
Barnwell Primary	30	30
Benedict Biscop CE Primary	30	30
Bernard Gilpin Primary	50	50
Bexhill Primary	45	45
Biddick Primary	30	30
Bishop Harland CE Primary	30	30
Blackfell Primary	30	30
Broadway Junior	60	60
Burnside Primary	30	30
Castletown Primary	50	50
Dame Dorothy Primary	30	30
Diamond Hall Junior	90	90
Diamond Hall Infant	90	90
Dubmire Primary	60	60
Easington Lane Primary	30	30
East Herrington Primary	60	60
East Rainton Primary	20	20
English Martyrs RC Primary	30	30
Eppleton Primary	30	30
Farringdon Primary	45	55
Fatfield Primary	30	30
Fulwell Junior	90	90
Fulwell Infant	90	90
George Washington Primary	60	60
Gillas Lane Primary	30	30
Grange Park Primary	30	30
Grangetown Primary	40	40

School	Agreed PAN 2011	Proposed PAN 2012
Grindon Infant	60	60
Hasting Hill Primary	45	50
Hetton Primary	20	20
Hetton Lyons Primary	60	60
Highfield Primary	45	45
Hill View Junior	106	106
Hill View Infant	106	106
Holley Park Primary	30	30
Hudson Road Primary	40	40
Hylton Castle Primary	45	30
Hylton Red House Primary	60	60
John F Kennedy Primary	60	60
Lambton Primary	30	30
Mill Hill Primary	60	60
Newbottle Primary	60	60
New Penshaw Primary	30	30
New Silksworth Junior	70	70
New Silksworth Infant	70	70
Our Lady Queen of Peace RC Primary	30	30
Oxclose Village Primary	30	30
Plains Farm Primary	30	30
Redby Primary	60	60
Richard Avenue Primary	60	60
Rickleton Primary	60	60
Ryhope Junior	60	60
Ryhope Infant	60	60
Seaburn Dene Primary	30	30
Shiney Row Primary	45	45
South Hylton Primary	30	30
Southwick Primary	45	45
Springwell Village Primary	30	30
St Anne's RC Primary	30	30

School	Agreed PAN 2011	Proposed PAN 2012
St Bede's RC Primary	30	30
St Benet's RC Primary	45	45
St Cuthbert's RC Primary	30	30
St John Bosco RC Primary	25	26
St John Boste RC Primary	25	25
St Joseph's RC Pry Sunderland	30	30
St Joseph's RC Pry Washington	30	30
St Leonard's RC Pry	30	30
St Mary's RC Primary	60	60
St Michael's RC Primary	30	30
St Patrick's RC Primary	25	25
St Paul's CE Controlled Primary	30	30
Thorney Close Primary	40	40
Town End Primary	30	30
Usworth Colliery Primary	60	60
Usworth Grange Primary	30	30
Valley Road Primary	60	60
Wessington Primary	30	30
Willow Fields Community Primary	20	20

<p>CABINET MEETING – 9 MARCH 2011</p> <p>EXECUTIVE SUMMARY SHEET – PART I</p>	
<p>Title of Report: Housing Financial Assistance Policy (FAP) 2011-14</p>	
<p>Author(s): Executive Director of Health, Housing and Adult Services</p>	
<p>Purpose of Report: To seek Cabinet’s approval to the Housing Financial Assistance Policy (FAP) 2011-14 which provides the policy framework for the range of assistance available through the Council’s strategic housing functions</p>	
<p>Description of Decision: Cabinet is asked to approve the FAP, which is appended to this report</p>	
<p>Is the decision consistent with the Budget/Policy Framework? Yes</p>	
<p>If not, Council approval is required to change the Budget/Policy Framework</p>	
<p>Suggested reason(s) for Decision: To ensure that the Council has an effective Housing FAP that is responsive to government initiatives and is aligned with regional policy</p>	
<p>Alternative options to be considered and recommended to be rejected: The Regulatory Reform Order (England and Wales)(Housing Assistance) 2002 requires councils to produce a Private Sector Housing Policy outlining where it intends to use the powers provided by the Order. Without a Policy, the Council would be unable to administer a financial assistance scheme.</p>	
<p>Is this a “Key Decision” as defined in the Constitution? Yes</p>	<p>Relevant Scrutiny Committee: Sustainable Communities Health and Well Being</p>
<p>Is it included in the Forward Plan? Yes</p>	

REPORT OF THE EXECUTIVE DIRECTOR OF HEALTH, HOUSING AND ADULT SERVICES**HOUSING FINANCIAL ASSISTANCE POLICY 2011-14****1. PURPOSE OF THE REPORT**

- 1.1 To seek Cabinet's approval to the Housing Financial Assistance Policy (FAP) 2011-14 which provides the policy for framework for the range of assistance available through the Council's strategic housing functions

2. DESCRIPTION OF DECISION

- 2.1 Cabinet is asked to approve the FAP, which is appended to this report

3. BACKGROUND

- 3.1 In December 2007 Cabinet approved a new Financial Assistance Policy (FAP) 2008-11. The revised FAP was developed in response the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (the RRO) which gives Local Authorities the power to assist residents to improve, repair, adapt and rebuild their property as well as assisting those requiring relocation in clearance areas. The revised FAP for 2008 – 11 shifted the emphasis from a grant led approach to a loan led approach however still offered grants as a last resort. A further amendment in 2009 introduced a complete move to loans for the purpose of home improvements for homeowners.
- 3.2 The RRO radically changed the way in which government seeks to encourage private sector home improvement in England and Wales. The RRO removed much of the prescriptive nature of previous legislation, instituting a general power on local authorities to provide "assistance", "in any form", "to any person", "to improve, repair, adapt or rebuild residential premises".
- 3.3 The revised FAP is also reflective of the Government's view that it is primarily the responsibility of home owners to maintain their own property. However, it is recognised that some vulnerable homeowners do not have the necessary resources to ensure that their homes are in a decent state of repair. The Department for Communities & Local Government (CLG) has emphasised the need to use resources efficiently to help more vulnerable residents, achieved through the recycling of loan funding.

Background for products that are new to the FAP

- 3.4 Whilst the RRO only stipulates that the powers afforded under the Order need to be publicised through Financial Assistance Policies, Sunderland's FAP 2011-14 details all forms of assistance offered by the Council's strategic housing functions. The purpose of amending the FAP in this way is to make information more accessible to customers in order to enable them to make informed housing choices.
- 3.5 An amendment was made to the previous FAP in July 2009, introducing Council Mortgages to meet the needs of prospective homeowners who can not access a mortgage the commercial market but meet the eligibility criteria for purchasing a home in an area that supports the council strategic housing objectives. This amendment was the first step towards the creation of a more holistic Housing FAP, more specifically to increase the range of options available to residents of Sunderland to enable them to access housing of their choice.
- 3.6 In 2002 the Government amended the Homelessness Legislation through the Homelessness Act 2002 and the Homelessness (Priority Need for Accommodation) (England) Order 2002. In part this amendment aimed to ensure a more strategic approach to tackling and preventing homelessness. As this preventative agenda continued to grow, a new revised Code of Guidance was published in 2006 which a local authority is required to have regard to in exercising their functions under part 7 of the Housing Act 1996. The Council has fully embraced this preventative agenda and has ensured that the prevention of homelessness is at the fore of all housing advice enquiries. As part of this agenda a number of new function have been created within the Housing Options Team to assist customers and as such the following products are now included within the FAP:
- Bond guarantee scheme
 - Repossession prevention fund
 - Mortgage rescue scheme

4. CURRENT POSITION

Improvement and repair assistance for homeowners

- 4.1 The loans led FAP has been operational since August 2008 with Sunderland being one of the first authorities in the region to adopt a loans led approach. Sunderland has demonstrated considerable success in terms of achieving the outcomes set out within the policy of supporting people to improve and repair their homes both using their own finances and through the provision of loans . The model of delivery in Sunderland is being promoted as good practice throughout the region due to the fact that a strong casework approach has been developed meaning even where homeowners do not qualify for financial assistance they are supported through the repair process.

- 4.2 The North East Home Loan Partnership (HLP) was established in 2008 to progress the introduction of loans across the region. Through the appointment of a Project Manager, the HLP has made significant progress resulting in the appointment of a Loan Administrator who provides a range of services to each local authority in the region and the production of a Regional Private Sector Housing Renewal Financial Assistance Policy.
- 4.3 To date the HLP has been funding solely by Single Housing Investment Pot (SHIP) funding from the Regional Housing Board which ceases to exist on March 31 2011. Funding opportunities are currently being explored by the HLP, in partnership with local authorities, to ensure that the partnership can continue to operate and that financial assistance to support vulnerable homeowners to improve and repair their homes can be available. This form of financial assistance will only be available to homeowners if funding is secured.
- 4.4 The three types of loan offered by the Council within the Financial Assistance Policy are Equity Loans, Capital and Interest Repayment Loans and Interest Free Loans. It is intended that these can be used flexibly to target home improvement, adaptation, renewal and relocation purposes. The products are summarised within the attached policy document.

Promoting Independent Living

- 4.5 Financial assistance offered via Disabled Facilities Grant (DFG) remains unchanged under the new policy and is based on a mandatory grant regime. As was the case in the previous FAP, and following guidance contained within the RRO and CLG best guidance, discretionary assistance may be available in circumstances where:
- A contribution to the DFG is required but the applicant is unable to meet the costs;
 - Whereby the cost of adapting a disabled persons property is above the mandatory grant allocation;
 - Where relocation may be a more practical option than carrying out an adaptation;
 - In palliative care cases; or
 - Where the applicant is a child and the parents are separated but have joint custody arrangements, assistance may be available to provide adaptations in the secondary home.

Fees associated with the delivery of home improvements and adaptations

- 4.6 In order to provide a balanced budget it is proposed to increase the fees charged for the technical customer service support from 11% to 12%. Calculations to quantify the work associated with technical support have verified that the cost of this service is proportionate with the 12% fee. This increase will bring us in line with the majority of Local Authorities in the region.

Area Renewal

- 4.7 Various forms of assistance may be available for the interventions identified as part of the area renewal schemes. This includes a combination of grants and loans to deliver a range of interventions including Block Improvement Schemes and relocation from clearance areas. The detail will be determined on a scheme by scheme basis in conjunction with relevant partners and will be presented to Cabinet in each occurrence.

Access to Housing

- 4.8 The provision of Council Mortgages provides a viable alternative for people who want to get on the housing ladder but are prevented from doing so by the unavailability of mortgage finance from mainstream lenders. All mortgages are offered in accordance with the requirements of schedule 16 of the Housing Act 1985. Rates are variable and reviewed annually. Specific eligibility criteria are outlined in the FAP.
- 4.9 The bond guarantee scheme is available where a privately rented tenancy has been identified as the most appropriate housing option for someone who is at risk of homelessness. The bond is in the form of a written guarantee to the landlord and will only be paid to the landlord in the event of breach of tenancy.

Coalition Government proposals to use the private rented sector as a means of discharging homelessness duty will see a greater use of private landlords and consequently a rise in the number of bonds to be underwritten is predicted.

Sustaining Home Ownership and Tenancies

- 4.10 The aim of the repossession prevention fund is to target financial assistance to households who are at risk of homelessness through repossession or eviction. Financial assessments will take place to assess eligibility for the fund and payments will only be made to households who genuinely can not make payments on their rent or mortgage and where they are willing to act on debt or money advice. It must also be ascertained that once the payment has been made, the rent or mortgage can be sustained by the applicant.
- 4.11 The mortgage rescue scheme is available to homeowners who are struggling to meet their mortgage payments. A Registered Provider of Social Housing, working in partnership with the Council, will purchase the property and become the owner of the property. Eligible applicants will stay in the property and pay 80% of the market rent back to the Registered Provider.
- 4.12 All of the financial provisions that are detailed within the FAP are subject to the necessary finance being available.

5. REASONS FOR DECISION

- 5.1 The introduction of a more holistic FAP which details all of the assistance available through the Council's strategic housing functions will ensure that there is one place where the broad range of housing information can be accessed to enable people to make informed housing choices.

6. ALTERNATIVE OPTIONS

- 6.1 The alternative option is to do nothing. The Regulatory Reform Order 2002 requires all Councils to produce a Private Sector Housing Policy outlining where it intends to use the powers provided by the order. Without the Policy, the Council would be unable to administer the private sector elements of assistance outlined in this report. The extension of this to other housing provisions ensures a joined up approach and one point of access for customers.

7. RELEVANT CONSIDERATIONS/CONSULTATION

- 7.1 Financial Implications / Sunderland Way of Working

The Director of Commercial and Corporate Services has been consulted on the ongoing development of the FAP and confirms that there are no direct financial consequences as a result of the recommendations contained within this report. Offers of financial assistance will only be made where financial resources are available.

7.2 Risk Analysis

Risk management arrangements in relation to the delivery of the policy are in place through Health, Housing and Adult Services financial and reporting and risk management processes.

7.3 Legal Implications

The Chief Solicitor has been consulted during the development of the FAP to ensure the legality of the Policy and financial transactions that will take part as an outcome of the FAP have been considered in a formal and structured way.

7.4 The Public

The FAP has been informed by a wide range of research designed to understand the housing needs of Sunderland residents, These include the Housing Market Assessment, Private Sector Stock Condition Survey and Older Persons' Lifestyle and Housing Aspirations Survey

7.5 Reduction of Crime and Disorder

The FAP aims to offer assistance to the most vulnerable households and focuses on neighbourhoods that have been identified as in need of intervention. Therefore the assistance offered via the FAP will contribute to improving the sustainability of neighbourhoods, so helping to reduce the levels of crime and disorder.

7.6 The Race Relations (Amendment) Act 2000 and the Council's Race Equality Scheme

This policy has been subject to an Impact Needs Requirements Assessment to ensure that it reflects the diversity of Sunderland's population appropriately. Nothing has been identified within the policy that is incompatible with Sunderland City Council's Equalities Scheme.

The loan products offered within this Policy are considered by most commentators to be Sharia compliant. The policy will be continually reviewed to ensure that it is meeting the needs of minority groups.

7.7 Disability Discrimination Act

The FAP includes provides the policy framework for meeting the needs of disabled residents via the provision of Disabled Facilities Grants and Discretionary Funding for adaptations.

The FAP has been through a level one Impact Needs Requirements Assessment and is compatible Sunderland City Council's Equality Scheme.

7.8 Children's Services

The FAP provides the framework for the provision of adaptations to the property of disabled children within the City. The FAP also makes provision for children living with disabilities who are living in Foster Care in accordance with the Housing Construction and Regeneration Act 1996.

7.9 Procurement

Sunderland City Council led on the procurement of a Regional Loans Administrator.

7.10 Sustainability

The Housing Financial Assistance Policy supports the aims of the Sunderland Strategy. This has been demonstrated through a Sustainability Impact Appraisal which has been undertaken for this cabinet report which also found that the Housing Financial Assistance Policy will help to improve the council's sustainability and recorded no negative impacts. The sustainability team has been consulted on this appraisal.

8. BACKGROUND PAPERS

Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

Housing Grants, Construction and Regeneration Act 1996

Housing Act 2004

Homelessness Act 2002

Homelessness (Priority Need for Accommodation) (England) Order 2002

9. APPENDICES

Appendix 1 – Housing Financial Assistance Policy (FAP) 1 April 2011 – 31 March 2014.

Housing Financial Assistance Policy

1st APRIL 2011- 31ST MARCH 2014

Private Sector Housing Renewal Financial Assistance Policy - Contents

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Introduction

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO HA2002), which came into force on 18 July 2002 gives local authorities wide powers to provide assistance to private homeowners for repair, renovation and relocation. This assistance can be done by both grants and loans. Offering loans to those who are unable to obtain commercial loans by a system of equity release on their property to carry out repairs linked to housing advice for financial assistance.

The RRO gives Sunderland City Council wide ranging powers to improve living conditions in the city by providing assistance to the private sector for housing renewal. The assistance is based upon arrangements to

- tackle poverty,
- promote social inclusion,
- reduce health inequalities,
- the repair and improvement of defective private housing, and,
- ensure neighbourhoods do not fall into decline.

The Housing Act 2004 (the Act) updates and amends a duty previously contained within the Housing Act 1985 (and predecessor legislation) for a local housing authority to keep the housing conditions within their area under review with a view to identifying any actions that may need to be taken under the provisions of the Act which includes amongst others, the RRO HA 2002.

It is recognised by the government and Sunderland City Council that the **primary responsibility for the maintenance of domestic dwellings rests with the owners of the property**. Provision of financial assistance for homeowners is discretionary and Sunderland City Council recognises that acknowledged that there are a proportion of property owners who, through force of circumstance, are unable to afford the upkeep of their property and hence it falls into disrepair/unfitness/non-decency over time. It is towards those households living in the poorest economic circumstances and experiencing the worst housing conditions that priority for assistance will be directed.

Likewise the provision of mortgages is also discretionary and will be subject to the necessary finance being available. Paragraph 1 of Schedule 16 to the Housing Act 1985 specifies how local authorities must set interest rates on mortgages arranged since 3 October 1980. Authorities must charge whichever is the higher of:

- The Standard National Rate (SNR) which is set by the Secretary of State, or
- The applicable local average rate, based on the Authority's own borrowing costs

The Council is committed to developing local plans to meet local needs and recognises that housing renewal intervention to address areas identified as falling into decline can play a lead role in supporting regeneration and enabling neighbourhoods to become more desirable and sustainable. Similarly, the provision of mortgages will also be principally targeted at supporting strategic and regeneration initiatives so that the best possible outcomes for people and the city are achieved.

In 2002 the Government amended the Homelessness Legislation through the Homelessness Act 2002 and the Homelessness (Priority Need for Accommodation) (England) Order 2002. In part this amendment aimed to ensure a more strategic approach to tackling and preventing homelessness. As this more preventative agenda continued to grow a new revised Code of Guidance was published in 2006 which a Local Authority is required to have regard to in exercising their functions under part 7 of the Housing Act 1996. The Council has fully embraced this preventative agenda and has ensured that the prevention of homeless is now at the fore of all housing advice enquiries.

As part of this agenda a number of new functions have been created within the Housing Options Team to assist customers. Of relevance to this policy are:

- Bond guarantee scheme
- Repossession prevention fund
- Mortgage rescue scheme

By introducing these functions it is hoped that the council will be able to remove the need for any citizen to become homeless by being in a position to offer more individually tailored housing solutions.

The Policy

The current Private Sector Housing Renewal Financial Assistance Policy has been operating since 1st April 2008 and is due to be reviewed and updated by 31st March 2011. The revised '**Housing Financial Assistance Policy**' takes account of experience to date, builds on the work already completed in relation to private sector housing renewal within the city, reflects current national housing policy and the revised policy will supersede the existing policy.

At a national level there are some key governmental principles emerging in the current age of austerity, one being :

- Putting communities in charge and **getting more for less**

In relation to housing renewal this means driving value for money, identifying savings opportunities and challenging spending in all areas of work, including expenditure on contracts and programmes.

There are some key government themes emerging which are:

- Fiscal constraints: tackling budget deficit
- Protecting vulnerable people
- Decentralisation
- Localism

The Coalition government has acknowledged that much work is required to the nation's housing stock, and, through the Coalition's programme for government a key theme is '**protecting vulnerable people**' in a changing environment in which to deliver the housing priorities.

- Protecting the vulnerable and disadvantaged tackling homelessness and supporting people to stay in their homes
- Making sure that homes are of high quality and sustainable

The last private sector stock condition survey in Sunderland was completed in 2007 and published in July 2008. The survey found that The City contains 89,521 private dwellings and it detailed that there were 24,125 vulnerable households (72.2%) living in decent homes exceeding the government target of 70%. Housing conditions in the City are better than the National average for private housing, however 20,766 dwellings (23.2%) are non-decent, 8,729 dwellings (9.8%) exhibit Category 1 hazards and 2,482 dwellings (2.8%) are unfit.

‘Sunderland’s Housing Priorities Plan’ (**SHPP**) agreed in November 2010 sets out the city’s housing priorities which are based upon, and related to the achievement of the government’s key themes, and our priorities in the early stages of the SHPP are therefore focussed on **older people and homelessness**. The city’s housing priorities are aligned to aid in the delivery of the Economic Master Plan vision which aims to deliver Sunderland as ‘ **An entrepreneurial University City at the heart of a low carbon regional economy** ’.

The main housing priorities in Sunderland, as detailed and agreed within the SHPP are:

- Ensuring that the correct balance of housing is developed on sites across the city and that affordable social housing is prioritised on appropriate sites to ensure that the housing needs of those in the greatest social need are met
- Work with developers to ensure that “land banked” development sites are brought forward for development
- Work with Registered Providers (Housing Associations) to discuss and agree their priorities for investment in Sunderland and ensure that they understand and work to the strategic objectives as set out in this plan
- Improving the thermal performance of homes and achieve the objectives as set out in our ‘Low Carbon Homes Plan’
- Providing more appropriate accommodation for homeless people, including tackling the high concentration of hostel accommodation in the Sunnyside area
- Implementing our Enabling Independence Strategy as supporting an ageing population and developing in excess of 1,350 units of mixed tenure extra care accommodation over the next five years after which there will be an ongoing review of needs
- **Citywide programme of adaptations to support people to live independently in their own homes**

- **Citywide housing advice and assistance, including a range of loan products to help support homeowners to live independently in their own homes. The Home Improvement Agency is working alongside the Regional Home Loans Partnership to alleviate hazards in owner occupied properties.**
- **Handypersons and Minor Alterations Service for vulnerable residents to promote independent living and reduce the risk of slips, trips and falls**
- Enforcement work city wide which works in partnership with landlords to invest in properties in disrepair and thus creating the best possible standards of accommodation in the private rented sector.
- Working with owners to invest in empty properties and bring them back into use and to consider different models of investment in the private rented sector.

A clear aim in Sunderland being ‘meeting the accommodation needs of all **vulnerable and socially excluded people** – especially the needs of an **ageing population** and ensure that we enable fulfilled lives in later life’.

Policy Aims

The primary aims of the Financial Assistance Policy in Sunderland are to:

1. Provide all vulnerable residents living in the private sector with the opportunity of living in a decent home for as long as possible as to **sustain** them in their own home
2. Target those at **greatest risk and need** – especially in relation to fuel poverty and improve energy efficiency
3. Work with **partners** to reduce crime, the fear of crime, ill health, inequalities and promote sustainability, access to housing, social inclusion and fairness as well as provide a quality housing advice and assistance service
4. Promote and support opportunities for **securing investment** in private sector housing, maximise funding opportunities and tackle unsafe, sub-standard properties, return empty properties back into use and support regeneration and renewal initiatives

5. Utilise the Council mortgage scheme where a gap in the commercial market exists to **unlock housing finance** as to enable properties to become available for purchase and sale; and aid in the delivery of strategic housing priorities and facilitate access to the housing market
6. **Targeting of resources** linked to developing neighbourhood plans for **areas most in need**
7. **Support** the Council's private sector enforcement programme to ensure continuous improvement in housing conditions

Summary of assistance available

Ref No	Type of assistance available	Product Details	Eligibility	Other Information	Cost	Outcome
ADVICE AND GUIDANCE						
FAP1	Advice and Information	The Council will provide residents with a range of advice and relevant information on maintaining their own homes and specific schemes such as relocation, council mortgages, bond schemes and prevention of eviction / repossessions	Available to all residents and prospective residents of Sunderland	The Housing Service provides advice on a range of housing matters, including: <ul style="list-style-type: none"> • Home Improvements • Adaptations • Hazards and defects around the home • Empty Properties • Landlords accreditation and licensing • Enforcement • Access to housing guidance • Management of private rented properties • Area renewal 	Free of charge	Decent homes that are well maintained Safe and secure homes and neighbourhoods People empowered to stay in their own homes Stimulate and strengthen housing markets Housing needs are met
FAP2	Project Management	The Council will provide homeowners with project management assistance in relation to works of adaptation, improvement or repair	Available to all homeowners	The project management assistance available will include, but it is not necessarily restricted to, property survey, preparation of schedule of works, procurement of a contract and oversight of works to be carried out	A fee of 12% of the cost of works will be charged for this service	People empowered to stay in their own homes Safe and secure homes and neighbourhoods Decent homes that are well maintained

Ref No	Type of assistance available	Product Details	Eligibility	Other Information	Cost	Outcome
FINANCIAL ASSISTANCE – HOME IMPROVEMENT LOANS						
INDEPENDENT FINANCIAL ADVICE						
FAP 3	Independent Financial Advice	To provide homeowners with independent advice about the most appropriate source of funding for home improvements, relocation and house purchase to meet their specific financial circumstances	The service is available to homeowners in Sunderland where an initial financial assessment by the Council has shown that they may be able to access a commercial or Local Authority loan product	Independent Financial Advice is offered by professionals who offer unbiased advice on financial matters and recommend suitable financial products from the whole of the market	Independent Financial Advice is free to all homeowners referred via the Council	To enable homeowners and prospective homeowners to make informed choices about the financial options available to them for home improvements, adaptations, relocation and house purchase
COMMERCIAL LOAN PRODUCT						
FAP4	Commercial Loan Product	To enable the homeowner to maintain their own property or to relocate to another, through accessing finance via a commercial loan product	Following an initial financial assessment carried out by the Council, homeowners will receive independent financial advice which will determine whether they are able to access a commercial loan product on reasonable terms	The criteria for lending will be determined by individual lending institutions	The fee will be set by the commercial lender and paid by the homeowner	Homeowner accesses funding to carry out repairs or improvements to their home or to relocate to an alternative home in clearance areas

LOCAL AUTHORITY PRODUCTS

Ref No	Type of assistance available	Product Details	Eligibility	Other information	Cost	Outcome
FAP 5	Capital and Interest Repayment Loan	<p>This product is a Local Authority Loan and is secured against the property. It is suitable for homeowners who have sufficient income to make repayments</p> <p>Homeowners can borrow a maximum of £15,000 and a minimum of £500 over a fixed term, depending on individual circumstances</p> <p>Loans of more than £3000 will be secured with a legal charge against the home. For loans of less than £3000 a local land charge will be used</p> <p>Assistance is discretionary and subject to the availability of finance</p>	<p>An initial financial assessment will be carried out by the Council and if the applicant is eligible independent financial advice will be given to ascertain the most appropriate loan product based on their individual circumstances and the value of work required. Local Authority Loans are only available when commercial loans can not be accessed on reasonable terms</p> <p>The required works must contribute to meeting the Decent Homes Standard</p> <p>The owner occupier must have lived in the property for at least 1 year</p>	<p>The loan will be available for works that contribute to the decent homes standard or to meet the cost of providing disabled facilities / adaptations that are not statutorily met</p>	<p>A fee for loan administration and for Council services will be chargeable, however these will be covered by the Council</p>	<p>Homes are improved to the Decent Homes Standard</p> <p>Safe and secure homes and neighbourhoods</p> <p>Work to provide an adaptation for a disabled person.</p>

Ref No	Type of assistance available	Product Details	Eligibility	Other information	Cost	Outcome
FAP 6	Home Improvement Equity Loan	<p>This product is a Local Authority Loan and will meet the needs of homeowners who do not have sufficient income to afford repayments on a loan, but have sufficient equity in their properties</p> <p>Homeowners can access up to 80% of the available equity in their home, to a maximum of £35,000, and from a minimum of £500. In certain circumstances, a larger loan than the maximum of £35,000 may be available at the discretion of the Council, subject to the amount of available equity in the property.</p> <p>Assistance is discretionary and subject to the availability of finance</p>	<p>Available to home owners who are unable to access a commercial loan product on reasonable terms and is unable to make monthly repayments on a Capital and Interest Repayment loan</p> <p>An initial financial assessment will be carried out by the Council and if the applicant is eligible independent financial advice will be given to ascertain the most appropriate loan product.</p> <p>The required works must contribute to the Decent Homes Standard</p> <p>The owner occupier must have lived in the property for at least 1 year</p>	<p>Equity loans are repaid when the homeowner disposes of the property, when the property is sold; on transfer of ownership; on request of the homeowner or on death of the owner.</p> <p>The amount of the loan will be translated into a percentage of the property value at the time the loan is made.</p> <p>The percentage will be used to calculate the amount to be repaid, and the total amount repayable will reflect the new value of the property. The minimum amount payable will be the amount borrowed.</p>	<p>A fee for loan administration and for Council services will be chargeable, however these will be covered by the Council</p>	<p>To enable homeowners to improve their homes to a decent homes standard</p> <p>To enable occupiers to stay in their own homes</p> <p>To support homeowners in clearance areas to relocate to an equivalent property elsewhere</p> <p>To bring empty homes back into use</p>

Ref No	Type of assistance available	Product Details	Eligibility	Other Information	Cost	Outcome
FAP7	Interest Free Loans	<p>To provide eligible homeowners with financial assistance that will enable them to remain in their home and ensure that the home meets the Decent Homes Standard. The maximum amount of loan is £35,000</p> <p>In certain circumstances a loan above the limit may be available subject to the discretion of the Council</p> <p>Assistance is discretionary and subject to the availability of finance</p>	<p>Available to eligible homeowners who are unable to access a commercial loan product on reasonable terms or a Local Authority Equity Loan or Repayment Loan as identified by a financial assessment. Used as a last resort. The required works must contribute to meeting the Decent Homes Standard</p> <p>The owner occupier must have lived in the property for at least 1 year</p>	<p>The property fails to meet elements of Decent Homes Standard ,with priority being given to measures required to alleviate serious risk of harm under Housing, Health and Safety Rating System and to properties within Renewal Areas</p> <p>Only one interest free loan will be available for a property in a five year period</p> <p>A charge is placed against the property and the loan will be repaid to the Council once the property is disposed of</p>	<p>A fee will be charged for loan administration however these will be covered by the Council and are not included in the loan</p>	<p>Homes are improved to Decent Homes Standard</p> <p>Safe and secure homes and sustainable neighbourhoods</p>

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
ADAPTATIONS						
FAP 8	Mandatory Disabled Facilities Grant (DFG)	<p>To provide eligible disabled applicants with financial assistance for adaptation works</p> <p>The current grant limit for DFG is £30,000</p>	<p>DFGs are available to owner occupiers, landlords or tenants, who have (or in the case of the landlord, whose tenant has), been assessed as having a need under the council's statement of purpose for the provision of structural alterations to property</p>	<p>Eligible works are works that are required in order to provide essential adaptations for people with disabilities to access the facilities within their permanent place of residence.</p> <p>The work must be necessary and appropriate and meet the needs of the disabled persons.</p> <p>It should be reasonable and practical to carry out the relevant work having regard to the age and condition of the qualifying property or dwelling</p>	<p>Grant awards are subject to a financial test of resources (not applicable to children / young people), which in some circumstances may result in a contribution from the applicant.</p> <p>A fee will be charged for Council services and these will be covered by the Council</p>	<p>Enable residents to live independently for as long as possible in their own homes</p>

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
FAP 9	Discretionary Assistance (loan or grant) for disability related adaptations or relocation	To provide eligible disabled applicants with financial assistance that helps them to live independently but the works do not qualify to be funded by the mandatory DFG grant	Available to home owners who are unable to access a commercial loan product on reasonable terms for: 1. Contribution to DFG 2. Works above the DFG mandatory grant limit 3. Relocation, where it is more practical than adapting the current property Grant is available: 4. In palliative care cases up to a maximum of £6,000 5. Where the customer is a child and the parents are separated but have joint custody arrangements. Assistance maybe available to provide adaptations in the secondary home	Applicants must qualify for DFG based on a needs assessment carried out by an Occupational Therapist or their representative In the case of 1,2 & 3 an initial financial assessment will be carried out by the Council and if the applicant is eligible, further independent financial advice will be given to ascertain the most appropriate loan product. Local Authority Loans are only available when commercial loans can not be accessed on reasonable terms See FAP 5,6 &7 for more detail about the specific loans and charges	A fee for loan administration and for Council services will be chargeable, however these will be covered by the Council	Enable residents to live independently for as long as possible in their own homes

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
PROMOTING INDEPENDENT LIVING						
FAP 10	Handypersons Service	The Handypersons Service is available to help residents carry out small repairs and maintenance work	Available to customers over the age of 60 OR is disabled OR in receipt of a care package These may change during the lifetime of this policy	The customer is unable to complete the work themselves There are no friends or family who are able to complete the work The customer does not have the finances to pay privately to have the work completed	There is a nominal cost for the work to cover the cost of materials. The customer will agree prior to the work taking place	Prevent hazards around the home and prevent homes falling into disrepair Enable residents to live independently for as long as possible in their own homes

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
WARM HOMES						
FAP 11	Sunderland Energy Efficiency Programme	Energy Advice	Available to all residents in Sunderland	None	Free of charge	Help to reduce Fuel Poverty and promote energy efficiency and carbon reduction
		Warm Front Grant is a Government-funded initiative and the scheme is managed by EAGA (available until 2013)	Warm Front Grant is available to householders who are over 60 years old or have a child under 16 years old AND are in receipt of certain benefits. It may also be available to householders who do not meet the above eligibility criteria but who are in receipt of certain benefits	Information about the Warm Front Scheme is available from EAGA	The Warm Front Grant provides a package of insulation and heating improvements up to the value of £3,600. Applicants will be required to fund the difference of any works beyond the value of £3,600	Make homes warmer, healthier and more energy-efficient
		Specific schemes to meet energy efficiency and carbon reduction outcomes within Sunderland	Specific schemes will be developed and individual eligibility criteria set	Individual criteria will be developed on a scheme by scheme basis and may be dependent on funding stream requirements	To be determined on a scheme by scheme basis	Improve the energy efficiency of vulnerable people's homes and reduce fuel poverty and carbon emissions
		Home Insulation Measures	Available to all homeowners and private landlords		If in receipt of qualifying benefits or over 70 – free of charge If there is a child in the household – £49 All others - £79	

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
AREA RENEWAL						
As the needs of each area are identified, a range of renewal assistance will be offered which may include the following:						
FAP 12	Financial and practical assistance support in connection with Block Improvement Schemes	To achieve renovation and improvement of properties within defined areas in line with Housing Strategy priorities The assistance provided may be financial and / or the Council may itself (or through an appointed contractor or contractors), with the agreement of owners, undertake works to properties	The various forms of financial assistance will become available for specific blocks or groups of properties identified via comprehensive area assessments.	Assistance will be available to owner occupiers and may also be available to accredited or licensed landlords subject to a contribution	Contributions may be required and will be determined on a scheme by scheme basis and agreed by Cabinet	Contribute to meeting the Decent Homes Standard and promoting confidence in areas

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
FAP 13	<p>Relocation Home Equity Loan</p> <p>Relocation loans are used in conjunction with statutory compensation, home-loss and disturbance payments</p>	<p>This is a Local Authority Loan available to support owner occupiers needing to relocate from a property designated for clearance, within eligible areas. Loans will be used to meet any difference in cost between the home being cleared and the replacement home subject to eligibility criteria</p>	<p>Eligible areas will be determined from time to time over the life of this policy</p> <p>Owners in eligible areas who are unable to access a commercial loan product on reasonable terms may access up to 50% of the value of their replacement property up to a maximum ceiling of £35,000</p>	<p>To support owner occupiers in clearance / renewal areas to relocate to an equivalent property elsewhere within the Tyne and Wear partnership area or a neighbouring authority within County Durham</p>	<p>An administration fee will be chargeable, which will be included within the loan provided</p>	<p>Ensuring that homeowners within clearance areas are not disadvantaged by clearance by enabling them to remain within the tenure of their choice</p>

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
FAP 14	Homeswap and Homesteading	<p>Homeswap To enable residents in clearance areas to relocate into a 'like for like' property</p> <p>Homesteading To offer residents in clearance areas a renovated (previously empty) acquired property in a sustainable neighbourhood within the same area</p>	Owner Occupiers within clearance / renewal and redevelopment areas	<p>'Like for like' principle rests upon the availability of a property of similar value and character</p> <p>The property will be in the ownership of the Council or one of it's regeneration partners</p>	The applicant will be required to fund any difference in value if the new property is of a higher value than the original property. Relocation assistance may be available (see FAP 13)	<p>Re-house residents in an affordable and sustainable manner</p> <p>Contributes to bringing empty properties back into use to meet relocation requirements in renewal areas</p>

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
EMPTY HOMES ASSISTANCE						
FAP 15	EMPTY HOMES ASSISTANCE	<p>To achieve a reduction in the number of vacant properties where there is proven demand for the property type and the area in which it is located</p> <p>To provide a financial incentive with a view to returning vacant residential premises back into sustainable use and to achieve a reduction in the overall number of vacant properties across the City</p>	<p>Assistance to prospective owner occupiers will normally be provided in the form of a loan (see FAP 5,6,7) following independent financial advice.</p> <p>Empty property assistance may be available towards 50% of eligible works costs for accredited landlords and owner/occupiers if they are unable to access a loan from a commercial lender on reasonable terms.</p> <p>Grant / loan limit of £35,000 applies</p> <p>Assistance is discretionary and subject to the availability of finance</p>	<p>Only prospective owner occupiers and accredited landlords will be eligible and assistance will not be considered for an existing owner under whose tenure the premises have fallen into disrepair</p> <p>The property must have been empty for at least 6 months.</p> <p>Only properties situated in specified areas will be eligible</p> <p>In the case of an accredited landlord receiving 'empty homes assistance' the property must be available for letting for a five year period and the council must receive nomination rights from the landlord</p>	<p>When the property is disposed of full payment of the original loan amount will be required. See specific repayment information in FAP 5,6,7)</p> <p>Assistance is discretionary and subject to available finance. The Council will also determine priority status of the empty homes and /loans will only be awarded to fund repairs or improvements deemed essential to meet the decent homes standard.</p> <p>Loans will be entirely at the Council's discretion and will only be considered for properties determined by the Council as requiring intervention and warranting incentive for renovation.</p> <p>An administration fee will be chargeable, which will be included within the loan / grant provided</p>	<p>Bringing empty properties back into use, contributing to both area regeneration and decent homes outcomes</p>

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
ACCESS TO HOUSING						
FAP 16	Mortgages	<p>Council Mortgages will meet the needs of prospective homeowners who can not access a mortgage on the commercial market but meet the council eligibility criteria for mortgages.</p> <p>A maximum loan of 90% loan to value will be available with the applicant providing at least 10% for a deposit.</p> <p>No more than 3 times the household income will be available and there will be a cap of £200,000.</p> <p>The maximum term offered for a mortgage will be 25 years</p>	<p>The provision of a mortgage must support the Council's strategic and regeneration initiatives</p> <p>The applicant must:</p> <ul style="list-style-type: none"> • Not be able to obtain the relevant mortgage finance from a mainstream lender. • Be able to cover the cost of a deposit of at least 10% plus legal fees, stamp duty and other costs of moving (the deposit can be paid by the builder) • Be able to sustain home ownership in the longer term • Have a good credit history (as defined within the council procedures) 	<p>All mortgages will be offered in accordance with the requirements of schedule 16 of the Housing Act 1985. Rates will be variable and will be reviewed at least annually. The interest chargeable will be the higher of the Standard National Rate (SNR) and the applicable local average rate.</p> <p>Independent Financial Advice will be offered by Independent Financial Advisors from the Council's list to ensure that prospective homeowners can identify the most appropriate source of lending.</p> <p>Collection and recovery of completed mortgages will be managed by the Director of Financial Resources</p>	<p>A fee for loan administration and for Council services will be chargeable.</p> <p>Where the cost of Independent Financial Advice results in a commercial mortgage, the lender will pay the fee. If a Council mortgage is offered a fee is charged and this can be included within the loan provided.</p>	<p>The provision of Council mortgages will provide a viable alternative for people who want to get on the housing ladder but are prevented from doing so by the unavailability of mortgage finance.</p> <p>Mortgages will help to support strategic initiatives and provide positive outcomes for local people and the local economy.</p>

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
FAP 17	Bond Guarantee Scheme	<p>Where a Privately Rented Tenancy has been identified as a suitable housing option the Housing Options Team will provide a guarantee of up to the equivalent of one calendar months rent.</p> <p>The bond is in the form of a written guarantee to the landlord and will only be paid to the landlord in the event of breach of tenancy. This will be administered through the nationally accredited rent deposit scheme</p>	<p>The Council's Housing Options Team will look at all possible options to prevent or relieve homelessness. Where it is identified that a private rented tenancy is the most appropriate solution consideration will be given to the provision of a bond to enable the applicant to access a tenancy. The applicant:</p> <ul style="list-style-type: none"> • Would need to be assessed as being at risk of homelessness by HOT • An affordability assessment will be carried out to ensure that the customer can not afford to pay the costs of a rent bond themselves and to ensure they can afford ongoing rent payments 	The Housing Options Team will only guarantee a bond where the property meets the decent homes standard (as confirmed by the Council).	Although the Council will guarantee the bond initially it is envisaged that an applicant will take over this responsibility at the 6 month point.	To support vulnerable people to access privately rented accommodation.

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
SUSTAINING HOME OWNERSHIP AND TENANCIES						
FAP 18	Repossession prevention fund	<p>The aim of the fund is to target loan or grant assistance to families at risk of homelessness through repossession or eviction</p> <p>The maximum payment is £5,000</p>	<p>The fund will be available to households:</p> <ul style="list-style-type: none"> • Who can genuinely not pay their mortgage or rent • Who are willing to act on money or debt advice • Where the rent of mortgage payments will be affordable once the payment from the fund has been made • A financial assessment will be undertaken by a Housing Options Advisor to determine an applicant's ability to maintain loan payments now and in the foreseeable future. • If the financial assessment highlights that an applicant would be unable to maintain loan payments consideration will be given to whether a grant can be considered. This will be undertaken on a case by case basis. 	<p>Payments are not intended to completely clear arrears but to recover the situation where all other options have failed</p> <p>Payments should only be made where all parties are prepared to compromise on the debt in order to avoid repossession or eviction</p> <p>A payment will only be made where there is no other way to resolve the problem</p> <p>Payments will be made directly to the creditor</p>	<p>All loans are interest free.</p> <p>The schedule of payments will be agreed as part of the financial assessment.</p> <p>As per the Communities & Local Government Department guidelines no charges will be placed against property.</p>	<p>To prevent homelessness for the residents of Sunderland</p> <p>To increase the number of individuals and families able to maintain their tenure in their own home</p>

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
FAP 19	Mortgage Rescue Scheme	<p>Available to homeowners who are struggling to meet their mortgage payments.</p> <p>A Housing Association working in partnership with the Council will purchase the property and become the owner of the property. Eligible applicants will stay in the property and pay 80% of the market rent</p>	<p>The scheme is intended to help homeowners who fall within one of three priority need categories (below) in the homelessness legislation and who are at risk of homelessness as a result of mortgage repossession</p> <p>Eligible people:</p> <p>(1) a person with whom dependent children reside</p> <p>(2) a pregnant woman</p> <p>(3) a person who is vulnerable as a result of old age, mental illness or handicap or physical disability or other special reason.</p> <p>The household income must be less than £60,000</p> <p>The applicant must not own another property</p>	<p>The following criteria will also apply;</p> <p>All owners of the property must agree to being considered for the mortgage rescue scheme</p> <p>The purchase price of the property should repay all secured debts against the property. In some cases consideration can be given to applicants who are in negative equity up to 20%.</p> <p>Living in the property must be sustainable after mortgage rescue</p> <p>The household must have a clear need to stay in the area and it is not practical for them to trade down to another property in the area</p> <p>The property must be suitable for the needs of the household (e.g. it is not overcrowded)</p> <p>Owners must have sought debt counselling and advice, agreed to debt rescheduling and discussed alternative options with mortgage lenders before admission to the scheme.</p>	<p>Applicants do not have to pay anything up front.</p> <p>The housing association buying the property will take 3% of the value of the property as a fee</p> <p>If the mortgage against the property is worth more than the home alternative arrangements to cover this debt will be made</p>	<p>To prevent homelessness for the residents of Sunderland</p> <p>To increase the number of individuals and families able to maintain their tenure in their own home</p>

Ref No	Type of assistance available	Product Information	Eligibility	Other Information	Cost	Outcome
SAFE HOMES						
FAP 19	Home Security / Target Hardening Assistance	Specific schemes will be developed to meet community safety outcomes across Sunderland	Sunderland City Council is committed to improving the security of homes and reducing crime and fear of crime across the City. Specific schemes will be developed and individual eligibility criteria set	Individual criteria will be developed on a scheme by scheme basis and may be dependent on funding stream requirements	To be determined	Reduce crime and the fear of crime. Support the Council's Community Safety Partnership

Enquiries

A copy of the full policy document can be viewed at the Civic Centre reception and at any Customer Services Centre across the city on request.

For enquiries about the Financial Assistance Policy and also for Home Improvements, Disabled Facilities Grants, Handypersons service or Energy Efficiency contact:

Sunderland Home Improvement Agency, ILC Leechmere, Claymere Road, Sunderland. SR2 9TS.

Tel: 0191 520 5555

E-mail: hia@sunderland.gov.uk

For enquiries about Disabled Facilities Grants and home needs assessments, please contact:

Care Management and Assessment Team,

Health, Housing and Adult Services West, Dock Street, Monkwearmouth, Sunderland. SR6 0EA

Tel: 0191 520 5555

For enquiries for Area Based Renewal Schemes (including relocation), contact:

Sunderland City Council Housing Renewal Team, P.O. Box 102, Civic Centre, Sunderland, SR2 7DN

Tel: 0191 520 5555

E-mail: housing.renewal@sunderland.gov.uk

Back on the Map – Sunderland’s New Deal for Communities

The Community Link Shop

Hendon, Sunderland.

Tel: 0191 514 3653 Website: <http://www.backonthemap.org>

Empty Properties contact:

Empty Property Officer, Housing Renewal Team, PO Box 104, Civic Centre, Sunderland. SR2 7DN

E-mail housing.renewal@sunderland.gov.uk

Enforcement, Landlord Licensing and Accreditation contact:

Housing Renewal Team, PO Box 104, Civic Centre, Sunderland. SR2 7DN

E-mail housing.renewal@sunderland.gov.uk

Council Mortgage contact:

Sunderland Customer Contact Centre

Tel: 0191 520 5555

E-mail: hia@sunderland.gov.uk

Bond Scheme, Repossession Prevention fund and Mortgage Rescue contact:

Housing Options Team

Tel: 0191 520 5555

E-mail:

For information about the Governments Warm Front Scheme:

EAGA, Eaga House, Archbold Terrace, Jesmond, Newcastle Upon Tyne NE2 1DB.

0800 316 2805 or email: enquiry@eaga.com

Confidentiality and Information Sharing

All personal information relating to customers will be treated with the utmost confidentiality both by Sunderland City Council and its partners or agents. This includes information covering the customers name and their families names and addresses, the nature of any disability they or any member of their family have, the type and cost of work carried out on their behalf, their financial or family circumstances, the fact that they are a customer of Sunderland City Council, information regarding any grant or other financial assistance they have received or applied for and any other information that might reasonably expect to be kept confidential. The council has to collect information of this nature to enable work to be carried out in customer's homes and we will ensure that this information is managed fairly, lawfully and in line with the guidance set out within the Data Protection Act 1998.

The Freedom of Information Act enables anyone to request information from a public authority. When a request is made we have a duty to respond to the request within 20 days as well as providing advice and assistance to people who have requested information.

Equalities

This Financial Assistance Policy recognises that the city has a large and diverse population whose needs differ greatly. The Council aim to treat all communities and service users fairly and equally in order to assist them in meeting their needs.

The Council will continue to assess, update and address the needs of vulnerable people and minority groups across the city through research and policy development.

This policy has been subject to an Impact Needs Requirements Assessment to ensure that it reflects the diversity of Sunderland's population appropriately. Nothing has been identified within the policy that is incompatible with Sunderland City Council's Equalities Scheme

The information contained within this policy can be made available in different language and formats if required.

Complaints and Compliments

We learn a lot from complaints and that feeds back into improving how we deliver our service. That's why we want to hear from you if you aren't happy. We take complaints whichever way you want to give them to us. You can call in or ring up; alternatively write, email or complete a complaint form. Complaint forms are available from council staff dealing with your application, by telephone on 0191 520 5555 or online at

<http://www.sunderland.gov.uk/public/editable/themes/citycouncil/corporate/officialcomplaint.asp>

Equally if our customers are satisfied with the service they receive we would also like to hear about it

Complaints against the service provided by the loan administrator will be dealt with via that organisations own appeals and complaints procedures.

Monitoring and Evaluation

This policy will be monitored annually or more frequently if required, to evaluate its relevance and effectiveness. Any significant changes will be submitted to cabinet for approval and thereafter published as a revision to the policy. This will include the affects of any major changes to legislation.

Specific performance indicators are already in place in relation to the achievement of statutory targets. Further indicators will be developed in relation to individual projects dependent on funding and partner requirements.

Fees, charges and financial limits will be reviewed periodically by the Director of Health, Housing and Adult Services in conjunction with the City Treasurer and any changes will be approved under delegated powers.

Glossary of Terms

Commercial loan	A loan that is offered to the borrower by the lender which in this case usually means a financial institution
Decent Homes Standard	A decent home is one which is wind and weather tight, warm and has modern facilities. A decent home meets the following four criteria:- It meets the current statutory minimum standard for housing; It is in a reasonable state of repair; It has reasonably modern facilities and services; It provides a reasonable degree of thermal comfort
Discretionary Panel	The purpose of the Discretionary Panels is to consider issues and cases that fall outside policies and procedures
Disturbance Payment	Disturbance payments are made to residents who are subject to clearance in designated clearance area. They are made for reasonable expenses incurred such as removal of furniture and disconnection of services.
Financial Services Authority (FSA)	The FSA is an independent body that regulates the financial services industry in the UK. Both the Loan Administrator the professionals offering Independent Financial Advice will be required to be members of the FSA
Home Loss Payment	A Home Loss payment will be payable if the resident has been living in the house for one year or more. The payment is made to people displaced from their home (set by law at 10% of the price settled with the Council for the property being cleared, or £4,400 whichever is the greater).
Independent Financial Advice	Independent Financial Advice is offered by professionals (usually Independent Financial Advisors) who offer unbiased advice on financial matters to their clients and recommend suitable financial products from the whole of the market
Loan Administration	Arrangements will be put in place to ensure that where loans are provided these are administered effectively and in compliance with the relevant provisions of the Financial Services Act.
Local Authority Loan	In the case of this Financial Assistance Policy Local Authority Loans can come in the form of Equity Loans, Capital and Interest Loans and Small Unsecured Loans. The loans are funded from Local Authority Budgets and are subject to eligibility criteria and conditions
Market Value	Market Value is the price at which a property should exchange on the date of valuation between a willing buyer and a willing seller

